

IMPORTANT - PLEASE POST

2011/2012 PAYROLL DISTRIBUTION DATES & PROCEDURES

Payroll warrants will be available at your work location on the dates indicated below unless otherwise noted.

<u>CLASSIFIED</u>	<u>DAY OF WEEK</u>	<u>CERTIFICATED</u>	<u>DAY OF WEEK</u>
July 15 ♦	Friday		
July 29 ♦	Friday	August 1 ♥	Monday
August 15	Monday	September 1	Thursday
August 31	Wednesday	October 3	Monday
September 15	Thursday	November 1	Tuesday
September 30	Friday	December 1	Thursday
October 17	Monday	January 2 ☀	Monday
October 31	Monday	February 1	Wednesday
November 15	Tuesday	March 1	Thursday
November 30	Wednesday	April 2	Monday
December 15	Thursday	May 1	Tuesday
December 29 ☀	Thursday	June 1 ♥	Friday
January 17	Tuesday	July 2 ♥	Monday
January 31	Tuesday		
February 15	Wednesday		
February 29	Wednesday		
March 15	Thursday		
March 30	Friday		
April 16	Monday		
April 30	Monday		
May 15	Tuesday		
May 31 ♥	Thursday		
June 15 ♥	Friday		
June 29 ♥	Friday		

♦ Due to the District Office being closed on Fridays during the month of July, warrants will be available at School Police, Building #9 between 8:00 a.m. – 2:00 p.m. A valid ID will be required. Warrants not picked up will be mailed to the address on the warrant the following district work day.

☀ Warrants available between **8:00 a.m. – 2:00 p.m. only** at School Police Building #9. A valid ID will be required. Warrants not picked up will be mailed to the address on the warrant the following district workday.

♥ Warrants available between 8:00 a.m. - 2:00 p.m. at the District Office Switchboard. Warrants not picked up will be mailed to the address that is on the warrant the following district work day.

PROCEDURES

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

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.