

All District employees are required to authorize the District to initiate credit entries directly to their financial institution account for making payroll deposits. This structure helps the District pay its employees faster and more accurately. An electronic authorization may be processed online through [Employee Access Center](#) or by bringing a [Direct Deposit Form](#) and matching photo identification to the Payroll Department. For security purposes, the District does not accept Direct Deposit changes submitted via email.

[Online Authorization through Employee Access Instructions](#)

When changing accounts, do not close your old bank account until you are aware of the effective date for the change. The [Direct Deposit Schedule](#) will provide guidance with the timing for changes.

If funds cannot be deposited in an account and are returned by the bank for any reason, a replacement check will not be issued until the funds are credited back to the District's bank account. A valid replacement Direct Deposit Form will be required. Additionally, a \$20.00 replacement fee may be applied.