

Date: October 20, 2026

To: All Employees

From: Darrick Garcia, Assistant Superintendent, Human Resources
Alva Diaz, Interim Assistant Superintendent, Business Services

Subject: First HCM Payroll Check Notification

As part of our transition from the QSS payroll system to the new Advantage Human Capital Management (HCM) system, we would like to inform you of an important change to the first payroll issued through HCM.

For the first payroll run in the new HCM system, in November 2026, **all employees will receive a paper check**. This temporary step is necessary to complete the pre-note process, including a zero-dollar test deposit, to verify bank account and routing information in the new system. Employees enrolled in direct deposit will resume receiving electronic payments with the following payroll.

To ensure employees receive their paper check on payday, checks will be sent via district mail to the location where the employee signs their monthly time reports. Paper checks that are not picked up by November 30th, will be returned to the Payroll Department and mailed to the employee's address on file.

Please ensure your mailing address on file is current in the event you are unable to pick up your paper check from your site office manager or department secretary. To update your mailing address, contact the Division of Human Resources at (562) 210-2401.

Schools First Summer Saver Deposit

For employees who participate in the **SchoolsFirst Summer Saver program**, please be aware that you will need to **contact SchoolsFirst FCU after your funds have been deposited** to request that the funds be manually distributed for November 2026.

SchoolsFirst FCU has been made aware of this process and will notify their internal team members, so they are prepared to assist NLMUSD District employees.

We appreciate your attention to this update and your cooperation during this transition.

If you have general questions, please contact the Payroll Department at **(562) 210-2404**.