



GLENN COUNTY  
OFFICE of EDUCATION

# QCC Bulletin

NO. 2016 - 003

**Date:** September 15, 2015  
**To:** District CBOs  
District Payroll and HR staff  
**From:** Jennifer Boone, Payroll Manager, GCOE  
**Re:** QCC entry of direct deposit information for certificated substitutes

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The purpose of this bulletin is to provide an update regarding the new availability of direct deposit for certificated substitutes.

As you are aware, direct deposit is now available on both the tenth and end of month payroll runs. For the first time, we are offering this service to certificated substitutes county-wide.

GCOE H.R. department will provide direct deposit forms to all new subs, upon annual renewal and upon request. The sub list will be revised to note if a sub has elected direct deposit.

To ensure privacy and protection of banking information, the direct deposit forms and backup will not be included in the sub packets distributed to districts. The forms will not leave GCOE; the GCOE payroll department will enter the direct deposit information for all districts as part of the payroll prelist audit process. Districts will be informed of changes in check/APD totals.

The process of "prenoting" is unchanged. Subs electing direct deposit will have one final check (per district) with direct deposit beginning with the following month following successful testing of the banking information.

As our goal is to keep the direct deposit process centralized, should a substitute inquire at your district about direct deposit, please direct them to GCOE HR or payroll departments.

Please contact me with questions or concerns. Thank you for your continued support.

*Please distribute this information within your District as deemed appropriate.*

***The Glenn County Office of Education is an Equal Opportunity Provider & Employer***

# Glenn County Office of Education

## *Direct Deposit Enrollment/ Authorization form*

### ***WHAT IS DIRECT DEPOSIT?***

Glenn County Office of Education and Glenn County School districts allow employees to authorize automatic payroll deposits of net pay into their checking or savings accounts on payday.

### *I am on the certificated sub list may I participate?*

Yes! Direct Deposit information will be maintained for all certificated subs on the County-wide sub list; eliminating the hassle for subs of depositing multiple paper warrants from multiple school districts. You only have to enroll **once** with the county office and direct deposit will be started as you sub for each district.

### *How do I Sign up?*

Complete the Direct Deposit Authorization form and return it to the Glenn County Office of Education Payroll department (GCOE employees and Certificated Subs) or to your district payroll department.

Include a voided check or bank documentation showing routing and account numbers (for checking). For saving, submit form with bank documentation of routing and account numbers.

### *What will I receive instead of a paycheck?*

You will receive a non-negotiable notice of deposit (NOD) that contains the same information shown on a paystub.

### *Are there any restrictions on which bank I can use?*

The financial institution must be a member of the National Automated Clearing House Association (NACHA). Most banks and credit unions are members.

### *May I just have a portion of my Net Pay direct deposited? Can pay be deposited into several accounts?*

These options are not available at this time.

### *What will happen after I submit the authorization form?*

On the next payroll after your form has been submitted, a \$0.00 test deposit is sent through the bank clearing system to verify transaction data. If there is a problem with the test transaction, you will be notified. If there is no problem, direct deposit will begin with the following payroll.

### *What do I do if I change or close my bank account?*

Any changes or closures to your bank routing and/or account numbers must be reported to the Payroll department immediately. A new authorization form must be completed for any changes in account status. This will deactivate your previous direct deposit status, generate a paper warrant and a new test deposit. **Any changes, including account closures not reported timely could cause up to a ten (10) day delay in receiving your funds.**

## Direct Deposit Sign-up/ Authorization Form

- Complete this form with your name, last four digits of social security number, address and phone number, and the name and location of your financial institution.
- Indicate whether net pay is deposited to a checking or savings account. Attach a voided check or documentation from bank showing routing and account numbers.

I hereby authorize the Glenn County Office of Education -Trust Funds to initiate deposits ( or correcting entries to previous deposits) to my account. This authorization is to remain in force until Glenn County Office of Education or my employing school district receives written notice from me to **cancel or change** this authorization..

Please select one:       Checking Account                       Savings Account

I understand that:

- any misinformation or changes to my account (i.e. account closure) can cause up to a 10 day delay to recover and reissue my net pay.
- I must submit a new authorization form for all account changes
- this authorization may not apply to final wages due to termination of my employment

\_\_\_\_\_  
Full Name of Employee

\_\_\_\_\_  
Last four digits Social Security Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Name of Your Bank or Credit Union

\_\_\_\_\_  
City and State Location

( | | | | | | | | | | | | | | )  
Account Number

( | | | | | | | | | | )  
Transit Routing Number

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date