



# RIALTO UNIFIED SCHOOL DISTRICT

## Fiscal Services

Payroll Bulletin 18-008

**DATE:** June 18, 2018

**TO:** All Employees

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

**SUBJECT:** Release of Pay Warrants FY 2018-2019

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 2018-2019.

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

**2018-2019 SCHEDULE OF PAYROLL WARRANT ISSUE AND RELEASE DATES**

**CLASSIFIED CONTRACT / SEMI MONTHLY**

<b>ISSUE DATE: 2018</b>	<b>RELEASE DATE:</b>	<b>ISSUE DATE: 2019</b>	<b>RELEASE DATE:</b>
July 15 July 31	July <b>16</b> July 31	January 15 January 31	January 15 January 31
August 15 August 31	August 15 August 31	February 15 February 28	February 15 February 28
September 15 September 28	September <b>17</b> September 28	March 15 March 29	March 15 March 29
October 15 October 31	October 15 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 28	December <b>17</b> December 28	June 15 June 28	June <b>17</b> June 28

**CERTIFICATED CONTRACT / MONTHLY**

<b>ISSUE DATE: 2018</b>	<b>RELEASE DATE:</b>	<b>ISSUE DATE: 2019</b>	<b>RELEASE DATE:</b>
August 1	August 1	January 1	January <b>2</b>
September 1	September <b>4</b>	February 1	February 1
October 1	October 1	March 1	March <b>1</b>
November 1	November 1	April 1	April <b>1</b>
December 1	December <b>3</b>	May 1	May <b>1</b>
		June 1	June <b>3</b>
		July 1	July <b>1</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 mail on Tuesday.