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# BULLETIN

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**SUBJECT:** AUTOMATIC DEPOSIT PAYROLL STATEMENTS

2021-22 NO. BS-1

**TO:** All Substitute Employees

**DATE:** July 1, 2021

**PREPARED BY:** Tanisha Turner

**DEPARTMENT:** Employee Compensation and Benefits

**REVIEWED BY:** Lisa Allen,  
Deputy Superintendent

**APPROVED:**

A handwritten signature in black ink, appearing to read "Adrian Vargas", is written over a horizontal line.

Adrian Vargas,  
Assistant Superintendent,  
Business Services

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Effective July 1, 2021 the District will no longer mail automatic deposit payroll statements to **Substitute** employees who receive electronically deposited warrants. All automatic payroll deposit statements will continue to be available in your MyPortal page.

We encourage all employees to go the district's MyPortal page <https://www.scusd.edu/myportal> to set up a MyPortal account. Once your MyPortal account is set up, you will have access to view and download payroll snapshots, W2 forms, current leave balances, federal and state taxes and update personal contact information. All automatic payroll deposits and payroll statements will continue to be available in your MyPortal page.

For your convenience, attached is MyPortal-Getting Started instructions to help you create an account.

Please contact the Payroll Department at (916) 643-9400 regarding payroll questions or Technology Services Support Desk at (916) 643-9445 or [support@scusd.edu](mailto:support@scusd.edu) with questions regarding MyPortal.