

# New Haven Unified School District

UNION CITY • SOUTH HAYWARD • (510) 471-1100

34200 ALVARADO NILES ROAD • UNION CITY • CA 94587



## EMPLOYEE AUTHORIZATION FOR AUTOMATIC DEPOSITS

EMPLOYEE NAME: \_\_\_\_\_ SSN# XXX-XX- \_\_\_\_\_ (last 4 digits only)

Subs/Retirees- Identify an email address your pay stubs to be sent: \_\_\_\_\_

Bank Account #1	Bank Account #2 (optional)
Select one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Select one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Name _____	Bank Name _____
Routing # _____	Routing # _____
Account # _____	Account # _____
Name on Account: _____ <i>If you elect to deposit funds into an account for which you are not a signatory, you assume all risks associated with depositing funds into an account to which you have no legal claim.</i>	Name on Account: _____ <i>If you elect to deposit funds into an account for which you are not a signatory, you assume all risks associated with depositing funds into an account to which you have no legal claim.</i>
I wish to deposit (check one):  <input type="checkbox"/> All Net Pay  <input type="checkbox"/> _____ % of Net Pay  <input type="checkbox"/> Specific Dollar Amount \$ _____	I wish to deposit (check one):  <input type="checkbox"/> Remainder of Net Pay  <input type="checkbox"/> _____ % of Net Pay

I hereby authorize the New Haven Unified School District to deposit my payroll check electronically to the Financial Institution(s) indicated. This authorization shall remain in full force and effect until New Haven Unified School District has received written notification of its termination in such time and in such manner as to afford New Haven Unified School District and the named depository bank(s) a reasonable opportunity to act on it. This arrangement may also be terminated by New Haven Unified School District or the named depository bank(s) at any time.

**I understand it will take two pay cycles for my direct deposit to take effect. My paper checks will be mailed to my home address on file unless I choose the pick up option as indicated below:**

Have it mailed to my home address on file (please initial) \_\_\_\_\_

OR

Pick it up from the District Office on Pay day (please initial) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please provide verification of your accounts with either a voided check or a direct deposit form from your bank detailing your routing and account number(s). Attach voided check(s) here. Deposit slips are not accepted.

**Please keep this page and submit the attached form to the Payroll Office**

**Welcome to Direct Deposit!**

Once your new direct deposit account is setup in our system, the first payroll following the change will be a test month. During the test month, you will be mailed a **PAPER CHECK** to your home address on file. Please remember to deposit this check into your bank.

If there are no issues during the test month, your first direct deposit will be in effect the following payroll. On pay day, you will receive your pay stub through your District email account. If you do not have one, please contact the IT department at X60441 to have one assigned. If you are a sub or retiree, please provide a personal email address as you will not be assigned a District email account automatically.

Below are the steps to retrieve your pay stub with District email, for personal email retrieval, go directly to Step 2:

**Step 1, log into your District email at <http://gmail.mynhusd.org>:**

Your email address is: First Initial Last Name@[nhusd.k12.ca.us](mailto:nhusd.k12.ca.us),  
Example: [jsmith@nhusd.k12.ca.us](mailto:jsmith@nhusd.k12.ca.us)

Password is the last 4 digit of your social security number. If you are having trouble logging in, please contact Technology to have it reset.

**Step 2, locate direct deposit pay stub email on pay days:**

Look for email(s) from [noreply-escape@acoe.org](mailto:noreply-escape@acoe.org). These emails contain your pay stubs as PDF attachments. To open the attachment, enter in your 6 digit employee ID that is currently printed on your paper pay stubs and new assignment information. Please contact the Personnel or Payroll department for your ID number if needed.

Once you have the pay stub opened, you may print or save. Please keep these emails for future reference. If you have had direct deposit for more than 2 months but not finding these emails, contact the Payroll Department.

**Account Changes?**

If bank account information changes for any reason, such as closing or adding accounts, resubmit this form ASAP to avoid delays in payments.

**Please keep this page and submit the attached form to the Payroll Office**