




BUSINESS SERVICES

Salinas Union High School District

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DATE: August 19, 2021
TO: All Employees
FROM: Chris Perez, Payroll Technician 
RE: Payroll Checks/Stubs Distribution

Please make note of the following changes for this school year.

- Payroll checks and stubs will be distributed from the sites for employees to pick up.
- Supplemental paychecks will be available from 1 pm – 5 pm at the District Office on payday (the 10th of the month). The paychecks will go to the sites the next workday.
- The end of month payroll checks and stubs will be delivered to the sites on payday and should be picked up by the employee from the site secretary or designee.
- All checks not picked up at site will be mailed after the 3rd working day.
- Please use this link to sign up for Direct Deposit and Electronic Pay Advices:
<https://www.salinasuhsd.org/cms/lib/CA02208720/Centricity/Domain/57/ADP%20form.pdf>

Please help us save on mailing costs and do your best to pick up your checks from the designated locations prior to the mailing deadlines. Thank you in advance.