

# 2024 Refund Check Schedule

## WHEN YOU CAN EXPECT YOUR REFUND CHECK

ERF will pay refunds for terminations with \*lump sum payouts effective in Workday on or before the 15th of the month at the end of the current month.

The schedule below provides a guide for the date you can expect your refund check based on your Termination/lump sum payout date in the City’s system of record, Workday by the Human Resources Department. Refunds cannot be processed until your status is terminated in Workday and you have received your lump sum payment.

**To avoid any delay in your refund, make sure your department completes your termination paperwork.**

If you have received your *lump sum payout & your last day of work is on or before	Your check will be mailed on	If you terminate after the 15th of the month your check will be mailed on
January 15, 2024	January 31, 2024	February 29, 2024
February 15, 2024	February 29, 2024	March 29, 2024
March 15, 2024	March 29, 2024	April 30, 2024
April 15, 2024	April 30, 2024	May 31, 2024
May 15, 2024	May 31, 2024	June 28, 2024
June 15, 2024	June 28, 2024	July 31, 2024
July 15, 2024	July 31, 2024	August 30, 2024
August 15, 2024	August 30, 2024	September 30, 2024
September 15, 2024	September 30, 2024	October 31, 2024
October 15, 2024	October 31, 2024	November 29, 2024
November 15, 2024	November 29, 2024	December 31, 2024
December 15, 2024	December 31, 2024	January 31, 2025

\* Lump Sum Payout (sick or vacation payment) from the City Controller’s office.