



RIALTO UNIFIED SCHOOL DISTRICT

Fiscal Services

Payroll Bulletin 21-003

DATE: May 10, 2021

TO: All Employees

FROM: Sharon Faria, Fiscal Services Supervisor

SUBJECT: Release of Pay Warrants FY 2021/2022

The office of the County Superintendent of Schools recommends that school districts release all pay warrants to employees on the **ISSUE DATE** printed on the pay warrant. ***If the ISSUE DATE falls on a weekend or holiday, the pay warrant will be released on the following work day.***

The Rialto Unified School District has established a pay warrant release schedule that coordinates with our District calendar and the office of SBCSS recommended warrant release dates. Attached is the Rialto Unified School District's schedule of payroll warrant release dates for 2021/2022.

For employees who have chosen Electronic Fund Transfer (EFT), ***if the scheduled Issue Date falls on a weekend or holiday, the pay warrant may be deposited on the next banking day.*** Please contact your individual bank for their policy regarding these deposits. If you would like to sign up for EFT, please contact the Payroll Department.

Attached – District Payroll Release Schedule

RIALTO UNIFIED SCHOOL DISTRICT

182 E. Walnut Avenue, Rialto, CA 92376

2021-2022 SCHEDULE OF PAYROLL WARRANT ISSUE AND RELEASE DATES

CLASSIFIED CONTRACT / SEMI MONTHLY

ISSUE DATE: 2021	RELEASE DATE:	ISSUE DATE: 2022	RELEASE DATE:
July 15	July 15	January 15	January 18
July 30	July 30	January 31	January 31
August 15	August 16	February 15	February 15
August 31	August 31	February 28	February 28
September 15	September 15	March 15	March 15
September 30	September 30	March 31	March 31
October 15	October 15	April 15	April 15
October 29	October 29	April 29	April 29
November 15	November 15	May 15	May 16
November 30	November 30	May 31	May 31
December 15	December 15	June 15	June 15
December 29	December 29	June 30	June 30

CERTIFICATED CONTRACT / MONTHLY

ISSUE DATE: 2021	RELEASE DATE:	ISSUE DATE: 2022	RELEASE DATE:
August 1	August 2	January 1	January 3
September 1	September 1	February 1	February 1
October 1	October 1	March 1	March 1
November 1	November 1	April 1	April 1
December 1	December 1	May 1	May 2
		June 1	June 1
		July 1	July 1

CERTIFICATED / CLASSIFIED HOURLY AND SUBSTITUTES

Pay warrants are issued on the 9th of each month and mailed to the employee's home address on the 8th. If the 9th falls on a Sunday or Monday, the warrant will be mailed on Monday. If Monday is a holiday, pay warrants will be mailed on Tuesday.