

## Distribution of Printed Paychecks

We are implementing a change in the distribution of printed paychecks that until now have been distributed through the U.S. Mail service.

This change will only affect employees that have not signed up for direct deposit of their Oxnard School District pay.

Beginning with the November 30, 2021 pay date, Payroll staff will pick up printed paychecks from VCOE the morning of payday. Paychecks will be available for the employee to pick up from the District Office on payday, generally from 12:00 noon until 4:30 p.m. Any paychecks not picked up by 4:30 p.m. on payday, will be placed in the U.S. Mail that evening.

Employees who wish to pick up their paycheck on payday, must present their identification and sign for their paycheck at the District Office during the designated time.

### Pay dates and pickup times are:

Friday, July 29, 2022	12:00 - 4:30 p.m.
Wednesday, August 31, 2022	12:00 - 4:30 p.m.
Friday, September 30, 2022	12:00 - 4:30 p.m.
Monday, October 31, 2022	12:00 - 4:30 p.m.
Wednesday, November 30, 2022	12:00 - 4:30 p.m.
*Thursday, December 29, 2022	<b>1:00 - 3:00 p.m.</b>
Tuesday, January 31, 2023	12:00 - 4:30 p.m.
Tuesday, February 28, 2023	12:00 - 4:30 p.m.
Friday, March 31, 2023	12:00 - 4:30 p.m.
Friday, April 28, 2023	12:00 - 4:30 p.m.
Wednesday, May 31, 2023	12:00 - 4:30 p.m.
Friday, June 30, 2023	12:00 - 4:30 p.m.

All employees are strongly encouraged to sign up for direct deposit of their pay to their bank account, which ensures availability of your paycheck funds the morning of payday. The Direct Deposit Authorization Agreement and instructions are available on the Payroll Forms & Resources page of the district website here: <https://www.oxnardsd.org/Page/34>