

100% Direct Deposit for Paychecks

100% Direct Deposit and Web Access to see paystubs online?

As part of cost savings actions taken by the Board of Education a few months ago, Granite School District will be using “direct deposit” as the only method for paying its employees. Our goal is to have this fully implemented by January 15, 2010 (affecting the January 31 payday). Over the last two months, 700+ employees have signed-up bringing the total number to around 6,150 employees on direct deposit.

Once everyone is enrolled in direct deposit, the District will then be able to implement a web-based program where paystubs can be viewed electronically using any device with internet access. This will eliminate the need and expense of printing and distributing “paper paystubs”. Employees will be able login and see current and previous paystubs and even current and prior year W-2 forms. Several surrounding school districts and private businesses have been “mandatory direct deposit” and “paperless” for a few years now, and they find it works very well for their employees.

When should this been done?

Encourage employees to sign-up for direct deposit in the next week or two. Although the absolute deadline is January 15, 2010, it would be better for the employee to get enrolled now to avoid lost/delayed checks which seems to occur more often in November and December. This is due to the fact that various schools/departments are sometimes closed on the official district payday, so many checks get mailed or left in school building vaults over the holiday. Direct deposit ensures the employee will have access to their money regardless of whether or not the employee actually receives the paystub. I have attached a copy of the sign-up form. Please print a few and make them available to your staff. It is also available on the District Website

<http://www.graniteschools.org/departments/businessservices/payroll/Pages/default.aspx>.

How does one sign-up?

Employees need to complete and sign the Direct Deposit Application and attach a “voided blank check” from the bank or credit union account where the money is to be deposited. Most banks and credit unions will provide the employee with a pre-printed “direct deposit” slip with the appropriate routing and bank account numbers if employees would rather not use an actual check from their checkbook. Staple the check or bank slip to the signed application and deliver it to the Payroll Office as soon as possible.

What if an employee can't open bank account?

Since Wells Fargo Bank is the bank the District uses for its District Payroll Account, they have agreed to offer an “Opportunity Account” to any Granite employee who cannot get a bank account. Any employee can open this account (regardless of history) by going to a Wells Fargo Branch and mentioning “Opportunity Account”. Specific details can then be addressed at the bank about how the Opportunity Account works. There are no fees for this kind of account, but there are also no other banking services allowed with this account. There are other options like a Wal-Mart reloadable pay card, but these cards usually have fees. Some employees may find this reloadable card option preferable if they do not want to open a “bank account”.

New or Existing Accounts?

Employees can choose to have their paycheck go to either an **existing** or **new** bank/credit union account. Some employees like to keep the money they earn separate from the money a spouse earns

for budgeting or other reasons. Rather than have the paycheck deposited to an existing joint account, opening a new account might be an option for these types of situations.

Is this for ALL employees?

Yes, any Granite employee who wants to get paid will need to sign up for direct deposit. Employees like sweepers who are not of legal age may need a parent or guardian to help them open an account at a local bank or credit union. And yes, substitutes, seasonal employees, and temporary employees will also need to sign-up for direct deposit.

If employees have specific questions or concerns, please have them call me or any of the payroll staff at x4312 and we can work through their concerns.

Thanks for your help.

Richard Welch
Director – Payroll Services