

## **Fiscal Services**

Payroll Bulletin 24-005

**DATE:** April 23, 2024

**TO:** All Secretaries and Administrators

**FROM:** Sharon Faria, Fiscal Services Manager

SUBJECT: Payroll Warrants During Summer Break 2024

This is a friendly reminder that payroll warrants will continue to be mailed to your school site during summer break. To ensure our employees are paid on time, please inform Fiscal Services if your site will be closed. You will need to contact Fiscal Services to make arrangements for warrants to be picked up at the District office. Please refer to the warrant release dates below.

Certificated Contract	Classified Contract
Monday, July 1st	Monday, June 17th
Monday, July 15 <sup>th</sup>	Friday, June 28th
Thursday, August 1st	Monday, July 15th
	Wednesday, July 31st

If your site will be closed during any of these dates, you will need to contact your employees who receive warrants and inform them of these arrangements. Should you have any questions, please contact Fiscal Services at (909) 820-7700 Ext. 2232.