

## **FINANCIAL MANAGEMENT**

### Direct Deposit for Payroll Checks

The Payroll Supervisor will require all new employees who are employed after November 10, 1999, to sign up for “direct deposit” of payroll checks. Staff employed prior to November 10, 1999, who are not signed up for “direct deposit”, may choose to remain exempt from “direct deposit”, however, they will be required to sign or have their designee sign each month for receipt of their check either at the payroll office or their work site.

New hires use employee login credentials to access the District Onboarding System for completion of a direct deposit form and upload any necessary documentation that is needed for processing the direct deposit. Bank account information provided is verified for its validity.

In the event an employee direct deposit account needs to be updated or changed, the validity of the request will be confirmed through a two-step verification process before change can be authorized. The employee will be required to submit a change form request through District Payroll System using employee login credentials to complete form. Submittal of the form prompts an electronic confirmation process to finalize the change request.

Adopted:       October 1999  
Revised:       September 2021