



PAYROLL DIRECT DEPOSIT

Frequently Asked Questions

Why do I have to sign up for Direct Deposit?

Prince William County Public Schools requires all new employees (as of July 1, 1998) to sign up for Direct Deposit.

When do I have to sign up for Direct Deposit?

Forms for Direct Deposit are distributed at Employee Orientation. Forms are also available at pwcs.edu (Management Information/Finance/Payroll). This form should be completed and submitted to Payroll as soon as possible.

Since the Authorization Form states it takes up to 30 days for Direct Deposit to take effect, when and how will I be paid?

PWC Public Schools' payroll is semimonthly (the last administrative work day on or before the 15th and on or before the last day of the month). For your first payroll, a paper paycheck will normally be issued. An electronic test, called a "pre-note", will be sent to your bank to make sure all routing and account numbers are set up correctly. If everything is correct, your next payroll will be sent via Direct Deposit.

What should I do if I change banks or bank accounts?

Obtain a Direct Deposit Authorization Form from your work location, the PWCS website, or contact the Finance Department for the form. **Before you close the old account**, complete a new form, attach a voided check or deposit slip from the new account, and submit to the Payroll Office. Remember:

- * **YOU WILL BE MAILED A PAPER PAYCHECK ON YOUR FIRST PAYROLL AFTER A CHANGE IN BANK ACCOUNTS.**
- * **PLEASE MAKE SURE YOUR MAILING ADDRESS IS CORRECT.**

When is my money available for my use with Direct Deposit?

Your funds are available at the start of the bank's business day coinciding with the payroll date.
