

# IMPORTANT NOTICE-All Employees

## Mandatory Direct Deposit of Pay

Effective December 31, 2015, the Pottsville Area School District is requiring all employees who have received their compensation previously through a paycheck to convert to direct deposit. Paper paychecks will no longer be issued.

### If you do not currently receive your pay by direct deposit, you must:

- Complete a direct deposit form and submit it to Payroll Office with a voided bank or credit union check **no later than Friday December 11, 2015**. The direct deposit form is available on the district website, under “Quick Links” on the left hand side at [www.pottsville.k12.pa.us](http://www.pottsville.k12.pa.us). Forms are also available at the Academic Center and in each principal’s office. The direct deposit form must be completed to avoid a delay in payments issued on or after the conversion date.
- Please note that when the payroll office inputs your direct deposit information into the payroll system it is run on a pre-note on **December 31, 2015** (a pre-note verifies all account information entered in the payroll system and sent to your banking institution to make sure it is correct). Therefore, when your account information runs on the pre-note, you will receive a paper check which must be cashed. Once the direct deposit information has been confirmed by your banking institution, your payroll will then be direct deposited into your designated account on **January 15, 2016** (this usually occurs the first payroll after the pre-note has been sent to your banking institution).

### Advantages of Direct Deposit of Pay

We realize some of you may not support converting to direct deposit however there are several advantages. It provides assurance that your pay will be in your bank account as of the bank opening on payday even if severe weather such as a snowstorm or other circumstances prevent you from picking up your pay check. Individuals on direct deposit do not have to make a bank deposit on payday and possibly wait in line. Direct deposit is secure, convenient, and fast; and with direct deposit there are no lost checks.

Direct deposit also improves internal controls by eliminating the handling of negotiable checks and increasing efficiency by not having to perform the check-signing process.

## **Banking Services**

Your pay will be deposited directly into the bank or credit union account that you select. If you do not presently have a checking account, BB&T Bank, formerly Susquehanna Bank is the official district depository located at 9 North Centre Street, Pottsville- phone (570) 622-7730. They are willing to assist any employee in setting up a checking account however you are free to open an account at any bank or credit union. As a school district employee you are eligible to join Hidden River Credit Union located at 60 Westwood Road, Pottsville, PA 17901  
Phone: 570.622.3399 or PSECU, Pennsylvania School Employees Credit Union,  
[www.psecu.com](http://www.psecu.com), phone: 800.237.7328.

## **Contact Information**

You must make your determination of a bank/financial institution to which we will direct your pay issued through the Payroll Office. It can be changed later if you decide to change your bank or credit union by completing a new form. If you have any questions, please contact Sophia Felker or Doris Hoopes in the payroll office at 570-621-2900.