

DIRECT DEPOSIT * PAPERCHECK * SCHOOLSFIRST FCU PAYROLL CARD

Paper check is the default payment option if Direct Deposit or Payroll Card not chosen

DIRECT DEPOSIT

- Paycheck deposited directly to your checking or savings bank account
- Payroll funds are available on the day before pay date if direct deposit to SchoolsFirst
- Payroll fund are available immediately on pay date for all other banking institutions

Direct Deposit are automatically credited to your account each payday. In lieu of a paycheck, you will receive a computer facsimile pay stub (available on Employee Information System (EIS) available on Payroll web page at www.nmusd.us. Newport-Mesa employees may authorize payroll deposits into their checking or savings accounts. To authorize automatic deposit into your account, check the box Checking or Savings then sign and date the form. You MUST attach a voided check or a letter from your banking institution stating your routing number and account number for your checking account. Attaching the voided check will ensure the payroll department has the correct and necessary information required to credit your account. Depending on which pay period you sign up, you should immediately receive your pay directly into your account on the next pay period. If not, a paper check will be issued for the first payroll. Your banking institution is responsible for posting funds to your account. If your funds are not accessible on payday, ask to speak to a bank officer. If the bank has no record of your deposit, contact the Payroll Department at Newport-Mesa USD.

PAPER CHECK

- Paycheck is mailed to employee's home address on file.
- Subject to bank holds and/or check cashing fees, payroll funds are available after the check is deposited or cashed at the bank

SCHOOLSFIRST FCU PAYROLL CARD

Each pay period, employee's paycheck will be loaded onto the payroll card via ACH and made available on each payday via direct deposit.

- Go to www.schoolsfirstfcu.org/payroll to sign up for payroll card (Card received within 8-10 business days).
 - School employee enrolls online (1st day)
 - Employee prints out payroll form (3rd day)
 - Employee delivers payroll form to District Office for processing
 - Payroll Cardholder receives Welcome Letter with account details and instructions (6-7 business days)
 - Payroll Cardholder receives Payroll Card and PIN separately (8-10 business days)
- Each pay period, employee's paycheck can be loaded onto the card via ACH and made available on payday via direct deposit.
- Acts as an ATM/Debit Card. Each card has ACH information for a checking account. It is NOT a credit card.
- Everyone qualifies: no credit check or bank account required.
- Immediate access to funds without waiting for a check to arrive.
- Ability to make purchases and pay bills wherever debit cards are accepted.
- Withdraw cash at network ATMs nationwide for free
- Free live phone representative or branch inquiries
- School Employee Fees
 - Account opening fee – Free
 - Monthly maintenance fee – Free
 - Online banking and eStatements – Free
 - Free in-branch cash withdrawal
- Added protection should the card be lost or stolen. Not responsible for purchases made.
- Zero-liability fraud protection.



PAYROLL PAYMENT OPTION FORM

Revised: 10/2022

- New or Change
- Cancel

District Name: Newport-Mesa Unified School District

Employee Name: _____
(First, Middle, Last)

Employee ID: _____ or Employee SSN: XXX-XX-_____
(Last 4 digits)

Payroll Payment Option

California Labor Code provides employees with the right to decide how they want to be paid. Please check the box under your selected option and provide the required information. For more information, see Payroll Option information sheet.

Direct Deposit
Complete the information below.

- Checking A voided Check Must Be Attached To This Form
- Savings Bank Confirmation Letter With Account Number Must Be Attached To This Form

Payroll Card
Effective April 1, 2019 employee enrolls online at www.schoolsfirstfcu.org/payroll

- Employee returns form to N-MUSD Payroll Department

Paper Check

- Default option if employee does not sign up for Direct Deposit or Payroll Card

Acknowledgements for Direct Deposit and Payroll Card Option

- I hereby authorize the above named District and the Orange County Department of Education and/or their agents to initiate electronic deposits and, as necessary, debit corrections to previous deposits to the above account.
- I understand that I must submit a new authorization form if I change my account (ban, account number, branch, etc.)
- I agree to hold harmless and indemnify the governing board, the School District, their officers and employees, and the Superintendent of Schools of the County of Orange and their employees, from every claim and demand, of whatever nature, including those based upon negligence of the governing board, the District, their officers and employees, and the Superintendent of School of the County of Orange and their employees for failure or delay in making deposits and/or corrections to deposits as herein authorized.

Employee Acknowledgement and Signature

- This Authorization replaces any previously made by me and will remain in effect until changed or cancelled by my submission of a new Payment Authorization Form or the expiration of my payment option.
- Employee Signature: _____ Date: _____