

IMPORTANT - PLEASE POST

2008/09 PAYROLL DISTRIBUTION DATES & PROCEDURES

Payroll warrants will be available **at your work location** on the dates indicated below unless otherwise noted. If your site is completely closed while off tract, warrants will be available at the District Office Payroll Department on the dates noted. Please check with your site secretary.

<u>CLASSIFIED</u>	<u>DAY OF WEEK</u>	<u>CERTIFICATED</u>	<u>DAY OF WEEK</u>
July 15	Tuesday		
July 31	Thursday	August 1	Friday
August 15	Friday		
August 29	Friday	September 2	Tuesday
September 15	Monday		
September 30	Tuesday	October 1	Wednesday
October 15	Wednesday		
October 31	Friday	October 31 ☉	Friday
November 14 ☉	Friday		
November 26 #	Wednesday	December 1	Monday
December 15	Monday		
December 30 ☼	Tuesday	December 31 ♦	Wednesday
January 15	Thursday		
January 30	Friday	February 2	Monday
February 17	Tuesday		
February 27	Friday	March 2	Monday
March 16	Monday		
March 31	Tuesday	April 1	Wednesday
April 15	Wednesday		
April 30	Thursday	May 1	Friday
May 15	Friday		
May 29	Friday	June 1	Monday
June 15 🎵	Monday		
June 30 ♥	Tuesday	July 1 ♥	Wednesday

- ☉ Warrants will be available after 3:00 p.m. at the school site. When off track, Single & Traditional site warrants will be available between 3:00 p.m. and 4:00 p.m. in the District Office Payroll Department. Warrants must ***not*** be cashed prior to issue date. Employees may be subject to returned check charge.
- ☼ Warrants available between 8:00 a.m. - 4:00 p.m. in the District Office Payroll Department. Warrants not picked up will be sent to sites on January 5th for Single Track & January 12th for Traditional.
- ♥ Warrants available between 8:00 a.m. - 2:00 p.m. in the District Office Payroll Department. Warrants not picked up will be mailed to the address that is on the warrant.
- 🎵 Warrants for Traditional Sites will be available at the District Office Payroll Department between 8:00 a.m. – 2:00 p.m. Warrants not picked up will be sent to the address on the warrant.
- ♦ Warrants available in the District Office between 3:00 p.m.- 4:30 p.m. ***only***. Warrants not picked up will be sent to the sites on January 5th for Elementary and Middle Schools, and January 12th for Traditional.
- # Warrants for Single and Traditional sites will be available in the District Office between 8:00 a.m.- 2:00 p.m., then sent to the sites on December 1st.

PROCEDURES

- All warrants have an issue date and ***should not*** be submitted to the San Bernardino County Treasurer before that date.
- Warrants which are electronically transferred (EFT) *may* be deposited prior to the issue date depending upon individual banking procedures.

SIGN UP FOR EFT (Electronic Fund Transfer): Call the Payroll Department at Ext. 7140 for information - you will never have to stand in line again! Your pay warrant will automatically be deposited into your bank account.