



PAYROLL OPTION INFORMATION

California Labor Code provides employees with the right to decide how they want to be paid. Below is information on the three options that are available to Newport-Mesa Unified School District employees. **Please note that a paper paycheck is the default payment option if the direct deposit or payroll card option is not selected.**

DIRECT DEPOSIT: Employees are eligible for direct deposit. With direct deposit, paychecks are automatically credited to your account each payday. By electing direct deposit, in lieu of a paper paycheck, you will receive a computer facsimile pay stub, which is available on the district's *Employee Information System (EIS)*. More information about EIS can be found on the payroll department's district web page at www.nmusd.us/payroll. If you are a member of SchoolsFirst Federal Credit Union, and elect direct deposit, payroll funds are available on the day before posted pay date. Payroll funds are available immediately on the posted pay date for all other banking institutions.

Employees may authorize payroll deposits into their checking or savings accounts. To authorize automatic deposit into your account, check the box "Checking or Savings" on the *Payroll Payment Option Form*, then sign and date the form. You **MUST** attach a voided check or a letter from your banking institution that provides the routing and account number for your checking/savings account. This information will ensure that the payroll department has the correct and necessary information required to credit your account. Typically, your paycheck would be deposited directly into your account on the following pay period, dependent on the timing of your election. 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, first contact your banking institution and if the bank has no record of your deposit, contact the district payroll department.

SCHOOLSFIRST FEDERAL CREDIT UNION PAYROLL CARD: You also have the option of selecting to receive your paycheck via a SchoolsFirst payroll card. The payroll card provides you immediate access to funds without waiting for a paper payroll check to arrive. With this option, each pay period your paycheck is automatically loaded onto a payroll card thru Automated Clearing House (ACH) and made available via direct deposit. The payroll card acts as an ATM/Debit card and has ACH information for a checking account. The payroll card is **NOT** a credit card. Everyone qualifies and no credit check or bank account is required. You can make purchases and pay bills wherever debit cards are accepted, withdraw cash for free at network ATMs nationwide. In addition, you have access to free live telephone representative or branch inquiries, no cost online banking and eStatements, free in-branch cash withdrawal, added protection should your card be lost or stolen and zero-liability fraud protection. As a school employee there is no fee for opening an account and monthly maintenance is free.

To choose this option, to go www.schoolsfirstfcu.org/payroll and click on the "**Apply Now**" button.

PAPER CHECK: Subject to bank holds and/or check cashing fees, payroll funds are available after the paper paycheck is deposited or cashed at the bank. Please note that if you choose to receive a paper paycheck, it will either be sent to the school site/department you are assigned to or the district's main office. If unsure where your check will be held, please contact payroll.



PAYROLL PAYMENT AUTHORIZATION

Full Name: _____
First Middle Last

Last 4 digits of your Social Security number: _____

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 the *Payroll Option* information sheet.

DIRECT DEPOSIT (*select one option*):

- ☐ Checking (A voided check must be attached to this form)
☐ Savings (Bank confirmation letter with account number must be attached to this form)

SCHOOLSFIRST PAYROLL CARD (*to enroll go to www.schoolsfirstfcu.org/payroll*):

- ☐ Payroll Card Selected

PAPER CHECK (*default option if you do not sign up for Direct Deposit or Payroll Card*):

- ☐ Paper Check Selected

Acknowledgements for Direct Deposit and Payroll Card Option:

- I hereby authorize the Newport-Mesa Unified School 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 (bank, account number, branch, etc.).
- I agree to hold harmless and indemnify the governing board, district, their officers and employees, and the Superintendent of the Orange County Department of Education 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 the Orange County Department of Education and their employees for failure or delay in making deposits and/or corrections to deposits as herein authorized.

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

Signing this statement is a prerequisite to my employment in this position.

Print Name

Date

Signature