



ALHAMBRA

UNIFIED SCHOOL DISTRICT

1515 WEST MISSION ROAD, ALHAMBRA, CALIFORNIA 91803 (626) 943-6560 FAX (626) 943-8041

OFFICE OF PAYROLL SERVICES

Q. WHAT IS DIRECT DEPOSIT?

A. Direct deposit permits the electronic transfer of your net pay to your bank, savings and loan, or credit union.

Q. HOW DO I SIGN UP FOR DIRECT DEPOSIT?

A. Just complete a *Direct Deposit Authorization* form and return it to the Payroll Office along with a voided blank check for your account. For certain accounts you will be asked to have an additional form completed by your financial institution.

Q. WHEN WILL MY PAY BE DEPOSITED?

A. Your account will normally be credited on paydays. The exact time on payday may vary from bank to bank. You can call your financial institution to find out the exact details of your deposit.

Q. WILL I RECEIVE A PAYCHECK STUB?

A. YES. You will continue to receive the same paycheck stub. Instead of a check attached, there will be an advice showing the amount deposited to your account.

Q. ARE THERE ANY RESTRICTIONS ON WHICH BANK I CAN USE?

A. The only requirement is that the financial institution be a member of the National Automated Clearing House Association (NACHA). Most banks, credit unions, and savings and loans are members. Your financial institution will be able to verify their participation.

Q. CAN I HAVE JUST A PORTION OF MY NET PAY ON DIRECT DEPOSIT OR CAN MY PAY BE DEPOSITED INTO SEVERAL ACCOUNTS?

A. NO. The entire net check amount must be deposited. You are limited to one checking or savings account per employee.

Q. ARE THERE ANY OTHER RESTRICTIONS WITH DIRECT DEPOSIT?

A. You are not allowed to participate in direct deposit if your paycheck is being garnished for any reason.

Q. AFTER SUBMITTING THE AUTHORIZATION FORM, WILL I RECEIVE ANY KIND OF NOTICE ABOUT WHEN DIRECT DEPOSIT WILL BEGIN?

A. YES. Ten (10) days prior to activating direct deposit a \$0 amount "prenotification" test deposit is sent through the bank clearing system. This permits your financial institution to verify correctness of the transaction date (your name, SSN, account number) and inform the county if not correct. You will receive a "prenotification advice" with a \$0 pay stub, indicating the date your direct deposit status will become active. The payroll office will notify you if the test transaction is rejected for any reason.

- Q. WHAT IF I OPEN A DIFFERENT ACCOUNT OR MOVE MY ACCOUNT TO A DIFFERENT BRANCH OF THE SAME BANK?**
- A. You must complete a new authorization form for any changes in your account status – new account numbers, terminations, etc. This will deactivate your previous direct deposit status and generate a new prenotification test.
- Q. DOES DIRECT DEPOSIT AUTOMATICALLY STOP WHEN A FINANCIAL INSTITUTION IS CLOSED?**
- A. NO. You must submit a *Direct Deposit Authorization* form to cancel your direct deposit status or change to another account – even when opening another account with the same financial institution. Once on active direct deposit status, you should not change or close an account until the payroll office has processed your direct deposit authorization.
- Q. HOW CAN I STOP MY AUTOMATIC PAYROLL DEPOSIT?**
- A. Submit a *Direct Deposit Authorization* form with an “X” in the cancellation box. Ask the payroll office when the cancellation will be effective.
- Q. IF I HAVE OTHER ASSIGNMENTS OR JOBS WITH THE DISTRICT, WILL THE MY EARNINGS BE DEPOSITED TO MY ACCOUNT?**
- A. YES. All net pay that is paid on “regular” pay cycles will be processed through direct deposit. Any earnings process on supplemental schedules (other than regular pay cycles; i.e. the 10th or last work day of the month) will generate a pay warrant, and will not be directly deposited to your account.
- Q. WILL MY DIRECT DEPOSIT AUTOMATICALLY TERMINATE WITHOUT MY AUTHORIZATION?**
- A. YES. Direct deposit status is automatically terminated when your employment with AUSD is terminated. Such as – if you retire on the last work day (6/13) and your regular payday is 6/30, your earnings will not be directly deposited to your account because the termination date is before the pay date. If your database reflects, at any point in time, no active assignment, your direct deposit will automatically terminate as a safeguard for L.A.C.O.E. and the district. This occurs with positions that must be re-elected each fiscal or school year. If the payroll office is notified we will re-activate your direct deposit immediately. If a garnishment/wage assignment is processed, you will automatically become ineligible for direct deposit participation.
- Q. WHO DO I CALL IF I HAVE ANY QUESTIONS?**
- A. You may call the Payroll Dept at (626) 943-6560