

Direct Deposit

FAQs

How do I start direct deposit?

You will need to complete the Payroll Direct Deposit Authorization Form which can be found on our "Forms" page. Carefully read the application. Return it to Payroll along with voided check(s) and/or official bank documentation of routing number(s) and account number(s).

It will take two pay periods before the direct deposit is effective.

The first pay period will be a test run to verify the account number(s) information. You will receive a physical check at that time.

The second pay period your pay will be deposited into the designated account(s).

IMPORTANT: Please verify the funds are in your account before you send out your bill payments. Different financial institutions post deposits at different times. It is your responsibility to find out when your direct deposited funds are available for use.

What are the benefits of having Direct Deposit?

No waiting for your check on payday! The money will already be in your account.

If you miss work on a payday due to illness, accident, travel, etc., your money is in the bank automatically.

You won't have to worry about losing a paycheck or having it stolen before you can get to the bank.

No waiting in lines at the bank to deposit your check.

I have changed bank accounts. How do I change the bank location for my direct deposit?

Do not close your account before notifying Payroll. Financial institutions do not send employers notifications of an account closure. It is your responsibility to notify Payroll. A replacement check cannot be issued until the funds are returned from the closed account, a process that can take up to two weeks.

To cancel or change the bank information for a direct deposit use the cancellation portion of the Direct Deposit Authorization form.

Once your old information is inactivated, you will receive a check while the new account numbers are tested. As before, it will take two pay periods before the new direct deposit will take effect.

How do I start sending extra money to a different bank account?

To begin, change, or cancel the amount being sent a bank account, please use the Direct Deposit Authorization form.

I recently worked for the school district as a part-time employee. Now that I have been hired full-time, do I have to re-submit my Direct Deposit and W-4 forms?

Depending on how long ago you worked for the school district, your Direct Deposit and W-4 information may still be active. Contact the Payroll Department, extension 20362, to verify the status of your information. If you want to complete new forms, Payroll will verify the information with your previous records and make any needed adjustments.