

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 22, 2017
To: All Employees
Subject: DISTRIBUTION OF PAY WARRANTS FOR MARCH 2017
**Department and/or
Persons Concerned:** All Employees
Reference: None

Brief Explanation:

PAY DATE: March pay warrants for **all monthly employees, food service workers, and hourly employees with reported time for March 1 through March 15** will be payable on **March 31, 2017**.

DISTRIBUTION OF WARRANTS:

All March pay warrants will be placed in the U.S. Mail on March 30, 2017. Special handling will not be available. **Please ensure that the district has your correct mailing address.** Paycheck information can be viewed on-line using the DWA Employee Self Service.

For future reference, it is recommended you enroll in direct deposit to ensure your warrant reaches you on payday. The direct deposit request form is available at <https://www.sandiegounified.org/sign-direct-deposit-and-go-green-your-green>, from your school/department timekeeper or at the Payroll Department, Education Center, Room 1150. Please be aware that direct deposit requests can take 30-60 days to process.

Counter pickup will not be available.

Candi Lukat
Controller

APPROVED:



Patricia Koch
Chief Financial Officer

PK:tt

Distribution: List G