

**Paterson Public Schools  
Paterson, New Jersey**

**Standard Operating Procedure**

<b>Subject:</b> Processing Direct Deposit Changes	<b>Effective Date:</b> April 10, 2025	<b>Page:</b> 1 of 1
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**I. Purpose.**

To establish a secure process for employees to request a change in their direct deposit information for payroll.

**II. Authority.**

Superintendent of Schools.

**III. Terms and Conditions.**

1. Employee must complete the Direct Deposit Authorization Form (DDA) and submit in-person to the Human Resources Department (Central Office) (1) a copy of their government-issued photo identification (driver's license, passport, etc.) and (2) a voided check or copy of a bank statement showing both the account number and the employee's name.
2. Human Resources (HR) will verify the employee, review the DDA form for completeness and accuracy, place a copy in the employee's personnel file, and forward it to the Payroll Office (Payroll).
3. Payroll will input the updated direct deposit information into Edumet and initiate a \$0 test transaction to the bank listed on the form to validate the account information. If the transaction succeeds, Payroll will implement the requested change as of the next payroll date. If the transaction fails, Payroll will notify HR, and HR will contact the employee to ask them to resubmit the DDA with the correct information.

**IV. Dissemination.**

The Superintendent will disseminate this SOP to relevant senior staff, who will in turn disseminate this SOP to their subordinates.



Laurie W. Newell, PhD  
Superintendent of Schools