

SECTION 5.08 – DIRECT DEPOSIT

Contact: Payroll @ Extension 4160

A. **Overview**

Direct deposit is a process by which an employee's net pay is electronically deposited to the checking or savings account of their choice on payday. Employees will view their earning statement by using the [Employee Online system](#).

- Any employee, including substitutes, can have their wages set up as a direct deposit to their bank.
- Direct deposit will continue unless stopped by the employee with written authorization or upon the employee's termination or resignation from the school district.

B. **References**

[RCW 28A.400.230](#)

[RCW 41.04.240](#)

C. **Direct Deposit Process**

- All direct deposit transfers are electronically made and funds are sent to the ACH bank (Bank of America).
- This electronic transfer (EFT) for payroll deductions is made three (3) days prior to payday.
- The ACH bank will distribute the transactions to the employees' accounts on payday.
- Employee may sign up for direct deposit by using the [Employee Online system](#).
- The employee enters the bank routing number, the bank account number, and the type of account the funds are to be deposited (checking or savings).
- The ACH bank will then charge the district's settlement account for the cost of the payroll.
- The earning statement resembles an actual payroll warrant without the warrant and authorized signature. The bank name and last 3 digits of the account code to which the payroll was deposited are displayed on the earnings statement.
- Employees may view their payroll stub typically 3 days prior to payday by using the [Employee Online system](#).
- Direct deposit can be initiated at any time during the year.
- Direct deposit will continue unless stopped by the employee with written authorization.
- Payroll, at the time of termination or resignation, will stop direct deposit.