



AZUSA UNIFIED SCHOOL DISTRICT ESA OPT OUT FORM

All Assignments on the E4 pay cycle have two options for receiving pay:

- One pay warrant monthly on the 10th of each month
- Earned Salary Advance (ESA, partial payment) on the 25th and the remaining amount on the 10th

If you would like to receive only one warrant on the 10th of each month, please circle your job title below, sign and return this letter to Fiscal Services via intradistrict mail or via email addressed to Classified Monthly Payroll (classmthlypayroll@azusa.org).

E4 JOB TITLES

7-8 STUDENT BODY CLERK	DATA TECHNICIAN	HIGH SCHOOL ASB CLERK	PABX OPERATOR-RECEPTIONST
ACCOUNT CLERK 3	DIR COMM/COMM ENGAGEMENT	INST AIDE-STUDENT W/DISAB	PAYROLL CLERK
ACCOUNTING SUPERVISOR	DIRECTOR NUTRITION SERVS	INSTR AIDE- BILINGUAL	PERSONNEL ASSISTANT
ADMINISTRATIVE SECRETARY	DIRECTOR OF FISCAL SERVS	INSTR AIDE- SPEC EDUC	PERSONNEL CLERK I
ASST DIR NUTRITION SVCS	DIRECTOR OF MOT	INSTR COMMUNITY AIDE-BIL	PERSONNEL TECHNICIAN
ASST SUPT BUSINESS SVS	DIRECTOR OF TECHNOLOGY	INSTRUCTIONAL AIDE	PRE SCHOOL AIDE
ASST SUPT SECRETARY	DIST STU/FAM SPECIALIST	JOB COACH/IA-ADULT TRANS	PRINTER 3
ASST.TEXTBK WAREHOUSE KPR	ED REL MENTAL HLTH SPEC	LEAD ACCOUNT CLERK	PROGRAMMER ANALYST
ATHLETIC & P.E. AIDE	FISCAL ANALYST	LEAD CUSTODIAN	PURCHASING SPECIALIST
BENEFITS SPECIALIST	FOOD SERVICE MANAGER	LEAD FOOD SERV WORKER I	PURCHASING SUPERVISOR
BRAILLE TRANSCRIBER	FOOD SERVICE TRUCK DRIVER	LEAD FOOD SERVICE WORKER 2	RECORDS TECHNICIAN
BUS DRIVER	FOOD SERVICE WORKER 1	LEAD MECHANIC	REGISTRAR-DATA ENTRY TECH
BUS DRIVER/DISPATCHER	FOOD SERVICE WORKER 2	LIBRARY AIDE-ELEMENTARY	SCHOOL CLERK
BUYER	FOOD SERVICE WORKER 3	LIBRARY CLERK (7-8)	SCHOOL SECRETARY
CAMPUS AIDE	GENERAL OFFICE CLERK	LIBRARY TECHNICIAN (9-12)	SECRETARY 1
CAREER CENTER TECHNICIAN	GROUNDS SUPERVISOR	MAINTENANCE 3	SECRETARY 2
CENTRAL KITCHEN MANAGER	GROUNDSKEEPER 1	MECHANIC III	SECURITY PATROL
COMMUNICATIONS SPECIALIST	GROUNDSKEEPER 2	MESSENGER/ASST WAREHOUSE	SENIOR CUSTODIAN
COMMUNITY AIDE-BILINGUAL	GROUNDSKEEPER 3	NETWORK ANALYST	STUDENT SUPP ASST-ST W/DS
COMMUNITY LIAISON AIDE	H.S. PRINCIPAL'S SECRTRY	NOON SUPERVISOR	STUDENT SUPPORT ASSISTANT
CUSTODIAL SUPERVISOR	HEALTH AIDE	NUTRITION SERV SUPERVISOR	TECHNOLOGY III
CUSTODIAN	HEALTH AIDE II	OPERATIONS & EVENTS TECH2	TEXTBOOK WAREHOUSEKEEPER
DATA ENTRY CLERK	HEALTH AIDE SPECIAL SERV	OUTREACH CONSULTANT COORD	TRANSLATOR
			WAREHOUSEKEEPER

APPLICABLE DATES

DATES	IF RECEIVED BY:	ESA OPT OUT EFFECTIVE:	NEXT PAYROLL ISSUE DATE:
DATE RANGE	6/13/22-6/17/22	6/24/22	7/8/22
DATE RANGE	6/18/22-7/17/22	7/25/22	8/10/22
DATE RANGE	7/18/22-8/17/22	8/25/22	9/9/22
DATE RANGE	8/18/22-9/17/22	9/23/22	10/7/22
DATE RANGE	9/18/22-10/17/22	10/25/22	11/10/22

DATES*

*Future dates TBD

By signing below, I certify that I have a job listed on the E4 list above and I would like to only receive one warrant on the 10th of each month.

Printed Name

Job Title

Signature

Date