

Direct Deposit Payroll Employee Information

What is Direct Deposit of Payroll?

Direct Deposit of Payroll (DDP) is a method of having your pay automatically deposited into your checking or savings account on payday. Instead of you depositing a paycheck, your bank or financial institution receives notification of your pay amount through the Automated Clearing House (ACH). The Payroll Office creates a computer file of payroll information which is processed electronically through the ACH system and disbursed to your bank, and then to your account.

Can I deposit to multiple accounts?

KISD only offers direct deposit into one primary account. This can either be a checking or a savings account. The only exception to this rule is if the second account is at East Texas Professional Credit Union. In this case, you would need to arrange secondary deposit through the KISD Payroll Department.

When is my pay credited to my account?

With Direct Deposit, the bank will receive deposit information the night before payday, thus ensuring that the account is updated and your money is available for use on payday.

Do I receive a deposit receipt or pay stub?

No, but you can access your pay information through Employee Access at any time. If you have any problems, you can contact the Human Resource Department by calling 903-988-3900 ext. 2045.

How do I enroll in DDP?

To enroll in DDP, you must complete the attached form. If you will be using a checking account, you must also provide a personalized check or deposit slip marked "VOID", preprinted with your account number and transit routing number. For a savings account, fill out the DDP Form and attach an information sheet provided by your bank w/direct deposit information such as the transit routing number and account number. Staple the documents together and return them to the Human Resource Department.

When does DDP start?

After enrollment into direct deposit, a prenote or "test" transmission of information is always made by the payroll department to ensure that the bank identification number and your account number are correct. Payroll will issue a prenote on the first scheduled payment date, as well as issue a paper check to the employee. Assuming the prenote goes through without problems, this will be the last or only paper check issued. We encourage each employee to verify your first direct deposit, thereafter, direct deposit service should continue uninterrupted unless there is a notice of change made by the employee or the banking institution.

How can I make changes to my DDP?

If you want to change bank accounts for direct deposit, you must notify the Human Resource Department immediately to prevent your pay from being deposited into your previous account. You must complete a new authorization form and return it to the Payroll Office to change or add account numbers. Failure to notify payroll of a closed account, or closing an account within 5 days of payday, may create a delay in getting your pay to you on time.