

INFORMATION CIRCULAR NO. 503

Office of Chief Financial Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 20, 2015
To: All Employees
Subject: DISTRIBUTION OF PAY WARRANTS FOR DECEMBER 2015
**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, 2015**.

DISTRIBUTION OF WARRANTS:

All December pay warrants will be placed in the U.S. Mail on December 29, 2015. 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.sandi.net/staff/payroll/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.

Jodie Macalos
Controller

APPROVED:



Jenny Salkeld
Chief Financial Officer

JS:vb

Distribution: List G