IMPORTANT - PLEASE POST
2023/2024 PAYROLL DISTRIBUTION DATES & PROCEDURES

Payroll warrants will be available **at your work location** on the dates indicated below unless otherwise noted. *Please note: If any mandatory changes should arise, it may be necessary to resume mailing warrants to the address on file until further notice.*

CLASSIFIED	DAY OF WEEK	CERTIFICATED	DAY OF WEEK
July 17	Monday		
July 31	Monday	*August 1*	Tuesday
August 15	Tuesday		
August 31	Thursday	September 1	Friday
September 15	Friday		
September 29	Friday	**October 2**	Monday
October 16	Monday		
October 31	Tuesday	November 1	Wednesday
November 15	Wednesday		
November 30	Thursday	December 1	Friday
December 15	Friday		
December 29 ☀	Friday	*January 3* ◆ (Winter Break)	Wednesday
January 16	Tuesday		
January 31	Wednesday	February 1	Thursday
February 15	Thursday		
February 29	Thursday	March 1	Friday
March 15	Friday		
March 29	Friday	April 1	Monday
April 15	Monday		
April 30	Tuesday	May 1	Wednesday
May 15	Wednesday		
May 31 ◆	Friday	**June 3** ◆	Monday
June 17 ☀	Monday *(Holiday)*		
June 28 ◆	Friday	*July 1* ◆	Monday

☀ Warrants available between *8:00 a.m. – 2:00 p.m. ONLY* at *School Police Building #9*. **A valid ID will be required**. Warrants not picked up will be mailed to the address on the warrant the following district workday

◆ Warrants available between *8:00 a.m. - 2:00* p.m. at the *Payroll Office (C101- 1st Floor).* Warrants not picked up will be mailed to the address on the warrant the following district workday.

PROCEDURES p

1. All warrants have an issue date and ***should not*** be submitted to the San Bernardino County Treasurer before that date.
2. Warrants which are electronically transferred (EFT) *may* be deposited prior to the issue date depending upon the banking institutions. No paper stubs will be issued. To access your pay information, register at **https://employeeselfservice.sbcss.k12.ca.us**

Save a Tree! Go paperless! Review your pay warrants and W-2 information online. Select the District staff portal and click on Best Net Employee Self Service to find the "Pay Stub and W-2 Secured Server Access" ****

SIGN UP FOR EFT (Electronic Fund Transfer): Contact the Payroll Department for more information. Your pay warrant will automatically be deposited into your bank account