

# ***CALAVERAS UNIFIED SCHOOL DISTRICT***

October 24, 2014

## **PAYROLL NOTICE TO ALL EMPLOYEES**

**November *Live Payroll Checks* will be mailed as the District Office will be closed on November 26<sup>th</sup> There will be no payroll pick-up available. Thank you.**

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>

