

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 7, 2013
To: All Employees
Subject: DISTRIBUTION OF PAY WARRANTS FOR DECEMBER 2013
**Department and/or
Persons Concerned:** All Employees
Reference: None

Brief Explanation:

PAY DATE: December pay warrants for **all monthly employees, food service workers, and hourly employees with reported time for December 1 through December 15** will be payable on **December 30, 2013**.

DISTRIBUTION OF WARRANTS:

All December pay warrants will be placed in the U.S. Mail on December 28, 2013. 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.

If you will be out of town, please sign up for electronic deposit. Your pay warrant will be automatically deposited on payday to the bank account you designate. An "Employee Authorization for Automatic Payroll Deposit" form **RECEIVED NO LATER THAN 5 P.M., NOVEMBER 15, 2013**, will affect your December 30 pay. The form is available on the Payroll web site at <http://www.sandi.net/depts/payroll/payrollforms/>, from your school/department timekeeper or at the Payroll Department, Education Center, Room 1150. The automatic payroll deposit will continue for future payrolls or until it is terminated.

Counter pickup will not be available.

Jodie Macalos
Acting Controller

APPROVED:



Jenny Salkeld
Interim Chief Financial Officer

JS:vb

Distribution: List G