

Direct Deposit Payroll Employee Information

Commonly Asked Questions About Direct Deposit of Payroll

1. What is Direct Deposit of Payroll?

Direct Deposit of Payroll (DDP) is a method of having your pay automatically deposited into your checking, savings, and or debit card account on payday. Instead of you depositing a paycheck, your bank or financial institution receives notification of your pay amount through the Automated Clearing House (ACH). The Payroll Office creates a computer file of payroll information which is processed electronically through the ACH system and disbursed to your bank, and then to your account.

2. Can I deposit to multiple accounts?

We offer direct deposit into a primary account and the option to deposit specified amounts into two additional accounts. These can be checking, savings, and/or debit card accounts.

3. When is my pay credited to my account?

With Direct Deposit, the bank will receive deposit information the night before payday, thus ensuring that the account is updated and your money is available for use on payday.

4. Do I receive a deposit receipt or pay stub?

You can access your pay information through Employee Access. If you have any problems, you can contact the payroll department for help, by emailing payroll@eanesisd.net or by calling 732-9000 ext.20525.

5. How do I enroll in DDP?

Enrollment in DDP is very simple. Complete the attached form. If you will be using a checking account, you must also provide a personalized check marked "VOID", preprinted with your account number. For a savings account or debit card please fill out the Eanes form, "Authorization Agreement for Direct Deposit (ACH Credit)", and attach an information sheet provided by your bank w/direct deposit information such as transit routing number and account number. Staple the documents together and return them to the Payroll Office.

6. When does DDP start?

If enrollment information is received at least 5 days prior to pay day, your direct deposit should be within the next pay period. After enrollment into direct deposit a "practice" transmission of information is always made by the payroll department to ensure that the bank identification number and your account number are correct. Banking laws place the responsibility on the financial institution to verify the accuracy of the information in the "practice" transmission. We encourage each employee to verify your first direct deposit check, thereafter, direct deposit service should continue uninterrupted unless there is a notice of change made by the employee or the banking institution.

7. If I enroll in DDP, then change banks, or change my mind, how do I make changes to DDP?

If you want to change or add bank accounts for direct deposit, you must notify the Payroll Office immediately to prevent your pay from being deposited into your previous account. You must complete a new authorization form and return it to the Payroll Office to change or add account numbers. Failure to notify payroll of a closed account, or closing an account within 5 days of payday, may create a delay in getting your pay to you on time. If at any time Payroll is not able to process your pay through direct deposit you will be issued a temporary debit card from Wells Fargo.

Eanes Independent School District

Authorization Agreement for Direct Deposit (ACH Credit)

I authorize Eanes Independent School District to initiate credit entries and, if errors occur, I authorize correcting entries to the checking, savings account and/or debit card, indicated below.

Please submit this form to the Payroll Office with a voided check or paper work from your bank for each account within this authorization. (This will be used to verify transit routing number and account number information.)

Primary Depository: Checking Savings Debit Card

Financial Institution:

Name/Location Transit Routing Number Account Number
_____ / _____ / _____ /

Additional Depository: Checking Savings Debit Card

Financial Institution:

Name/Location Transit Routing Number Account Number Amount
_____ / _____ / _____ / \$ _____

Additional Depository: Checking Savings Debit Card

Financial Institution:

Name/Location Transit Routing Number Account Number Amount
_____ / _____ / _____ / \$ _____

This authority is to remain in full force until I terminate this authorization in writing.

Print Name: _____ Employee ID No.: _____

Signature: _____ Date: _____