



DIRECT DEPOSIT REQUIREMENTS

Direct Deposit is Mandatory for all new Employees!

- As you were informed at New Employee Orientation, after two (2) pay days have passed and you have not signed up for direct deposit you will be required to pick up your check at the Fulton Holland Educational Services Center, 3300 Forest Hill Blvd., Room A323, Accounting Services/Payroll until you establish direct deposit information and it has taken effect.

Existing Employees

- Existing employees, once on direct deposit, may NOT return to receiving paper checks. Therefore, employees MAY NOT cancel their direct deposit. Employees may only change accounts within the same bank or establish a new account at another bank.
- If you close your account(s) at the bank and you do not update your direct deposit information with the District you may experience a delay in receiving your funds. The funds will be directed to the account on file and it may take up to five business days before they are returned to the District and reissued. Split direct deposits in which one account is closed may experience a longer delay in reissuing the funds.
- Once you have updated your direct deposit information it will take at least one pay period for the information to be verified by your bank. Therefore you will receive the next paycheck in the form of a check. This check will be mailed to your home address that is on file with Human Resources. Please make sure that your address is up to date so that payment will not be delayed.

General Information

- During the week of pay day, Payroll will close the direct deposit and W-4 screens from noon on Monday until Thursday at 6:00 a.m. for payroll processing. During this time if you need to make a change to either your direct deposit and/or W-4 information you may visit the Payroll office. The window of time for this is Monday at noon until 4:30PM on Tuesday. We will NOT be able to change anything for the upcoming payday after that time.