



# Gustine Unified School District

"Preparing students for the future . . . today"

## Memorandum

**To:** All Staff  
**From:** District Office  
**Date:** September 21, 2018  
**Re:** Special Payroll Dates for Paycheck/Stub Distribution

**Due to these payroll dates, the following will take place.**

- October 31<sup>st</sup> 2018: All Checks/Direct Deposit Stubs will be mailed (mailed 10/30/18).
- December 31<sup>st</sup> 2018: All Checks/Direct Deposit Stubs will be mailed (mailed 12/29/18).
- June 28<sup>th</sup> 2019: All Checks/Direct Deposit Stubs will be mailed (mailed 6/27/19).

### Summer Paydays:

**June 28, 2019:** Regular Payroll (mailed June 27<sup>th</sup>)

**July 5, 2019 (tentative date):** All checks/direct deposit stubs will be mailed July 3rd. (Only applies to staff that have elected deferred pay for the 2018-2019 school year)

**July 24, 2019:** Payday for hours worked in June, including summer work hours, and any other work hours in June that were submitted past their due date. Timesheets must be approved and in the District office on July 2<sup>nd</sup> no later than 3:00 pm. **No Direct Deposit.** (Mailed July 23<sup>rd</sup>)

**July 31<sup>st</sup> 2019:** Payroll for all year round employees and any hours submitted past their due date in June and not previously paid. Return to regular distribution.

\*All additional, overtime, and *summer work hours* worked in July will be paid **August 30<sup>th</sup> 2019** with regular distribution.

*If you DO NOT want your paycheck mailed, please indicate below and return the form to the District Office at least 10 days prior to the pay date that you prefer your paycheck/direct deposit stub to be held. If you do not want your paycheck mailed, **it will be forwarded to your site when school is back in session.** If you have questions, please contact Payroll at (209) 854-3784 ext. 14*

### REQUEST TO HOLD PAYCHECK/PAYSTUB

Please select the date(s) below if you would like us to hold your check/paystub so that **you will receive it when school is back in session, for normal distribution, as usual.**

Hold my:    October 31<sup>st</sup>    December 31<sup>st</sup>    June 28<sup>th</sup>    July 5<sup>th</sup>    July 24<sup>th</sup>

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Employee # \_\_\_\_\_

Date: \_\_\_\_\_