

# WALL TOWNSHIP BOARD OF EDUCATION

## MANDATORY DIRECT DEPOSIT NOTICE MAY 30, 2014

As authorized by New Jersey P.L. 2013, c.28 the Wall Township Board of Education will implement Mandatory Direct Deposit for all employee compensation, with electronic delivery of payroll check stubs effective July 1, 2014.

- All employees will be required to identify one or two accounts for deposit of all net pay, including extra compensation. Employees may designate multiple banks/accounts of their own choosing, and make changes using the *Direct Deposit Form* available on the Human Resources web pages. A copy has been attached for your convenience. Employees electing to use two accounts will specify a dollar amount for deposit into the second account only. All remaining pay will be deposited into the first listed account.
- Payroll Check Stubs will be uploaded to a high-security online portal for employee self-service. Uploaded documents will be available to the employee for seven years, even following separation of employment. Paper pay stubs will no longer be issued.

It is important to note that implementation will impact *all employees* receiving compensation processed by the Payroll Office. Careful review of this notice is essential to avoid interruption of payments.

### Implementation Schedule

June 15	Submission of Direct Deposit Information
July 15	12 month Employees First Online Pay Stub
Sept 15	10 month Employees First Online Pay Stub
Sept 30	Last day paper checks will be issued.

### Steps to Take

1. Employees who currently use direct deposit do not need to submit a new *Direct Deposit Enrollment/Change Form* unless you want to change or add an account.
2. Employees who do not currently use direct deposit must submit a *Direct Deposit Enrollment/Change Form* (attached) to the Payroll Office no later than June 15<sup>th</sup>. If direct deposit information is not submitted by this date paper checks will be processed but held in the Payroll Office until the form is submitted.
3. All employees must set up an Online Payroll Portal account for self-service access to pay stub information. Instructions for doing so will be distributed via email and posted on the Human Resources web pages by June 30<sup>th</sup>, 2014.

**Important Reminders**

- **Do not close a bank account used for direct deposit until you have verified with the Payroll Office that no funds are currently in transit to that account.**
- **If the security of your direct deposit account is compromised, and your bank recommends closing the account, be certain to notify the Payroll Office immediately to minimize the possibility of pay interruption.**

If you have any questions regarding this notice, please email Joyce McCabe at [jmccabe@wall.k12.nj.us](mailto:jmccabe@wall.k12.nj.us) and your questions will be answered as soon as possible.