



# RIALTO UNIFIED SCHOOL DISTRICT

## Fiscal Services

Payroll Bulletin 22-003

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**DATE:** May 3, 2022

**TO:** All Employees

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

**SUBJECT:** Release of Pay Warrants FY 2022/2023

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 2022/2023.

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

**2022-2023 SCHEDULE OF PAYROLL WARRANT ISSUE AND RELEASE DATES**

**CLASSIFIED CONTRACT / SEMI MONTHLY**

<b>ISSUE DATE: 2022</b>	<b>RELEASE DATE:</b>	<b>ISSUE DATE: 2023</b>	<b>RELEASE DATE:</b>
July 15 July 29	July 15 July 29	January 15 January 31	<b>January 17</b> January 31
August 15 August 31	August 15 August 31	February 15 February 28	February 15 February 28
September 15 September 30	September 15 September 30	March 15 March 31	March 15 March 31
October 15 October 31	<b>October 17</b> October 31	April 15 April 28	<b>April 17</b> April 28
November 15 November 30	November 15 November 30	May 15 May 31	May 15 May 31
December 15 December 29	December 15 December 29	June 15 June 30	June 15 June 30

**CERTIFICATED CONTRACT / MONTHLY**

<b>ISSUE DATE: 2022</b>	<b>RELEASE DATE:</b>	<b>ISSUE DATE: 2023</b>	<b>RELEASE DATE:</b>
August 1	August 1	January 1	<b>January 3</b>
September 1	September 1	February 1	February 1
October 1	<b>October 3</b>	March 1	March 1
November 1	November 1	April 1	<b>April 3</b>
December 1	December 1	May 1	May 1
		June 1	June 1
		July 1	<b>July 3</b>

**CERTIFICATED / CLASSIFIED HOURLY AND SUBSTITUTES**

Pay warrants are issued on the 9<sup>th</sup> of each month and mailed to the employee's home address on the 8<sup>th</sup>. If the 9<sup>th</sup> 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.