Understanding Direct Deposit

- Direct deposit of net pay is mandatory and a condition of employment.
- If you have direct deposit of net pay, all payments including those for temporary assignments and reimbursements, will be direct deposited.
- Optional deposits are not available for 'temporary hourly' employees.
- If you have elected either of the optional deposits, these deposits will be deducted from all regular payments. They will not be deducted from payments for temporary assignments.
- To ensure that your pay is deposited on time, have your bank information available when completing this form.
- If you decide to use an account such as a money market account from a brokerage or mutual fund company, you should contact the company and request their bank/transit/ABA routing number and your individual account number.
- You may receive checks for one or two pay periods after submitting this form.
- Your net pay and other direct deposit distributions will be deposited on payday. Your net pay may vary from one pay period to the next depending on changes in your pay, deductions, tax rates, hours worked, etc.
- Your pay advice or pay stub portion of your check provides detailed information about your pay, deductions, leave balances and direct deposits.
- You should check with your bank each pay period to ensure that the direct deposit was made prior to making financial transactions that are dependent on those funds.

If you have questions about how to complete the form or about the direct deposit program, please contact Payroll Management at Payroll.Help@fcps.edu or (571) 423-3500.