

# CALAVERAS UNIFIED SCHOOL DISTRICT

December 2013

## PAYROLL NOTICE TO ALL EMPLOYEES

**December Payroll “Live Checks” will be mailed on Monday, December 30<sup>th</sup>.  
There will be no “pick-up” at the District Office due to the Holiday.**

This is the time to start “Direct Deposit” of your monthly payroll by submitting the Direct Deposit Authorization form that is available on the CUSD website. Attach a VOID check and submit to the payroll department as soon as possible. Reminder; it takes two payroll cycles to activate. Follow this link for the form and send to the District Office – Payroll:

<http://www.calaveras.k12.ca.us/Files/Documents/DirectDepositAuthorization.pdf>