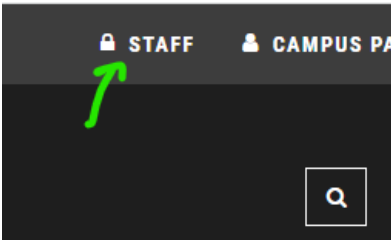


Direct Deposit Change

To change your direct deposit, please log into Sharepoint (fridleyschools.org- select staff on top right). Use your computer login (username and attach @fridley.k12.mn.us and password) if you are not already logged on the District's internet.



Midway down in the page is the block that says Payroll and Finance. Click on that.

There is a PDF that entitled Link o Direct Deposit that you can open for a link.

A screenshot of the Fridley Public Schools Employee Resources page. The page header includes the 'Fridley Public Schools' logo and navigation links for 'Admin' and 'Fir'. The main content area is titled 'Employee' and contains a table of links. The table has two columns: the first column contains text links, and the second column contains icons. The links are: 'Employee Login - SKYWARD' (with an 'Err' icon), 'Employee Memo (Skyward Change)' (with a 'Tin' icon), 'Absences & Leaves', 'Health & Safety', and 'Payroll & Finance'. A green arrow points from the bottom left towards the 'Payroll & Finance' link. Below the table, there is a 'Se' label.

A screenshot of a SharePoint document library titled 'Payroll and Finance'. The library contains a list of folders and files. The folders are: '403(b) Forms', 'Administrator Mileage and Cell Phone Options', 'Electronic W2s', 'Finance Forms', 'Pay Date Schedules', 'VEBA', and 'W-4'. The files are: '2019-20 Extra-Curricular Payment Options.pdf', 'Book.xlsx', 'Link to Direct Deposit form 2022.pdf', 'Memo_Payroll_System_Change (1).docx', and 'Sick & Vacation Leave Payout Forms.pdf'. A green circle highlights the 'Link to Direct Deposit form 2022.pdf' file.

You will update your direct deposit in Frontline (for added security), which will feed electronically to us. Let us know in the form how you want your net pay distributed. Upload appropriate documentation.

Please reach out to Emily La Fave, Payroll Specialist, by [email](#) or at x5615 if you have questions.