



RIALTO
UNIFIED SCHOOL DISTRICT
BRIDGING FUTURES THROUGH INNOVATION

RIALTO UNIFIED SCHOOL DISTRICT

Fiscal Services

Payroll Bulletin 24-001

DATE: April 19, 2024
TO: All Employees
FROM: Sharon Faria, Fiscal Services Manager
SUBJECT: Release of Pay Warrants FY 2024/2025

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 2024/2025.

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
2024-2025 SCHEDULE OF PAYROLL WARRANT ISSUE AND RELEASE DATES**

CLASSIFIED CONTRACT / SEMI MONTHLY

ISSUE DATE: 2024	RELEASE DATE:	ISSUE DATE: 2025	RELEASE DATE:
July 15 July 31	July 15 July 31	January 15 January 31	January 15 January 31
August 15 August 30	August 15 August 30	February 15 February 28	February 18 February 28
September 15 September 30	September 16 September 30	March 15 March 31	March 17 March 31
October 15 October 31	October 15 October 31	April 15 April 30	April 15 April 30
November 15 November 27	November 15 November 27	May 15 May 30	May 15 May 30
December 15 December 30	December 16 December 30	June 15 June 30	June 16 June 30

CERTIFICATED CONTRACT / MONTHLY

ISSUE DATE: 2024	RELEASE DATE:	ISSUE DATE: 2025	RELEASE DATE:
August 1	August 1	January 1	January 2
September 1	September 3	February 1	February 3
October 1	October 1	March 1	March 3
November 1	November 1	April 1	April 1
December 1	December 2	May 1	May 1
		June 1	June 2
		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.