

# 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

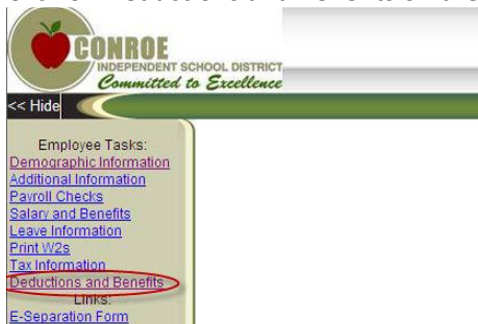
To avoid any unexpected issues when changing accounts, please do not close your old account until your new account has been credited. Due to timing, it may take two pay periods to complete the change. Please monitor your bank account and/or Employee Access Center to verify the change has occurred.

### 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

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.

## SECTION 2: CREATING A NEW DIRECT DEPOSIT

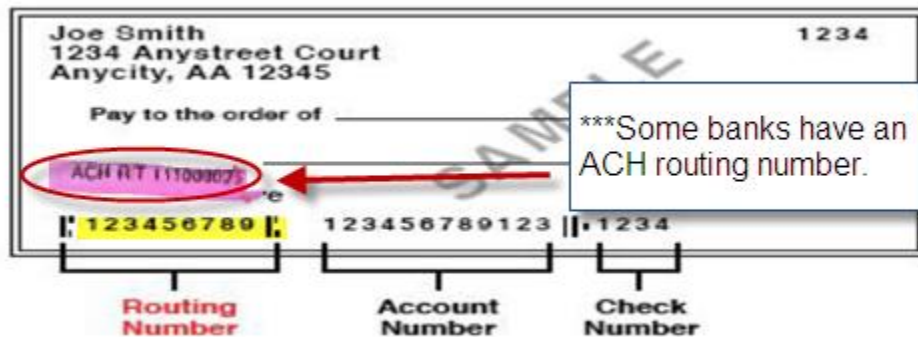
To establish your first Direct Deposit click on **“Add New Direct Deposit Deduction”**.

### 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
<b>Add New Direct Deposit Deduction</b>					

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.



Type your bank routing number in the routing number box and confirm routing number box. Type your account number in the account number and confirm account number box and hit enter. If no error message, proceed to next step.



#### Errors:

Routing number not found; required for direct deposit. Contact to update bank information.

**Important Note:** This new direct deposit deduction will be saved in a batch for the payroll department to post. This will not be active immediately.

Code	999 - DIRECT DEPOSIT	Status	Active
Employee Paid	100.00%		
Account Type	Checking		
Bank	Bank Not Found		
Routing Number	11111111	Account Number	123456789
Confirm Routing Number	11111111	Confirm Account Number	123456789

**Additional Information** <http://www.comrois.com/net/departments/financial-services-internal-employees-only/payroll-internal/>  
If the routing number is not listed, a paper form must be completed. I am aware that a prenote is required and that account changes after the due date (USE LINK ABOVE FOR DIRECT DEPOSIT SCHEDULE) may result in one paper check mailed to my address of record. I should not close the old account before the new account has been credited. 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.

If you receive this error message a paper direct deposit form (available from the link above) must be completed and delivered to the payroll department **in person** (be sure to bring **photo ID** and **voided check**). 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 by clicking on the drop down arrow. Select checking for a money card.

Code	999	Title	1ST NAT BK
Status	Active	Benefit Effective Date	
Employee Paid	100.00%	Employer Paid	\$0.00
Maximum Deduction		Maximum Benefit	
Account Type	Checking		
Bank	113010217 FIRST NATIONAL BANK/CONRO	Account Number	[REDACTED]
Routing Number	113010217	Confirm Account Number	[REDACTED]
Confirm Routing Number	113010217		

Additional Information <http://www.conroeisd.net/department/financial-services-internal-employees-only/payroll-internal/>  
If the routing number is not listed, a paper form must be completed. I am aware that a prenote is required and that account changes after the due date(USE LINK ABOVE FOR DIRECT DEPOSIT SCHEDULE) may result in one paper check mailed to my address of record. I should not close the old account before the new account has been credited. 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: 2/5/2021

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

Code	999 - DIRECT DEPOSIT	Status	Active
Employee Paid	100.00%		
Account Type	Checking		
Bank			
Routing Number		Account Number	
Confirm Routing Number		Confirm Account Number	

Additional Information <http://www.conroeisd.net/department/financial-services-internal-employees-only/payroll-internal/>  
If the routing number is not listed, a paper form must be completed. I am aware that a prenote is required and that account changes after the due date(USE LINK ABOVE FOR DIRECT DEPOSIT SCHEDULE) may result in one paper check mailed to my address of record. I should not close the old account before the new account has been credited. 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.

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

Code	999	Title	1ST NAT BK
Status	Active	Benefit Effective Date	
Employee Paid	100.00%	Employer Paid	\$0.00
Maximum Deduction		Maximum Benefit	
Account Type	Checking		
Bank	113010217 FIRST NATIONAL BANK/CONRO	Account Number	[REDACTED]
Routing Number	113010217	Confirm Account Number	[REDACTED]
Confirm Routing Number	113010217		

Additional Information <http://www.conroeisd.net/department/financial-services-internal-employees-only/payroll-internal/>  
If the routing number is not listed, a paper form must be completed. I am aware that a prenote is required and that account changes after the due date(USE LINK ABOVE FOR DIRECT DEPOSIT SCHEDULE) may result in one paper check mailed to my address of record. I should not close the old account before the new account has been credited. 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.

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Save Cancel

### Section 3: CHANGING AN EXISTING DIRECT DEPOSIT (inactive, financial institution, account number)

#### Review Status (Active, Inactive).

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

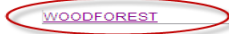
Deduction Title	Status
TRS RETIREMENT	Active
TRS RETIREMENT 90 DAY WAIT	Inactive
TRS INSURANCE	Active
RELIANCE STANDARD	Active
UNUM LIFE - CHILD	Inactive
UNUM LIFE - EMPLOYEE	Active
ALTERNATE-EMPLOYER CONT	Active
LONG TERM DISABILITY	Active
EDUCATION FOUNDATION	Inactive
FINGERPRINTING FEE	Inactive
1ST NAT BK	Active



#### 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**, type your new routing number and confirm in the box. If not changing financial institutions, no change is necessary.

Code	999	Title	1ST NAT BK
Status	Active	Benefit Effective Date	
Employee Paid	100.00%	Employer Paid	\$0.00
Maximum Deduction		Maximum Benefit	
Account Type	Checking		
Bank	113010217 FIRST NATIONAL BANK/CONRO		
Routing Number	113010217	Account Number	[REDACTED]
Confirm Routing Number	113010217	Confirm Account Number	[REDACTED]

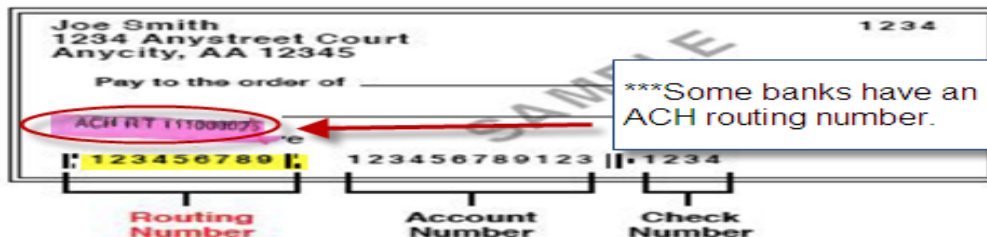
Additional Information <http://www.conroeisd.net/department/financial-services-internal-employees-only/payroll-internal/>

If the routing number is not listed, a paper form must be completed. I am aware that a prenote is required and that account changes after the due date (USE LINK ABOVE FOR DIRECT DEPOSIT SCHEDULE) may result in one paper check mailed to my address of record. I should not close the old account before the new account has been credited. 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.

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If you receive an error message that routing number isn't found a paper direct deposit form (available from the link above) must be completed and delivered to the payroll department **in person** (be sure to bring **photo ID** and **voided check**).

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.



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

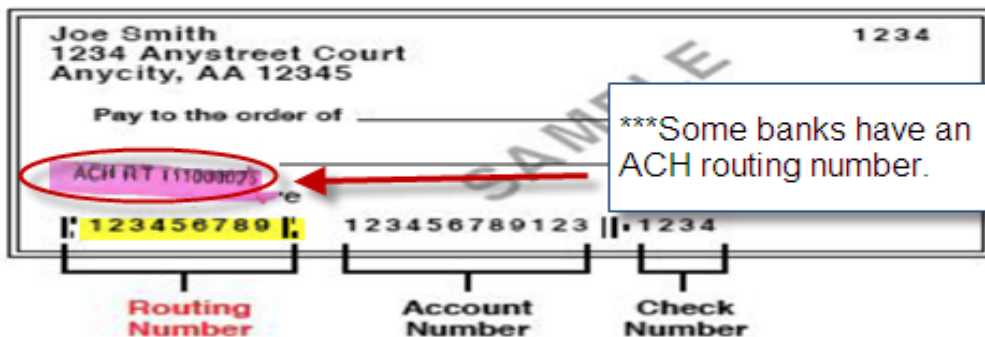
Code	999	Title	1ST NAT BK
Status	Active	Benefit Effective Date	
Employee Paid	100.00%	Employer Paid	\$0.00
Maximum Deduction		Maximum Benefit	
Account Type	Checking		
Bank	113010217 FIRST NATIONAL BANK/CONRO		
Routing Number	113010217	Account Number	[REDACTED]
Confirm Routing Number	113010217	Confirm Account Number	[REDACTED]
Additional Information	<a href="http://www.conroeisd.net/department/financial-services-internal-employees-only/payroll-internal/">http://www.conroeisd.net/department/financial-services-internal-employees-only/payroll-internal/</a>		

If the routing number is not listed, a paper form must be completed. I am aware that a prenote is required and that account changes after the due date(USE LINK ABOVE FOR DIRECT DEPOSIT SCHEDULE) may result in one paper check mailed to my address of record. I should not close the old account before the new account has been credited. 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.

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Save Cancel

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.



### Changing an Account.

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

Code	999	Title	1ST NAT BK
Status	Active	Benefit Effective Date	
Employee Paid	100.00%	Employer Paid	\$0.00
Maximum Deduction		Maximum Benefit	
Account Type	Checking		
Bank	113010217 FIRST NATIONAL BANK/CONRO		
Routing Number	113010217	Account Number	[REDACTED]
Confirm Routing Number	113010217	Confirm Account Number	[REDACTED]
Additional Information	<a href="http://www.conroeisd.net/department/financial-services-internal-employees-only/payroll-internal/">http://www.conroeisd.net/department/financial-services-internal-employees-only/payroll-internal/</a>		

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Save Cancel

## Review Changes.

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

Code	999	Title	1ST NAT BK
Status	Active ▼	Benefit Effective Date	
Employee Paid	100.00%	Employer Paid	\$0.00
Maximum Deduction		Maximum Benefit	
Account Type	Checking ▼		
Bank	113010217 FIRST NATIONAL BANK/CONRO		
Routing Number	113010217	Account Number	██████████
Confirm Routing Number	113010217	Confirm Account Number	██████████
Additional Information	<a href="http://www.conroeisd.net/department/financial-services-internal-employees-only/payroll-internal/">http://www.conroeisd.net/department/financial-services-internal-employees-only/payroll-internal/</a>		

If the routing number is not listed, a paper form must be completed. I am aware that a prenote is required and that account changes after the due date (USE LINK ABOVE FOR DIRECT DEPOSIT SCHEDULE) may result in one paper check mailed to my address of record. I should not close the old account before the new account has been credited. 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.

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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](#)

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.