

# IMPORTANT - PLEASE POST

## 2018/2019 PAYROLL DISTRIBUTION DATES & PROCEDURES

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

<b><u>CLASSIFIED</u></b>	<b><u>DAY OF WEEK</u></b>	<b><u>CERTIFICATED</u></b>	<b><u>DAY OF WEEK</u></b>
<b>July 16 ♥</b>	Monday		
<b>July 31 ♥</b>	Tuesday	<b>August 1 ♥</b>	Wednesday
August 15	Wednesday		
August 31	Friday	September 3	Monday
September 17	Monday		
September 28	Friday	October 1	Monday
October 15	Monday		
October 31	Wednesday	November 1	Thursday
November 15	Thursday		
November 30	Friday	December 3	Monday
December 17	Monday		
<b>December 31 ☀</b>	Monday	<b>January 2 ♥</b>	Wednesday
January 15	Tuesday		
January 31	Thursday	February 1	Friday
February 15	Friday		
February 28	Thursday	March 1	Friday
March 15	Friday		
March 29	Friday	April 1	Monday
April 15	Monday		
April 30	Tuesday	May 1	Wednesday
May 15	Wednesday		
May 31	Friday	June 3	Monday
<b>June 17 ♥</b>	Monday		
<b>June 28 ♥</b>	Friday	<b>July 1 ♥</b>	Monday

☀ 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 of Wednesday, January 3, 2018

♥ Warrants available between **8:00 a.m. - 2:00 p.m.** at the **Payroll Office (1<sup>st</sup> Floor, C101)**. Warrants not picked up will be mailed to the address that is on the warrant the following district work day, or sent to your worksite if in session.

### **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 institutions. No paper stubs will be issued. To access your pay stub information, register at <https://employeeselfservice.sbcss.k12.ca.us>

**SIGN UP FOR EFT (Electronic Fund Transfer): Call the Payroll Department for information. Your pay warrant will automatically be deposited into your bank account.**