



## DIRECT DEPOSIT

Effective January 1, 2012, all District employees shall participate in a direct deposit of the employee's payroll compensation. An employee's net compensation (wages less deductions) is deposited into a checking or savings account as long as the financial institution is connected to the Automated Clearing House (ACH). It is the employee's responsibility to notify payroll in the Human Resources Office if the financial institution is changed or the current account is closed.

Direct deposit statements will be available on the *Employee Access (ERMA)* on the District website. Non-exempt employees will receive information indicating the number of hours for which straight time hourly pay is received and the number of hours for which the overtime rate of pay is received.

In addition, each employee shall have access to electronic records indicating the number of accumulated sick leave days, the number of remaining personal leave days and the number of vacation days remaining, if applicable.

---

Reference:    *Board Policy 6108*    Authorization to Make Electronic Fund Transfer  
                  *Board Policy 3520*    Payroll Deductions