Direct Deposit Instructions

New Accounts and Changes to Existing Accounts

Prenote (for new accounts and changes to existing accounts)
A prenote will process before crediting your account to ensure that the money transaction processes smoothly. If a paper check is printed due to a prenote, the check will be mailed to the address of record.

Changing Accounts
To avoid any unexpected issues when changing accounts, please do not close your old account until your new account has been credited. Due to timing, it may take two pay periods to complete the change. Please monitor your bank account and/or Employee Access Center to verify the change has occurred.

Tips to Avoid Processing Issues
- Carefully review bank account and routing information when entering data.
- Review **Payroll Due Date Schedule** located on the Payroll Internal Site under Due Dates and Schedules before making a change.
- When changing an account, do not close the old account before the new account has been credited. If the electronic transmission processes with an account that has been closed, your funds will be delayed.
  - If an account has been closed while funds are being transferred or a bank cannot accommodate the direct deposit, the funds must be returned before a replacement check can be issued. This may take up to five business days after a pay date. If a paper check is issued and a new Direct Deposit Agreement has been received, the check will be mailed to the address of record. However, if a paper check is issued and a new Direct Deposit Agreement has not been received, the check must be picked up at the Finance Office and a new Direct Deposit Agreement must be authorized.
  - Failure to notify the Payroll Department of account changes by the payroll deadline (listed on the payroll website) may result in a delay of funds and a $20 replacement fee.

SECTION 1: Accessing Direct Deposit from your Employee Access Center Account

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1. Log on to Employee Access Center.
2. Click on Deductions and Benefits on the left-hand side column:

3. Creating a new account, refer to Section 2.
   Changing an existing account, refer to Section 3.
   Activating an inactive account (rehires), included with section 3.

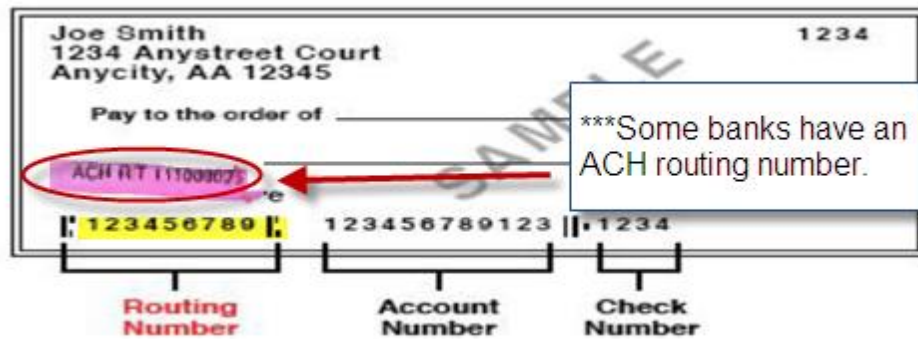To establish your first Direct Deposit click on "**Add New Direct Deposit Deduction**".

The nine-digit routing number is used to identify your financial institution. Please refer to the example below (verify the routing number matches). If there is an ACH routing number, use that number.
Otherwise, use the routing number in the bottom left corner.

From the drop down menu choose your bank, paying attention to the routing number tied to that bank.

Carefully review the routing number to ensure accuracy. If your bank or routing number is not listed, a paper direct deposit form (available from the link above) must be completed. When changing an account, do not close the old account before the new account has been credited (see Payroll Checks). By selecting you hereby authorize CISD to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to the account above.

Enter **"Account Type"** – You can choose between Checking and Savings. Select checking for a money card.

Enter your **"Account Number"**. This MUST be filled in or an ERROR message will be generated.

Double-check your routing and account information before clicking on the SAVE button. **Incorrect information may delay processing**.

Review Status (Active, Inactive).

Select your financial institution (all your current deductions will be displayed in this area).

Deductions and Benefits Information

When changing an account, do not close the old account before the new account has been credited (account credited is viewable under Payroll Checks).

Deduction Title	Status	Employee Paid	Employee YTD	Employer Paid	Employer YTD
*TRS RETIREMENT	Active				
TRS INSURANCE	Active				
WOODFOREST	Inactive				

Deductions and Benefits Information

When changing an account, do not close the old account before the new account has been credited (account credited is viewable under Payroll Checks).

Deduction Title	Status	Employee Paid	Employee YTD	Employer Paid	Employer YTD
*TRS RETIREMENT	Active				
TRS INSURANCE	Active				
WOODFOREST	Active				

Changing from Inactive to Active and/or Changing a Financial Institution.

1. Change status from Inactive to Active.
2. Review your current bank, routing number and account information. **To change a financial institution**, use the drop down menu. Review the routing number tied to the new financial institution to verify it is accurate. If not changing financial institutions, no change is necessary.
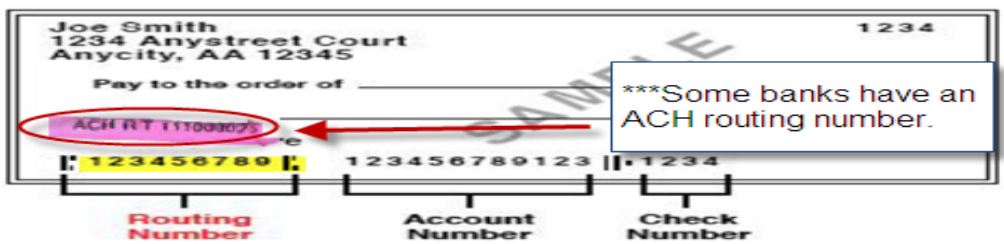
Deduction Information

Code	999		
Status	Inactive ∨	Status should be active	
	Active		
	Inactive		
Employee Paid		Review routing number	
Maximum Deduction			
Bank	113008465 WOODFOREST NATL BANK(113008465) ∨		
Account Type	Checking ∨		

Title	WOODFOREST
Benefit Effective Date	
Employer Paid	$0.00
Maximum Benefit	Review routing number
Routing Number	113008465
Account Number	123456789123

Additional Information http://payroll.conroeisd.net/directdeposit

Carefully review the routing number to ensure accuracy. If your bank or routing number is not listed, a paper direct deposit form (available from the link above) must be completed. When changing an account, do not close the old account before the new account has been credited (see Payroll Checks). I hereby authorize CISD to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to the account above.

The nine-digit routing number is used to identify your financial institution. Please refer to the example below (verify the routing number matches). If there is an ACH routing number, use that number. Otherwise, use the routing number in the bottom left corner.

Joe Smith
1234 Anystreet Court
Anycity, AA 12345   1234

Pay to the order of _____

ACH RT 11180980   ***Some banks have an ACH routing number.

123456789   123456789123   1234

Routing Number   Account Number   Check Number

Enter **"Account Type"** – You can choose between Checking and Savings

Deduction Information

Code	999		Title	WOODFOREST
Status	Active ▾	Status should be **active**	Benefit Effective Date	
Employee Paid	100.00%		Employer Paid	$0.00
Maximum Deduction		Review routing number	Maximum Benefit	Review routing number
Bank	113008465 WOODFOREST NATL BANK(113008465) ▾		Routing Number	113008465
Account Type	Checking ▾		Account Number	123456789123
Additional Information	Checking / Savings	roeisd.net/directdeposit		

Carefully review the routing number to ensure accuracy. If your bank or routing number is not listed, a paper direct deposit form (available from the link above) must be completed. When changing an account, do not close the old account before the new account has been credited (see Payroll Checks). I hereby authorize CISD to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to the account above.

Effective Date: 11/20/2013

The nine-digit routing number is used to identify your financial institution. Please refer to the example below (verify the routing number matches). If there is an ACH routing number, use that number. Otherwise, use the routing number in the bottom left corner.

Joe Smith
1234 Anystreet Court
Anycity, AA 12345   1234

Pay to the order of _____

ACH RT 111000025

***Some banks have an ACH routing number.

⑆ 123456789 ⑆   123456789123 ⑉ 1234

Routing Number   Account Number   Check Number
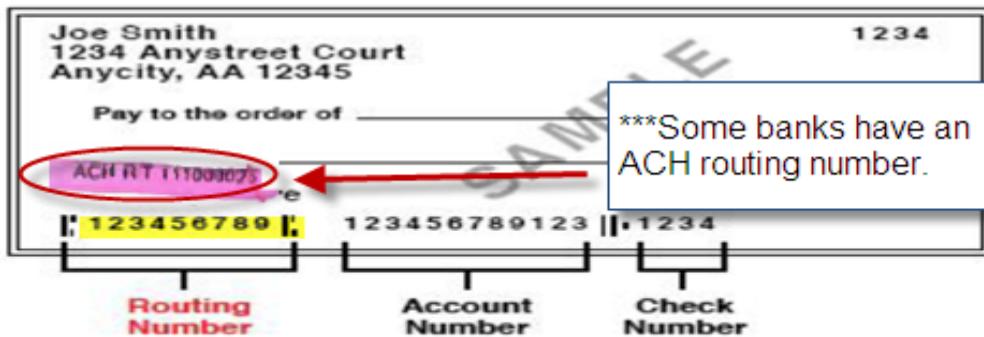
Changing an Account.
Enter your **"Account Number"**. This MUST be filled in or an ERROR message will be generated

Deduction Information

Code	999		Title	WOODFOREST
Status	Active ▾		Benefit Effective Date	
Employee Paid	100.00%		Employer Paid	$0.00
Maximum Deduction			Maximum Benefit	Review routing number
Bank	113008465 WOODFOREST NATL BANK(113008465) ▾		Routing Number	113008465
Account Type	Checking ▾		Account Number	123456789123
Additional Information	Checking / Savings	roeisd.net/directdeposit		

Carefully review the routing number to ensure accuracy. If your bank or routing number is not listed, a paper direct deposit form (available from the link above) must be completed. When changing an account, do not close the old account before the new account has been credited (see Payroll Checks). I hereby authorize CISD to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to the account above.

Effective Date: 11/20/2013

Review Changes.
Double-check your routing and account information before clicking on the SAVE button. **Incorrect information may delay processing**.

	Deduction Information	
Code	999	Title	WOODFOREST
Status	Active	Benefit Effective Date	
Employee Paid	100.00%	Employer Paid	$0.00
Maximum Deduction	Review	Maximum Benefit	
Bank	113008465 WOODFOREST NATL BANK(113008465)	Routing Number	113008465 Review
Account Type	Checking / Checking / Savings	Review	Account Number	123456789123
Additional Information	roeisd.net/directdeposit		

Carefully review the routing number to ensure accuracy. If your bank or routing number is not listed, a paper direct deposit form (available from the link above) must be completed. When changing an account, do not close the old account before the new account has been credited (see Payroll Checks). I hereby authorize CISD to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to the account above.

Effective Date: 11/20/2013

Save   Cancel

Review Check History for Change (through Employee Access).
1. Log on to Employee Access.
2. Select Payroll Checks.

Employee Tasks:
Demographic Information
Additional Information
Payroll Checks
Salary and Benefits
Leave Information
Print W2s
Tax Information
Deductions and Benefits
Administration:

3. If the prenote occurred with the run, a paper check will be issued and mailed to the address of record. Pay type will identify direct deposit or check.

	Payroll Check Information			
Check Number	Check Date	Pay Type	Manual/Void/Adjustment	Net Pay
111111	11/21/2013	Check		$500

4. You will see the direct deposit information when you select the check number (voucher number).
   a. Direct deposit information is listed in the section for Employee Deductions.
   b. A "Check" Pay Type with 0 funds deposited indicates prenote (check mailed to home).
   c. A "Voucher" Pay Type will list the amount of funds deposited and the Financial Institution credited.

Earnings					Employee Deductions			Employer Contributions	
Description	Hours	Rate	Current	Year to Date	Description	Current	Year to Date	Current	Year to Date
BASE SAL-W/ME					MEDICARE				
RETRO PAY					FED TAX				
					CHASE		.00		

Review **Direct Deposit Due Date Schedule** located on the [Payroll Internal Site](#) under Due Dates and Schedules before making a change.