

ADMINISTRATIVE CIRCULAR NO. 47

Office of the Chief Business Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: March 15, 2020

To: All Employees

Subject: DISTRIBUTION OF PAY WARRANTS FOR MARCH 2020

**Department and/or
Persons Concerned:** All Employees

Reference: None

Brief Explanation:

PAY DATE: March pay warrants for **all monthly employees, food service workers, and hourly employees with reported time for March 1 through March 15** will be payable on **March 31, 2020.**

DISTRIBUTION OF WARRANTS:

All March pay warrants will be placed in the U.S. Mail on March 30, 2020. Special handling will not be available. **Please ensure that the district has your correct mailing address.** Paycheck information can be viewed on-line using the PeopleSoft HCM Employee Self Service.

For future reference, it is recommended you enroll in direct deposit to ensure your warrant reaches you on payday. The direct deposit request form is available at <https://www.sandiegounified.org/sign-direct-deposit-and-go-green-your-green>, from your school/department timekeeper, or at the Payroll Department, Eugene Brucker Education Center, Room 1150. Please be aware that direct deposit requests can take 30-60 days to process.

Counter pickup will not be available.

Jodie Macalos
Controller

APPROVED:

Debbie Foster
Executive Director, Finance Division

DF:tt