

The district is no longer accepting paper form(s) or online changes to Doculivity. Please log on to the Genesis/SchoolFi Employee Portal and follow these instructions.

The Genesis/SchoolFi Employee Portal web address is: <https://portal.c1.schoolfi.net/wall/>

Direct Deposit Authorization Agreement:

If you want to change your Direct Deposit, please log on to the SchoolFi Employee Portal and follow these instructions:

1. Scan and save a copy of your check or Direct Deposit Authorization with your account number printed on it (from the bank's website).
2. Log on to the SchoolFi Employee Portal.
3. Complete the Direct Deposit Form.
4. Click Save.
5. Click on the "Choose File" button in the Attach Image of voided personal check step.
6. Click on the file that you saved.
7. Click Upload.
8. Click the Sign and Submit button.

The forms are sent to payroll automatically and once you sign and submit, are approved and processed. You can expect the change to be made in the next payroll. There is no limit to the number of times you can adjust this information in your file.

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Change Tax Exemptions:

If you want to change your tax deductions, the only way to do so is to change your W-4 form on the SchoolFi Employee Portal by following these instructions:

Click Payroll tab - top

Click Forms - top left

Click +Fill Form

Select the form you would like to change

Complete the form

Click Save button

Click Sign & Submit button

The forms are sent to me automatically once you submit.