



RIALTO

UNIFIED SCHOOL DISTRICT
BRIDGING FUTURES THROUGH INNOVATION

Payroll Bulletin 21-001

Fiscal Services

Diane Romo
Lead Fiscal
Services Agent

Sharon Faria
Supervisor,
Fiscal Services

DATE: May 10, 2021

TO: All Employees

FROM: Sharon Faria, Fiscal Services Supervisor

SUBJECT: Request for Payroll Documentation Timeline

TIMELINE FOR REQUESTING PAYROLL DOCUMENTATION

TYPE OF REQUEST	PAYROLL DEPARTMENT TIMELINE FOR DELIVERY OF REQUESTED DOCUMENTATION
Copy of Time Cards, Current Year	5 Business Days
Copy of Time Cards, Prior Year	20 Business Days
Duplicate Earning Statement	5 Business Days
Duplicate W2's	5 Business Days
Verification of Employment	5 Business Days
Verification of Leave Balances, Current Year	5 Business Days
Verification of Leave Balances Prior Years	20 Business Days
Supplemental Disability Forms, Current Year	5 Business Days
Supplemental Disability Forms, Prior Years	20 Business Days
CalPERS Buy Back Information	20 Business Days