

SAN DIEGO CITY SCHOOLS

Date: September 29, 2005
To: All Employees
Subject: DISTRIBUTION OF PAY WARRANTS FOR DECEMBER 2005
**Department and/or
Persons Concerned:** All Employees
Reference: None

Brief Explanation:

PAY DATE: December pay warrants for all monthly employees, food service workers, and hourly employees with reported time for December 1 through December 16 will be payable on December 28, 2005.

DISTRIBUTION OF WARRANTS:

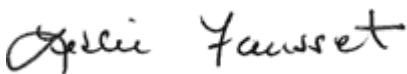
The Eugene Brucker Education Center will be closed during Winter Break and non-accessible to all staff and the public from December 19 through January 1, 2006. All December pay warrants and advices will be placed in the U.S. Mail on December 27, 2005. Special handling will not be available. Please ensure that the district has your correct mailing address.

If you will be out of town, please sign up for electronic deposit. Your pay warrant will be automatically deposited on payday to the bank account you designate. An "Employee Authorization for Automatic Payroll Deposit" form **RECEIVED NO LATER THAN 12 NOON, NOVEMBER 1**, will affect your December 28 pay. The form is available at your site. The automatic payroll deposit will continue for future payrolls or until it is terminated.

Counter pickup will not be available.

Scott H. Patterson
Chief Financial Officer
Financial Operations Division

APPROVED:



Leslie Fausset
Interim Superintendent

SHP:vb

Distribution: List G