**SDI / EDD**

Classified employees that receive payment from State Disability (EDD) are required to forward the payment to WCCUSD. EDD payments may be issued to the employee on debit card or they may be issued on a check.

When the employee receives payment from SDI / EDD, the employee should do the following:

* Redeem the SDI/EDD payment
	+ If payment is received as a check, the employee will need to redeem the check through their bank (or other financial institution)
	+ If payment is received on a debit card, the employee will need to withdraw the funds from the debit card
* Remit the full amount of the SDI/EDD payment to WCCUSD’s Payroll Department
	+ Payment can be issued to WCCUSD via personal check, cashier’s check or money order
* Provide the Payroll Department with the EDD check stub that includes the amount of payment & the dates covered
* The employee will receive additional sick leave in their accrual bank
* The employee’s taxable income will be adjusted based on the amount of the EDD payment

If you have further questions, please email your Payroll Technician