Direct Deposit Maintenance

Employee Self Service enables you to directly maintain your bank account information for your direct deposit. Changes submitted by the 10th of the month are effective in the current month. You are strongly encouraged to keep your existing bank account open until you have received a paycheck direct deposited in your new bank account.

It's a simple 4-step process to update your direct deposit:

1. Login to Employee Self Service, select "Pay/Tax Information", "Direct Deposit", and "Change".

2. Enter your new bank account information.

3. Confirm your submission by acknowledging your responsibility to enter accurate bank account information.

4. Authenticate your submission with the Payroll Department. Someone from the Payroll Department will contact you to verify your change and to notify you as to when the change will take effect. The Payroll Department will not apply the changes until the change has been successfully verified with the employee.

Although the process of depositing employee pay directly into your specified bank account is usually error free, occasionally direct deposits are rejected for various reasons. Employees are strongly encouraged to verify with their bank, savings association or credit union that their pay has, in fact, been deposited into their account prior to generating payments out of their account. The district is not responsible for overdraw situations which may result from any problem related to an employee's direct deposit. The district will attempt to notify employees as soon as it becomes aware of a problem situation. Direct deposit is highly recommended as the only other available option is a manual check.

It is the responsibility of the employee to notify the Payroll Department immediately if their bank account is closed. The district cannot issue a check until funds are received back into our bank account (this can take up to two weeks).