



Direct Deposit of Payroll – Employee Information

*** Instructions to Employees**

Read this information, complete all areas and sign the form. If there are two names on the check, both parties must sign the form. **Upload a voided check or an official bank letter or direct deposit slip (must include account and routing numbers) for each financial institution listed on this agreement.**

1. Direct Deposit Schedule for ALL Employees

This is defined as the final day that the San Mateo County Office of Education administrative offices are open during that month. There is no early release of funds for direct deposit.

2. Processing Time for New Enrollments

Employees enrolling in direct deposit should understand that deposits do not take effect immediately. Your bank must first verify your account through a process called pre-note. Direct deposit will begin once this verification is successfully completed by your financial institution. Your first pay will likely be a physical check mailed to your address on file.

3. Deposit Timing and Employer Responsibility

While an effort is made to ensure timely deposits, employee acknowledges that delays can occur. The employer is responsible only for transmitting the net pay to the bank designated by the County Treasurer. Once transmitted, the timing of the actual deposit depends on your financial institution.

4. Direct Deposit Suspension by Employer

The employer reserves the right to suspend or remove an employee from direct deposit in certain circumstances, to comply with legal or policy requirements. Examples include but not limited to:

- a. Expired or missing credentials,
- b. Outdated TB certification
- c. Salary garnishments
- d. Unpaid leave or docked pay
- e. Early separation or termination of employment.

5. Close Accounts and Employee Responsibility

If you **close your bank account**, you must **immediately notify the Payroll Department**. Failure to do so may result in delays in recovering your funds. Payroll is not responsible for delays caused by deposits made to closed accounts.



Dr. Shawnterra Moore, Superintendent

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT SERVICES
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Employee Information

Full Name _____

Employee ID / SSN _____

Phone Number _____

Email Address _____

Address _____

Bank Account Deposit Instructions

Please list all accounts where you want your pay deposited. Enter a **fixed amount**. If you don't have multiple accounts, leave the amount blank.

Priority	Bank Name	Account Type	Routing Number	Account Number	Amount
1	_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	_____	_____	_____
2	_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	_____	_____	_____
3	_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	_____	_____	_____
4	_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	_____	_____	_____

Note: Any remaining balance **will be deposited into the last account** listed unless otherwise specified.



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
(650) 877-8700
www.ssfusd.org

Dr. Shawnterra Moore, Superintendent

Authorization

I hereby authorize **South San Francisco Unified School District** to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my checking or savings account(s) listed above and the institutions listed above to credit and/or debit the same such account. This authorization remains in effect until I provide written notice of change or cancellation.

Signature 1: _____

Date: _____

Signature 2*: _____

Date: _____

*If there is an account holder's name on the voided check or official bank letter/direct deposit slip, they must also sign this authorization. Since the onboarding platform does not allow us to send this form electronically to non-employees, please:

1. Print the form so that both account holders can complete and sign the form in full
2. Upload it to Frontline Central

Please remember to also upload a voided check or an official bank letter or direct deposit slip (must include account and routing numbers) for each financial institution listed to this agreement.