

## **DIRECT DEPOSIT**

Salary payments can be electronically deposited to the banking institution of an employee's choice.

The enrollment agreement is effective for the second payroll period in which it is received in Payroll on or prior to the established cutoff date of the 15<sup>th</sup> of the month. On paydays, a direct deposit warrant containing all information relevant to an employee's EFT (electronic funds transfer) will be sent to his/her worksite.

Separation from employment will terminate the agreement. Final wages may not be subject to electronic funds transfer. When you return to District employment after any length separation, you must sign a new Electronic Funds Transfer agreement.

If the financial institution rejects an electronic funds transfer, due to account closure or inaccurate information, a paper check will be issued. The processing of this check can take up to ten days.