



RIALTO
UNIFIED SCHOOL DISTRICT
BRIDGING FUTURES THROUGH INNOVATION

RIALTO UNIFIED SCHOOL DISTRICT

Fiscal Services

Payroll Bulletin 23-005

DATE: May 3, 2023
TO: All Employees
FROM: Sharon Faria, Fiscal Services Manager
SUBJECT: Release of Pay Warrants FY 2023/2024

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 2023/2024.

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
2023-2024 SCHEDULE OF PAYROLL WARRANT ISSUE AND RELEASE DATES**

CLASSIFIED CONTRACT / SEMI MONTHLY

ISSUE DATE: 2023	RELEASE DATE:	ISSUE DATE: 2024	RELEASE DATE:
July 15 July 31	July 17 July 31	January 15 January 31	January 16 January 31
August 15 August 31	August 15 August 31	February 15 February 29	February 15 February 29
September 15 September 29	September 15 September 29	March 15 March 29	March 15 March 29
October 15 October 31	October 16 October 31	April 15 April 30	April 15 April 30
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 28	June 17 June 28

CERTIFICATED CONTRACT / MONTHLY

ISSUE DATE: 2023	RELEASE DATE:	ISSUE DATE: 2024	RELEASE DATE:
August 1	August 1	January 1	January 3
September 1	September 1	February 1	February 1
October 1	October 2	March 1	March 1
November 1	November 1	April 1	April 1
December 1	December 1	May 1	May 1
		June 1	June 3
		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.