



January 5, 2022

TO: Business, Payroll, and Personnel Administrators
HRS District Coordinators
Los Angeles County School and Community College Districts
Charter Schools and Other Local Educational Agencies

FROM: Raymond Bribiesca, Payroll Systems Coordinator
District Personnel Information Services
Division of School Financial Services

SUBJECT: Direct Deposit Enrollment - HCM

The Los Angeles County Office of Education (LACOE) is reminding districts that Business Continuity and Disaster Recovery best practice encourages employees to use direct deposit for their regular HCM payroll cycles.

In HCM, the process of creating direct deposit is accomplished by creating an NPD (Net Pay Distribution) document. HCM direct deposit is now available for supplemental pays. Additionally, funds can be sent to 2-3 banking institutions or bank accounts where it used to be limited to one (1) account and/or one (1) bank.

To reduce district exposure for any fraudulent intention, it is recommended that employees still be required to submit an official request with a copy of a cancelled check for the depository bank the funds are to be remitted to.

A one-page data sheet is attached to this bulletin for distribution to those employees, as well as a direct deposit enrollment form. The data sheet lists some of the advantages, including the ease of access to their funds on the issue date. You may reproduce the attachments for distribution to your employees.

Districts can also benefit from greater employee participation in direct deposit. Advices can be distributed with less sense of urgency, because the funds are already accessible by the employee. There are no lost warrants with direct deposit, no reconciliation issues, and no need to send staff to the County Office for those districts that choose to pick up rather than receive their warrants by JET delivery.

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Participation in this effort is at the discretion of the employees. The procedures and timelines for pre-note processing remain the same.

Should you have questions regarding this bulletin, please contact me or any of our payroll managers at [SFS Payroll Manager@laco.edu](mailto:SFS_Payroll_Manager@laco.edu).

Approved:

Sean Lewis, Assistant Director

School Financial Systems and Services Manager

RB:sm

Attachments

SFS-A25-2021-2022



DIRECT DEPOSIT

It's Simple, Convenient, Safe and Smart!

Direct Deposit is the process where your paycheck is sent to your bank and immediately deposited to your checking account or savings account without you having to pick it up, wait for the mail or office delivery, prepare the necessary deposit paperwork, drive to your bank or check cashing location, wait in line and, for some, publically put cash in your pocket or purse and walk unprotected to your car or other place of safety.

Payroll deposits are sent directly to your bank so the funds travel from a secured environment, they are protected during transmission and pass bank security when received and put into your account. Below are some of the benefits of Direct Deposit, but don't take our word for it, do your own research!

The process is simple...

- ▶ Signing up is as simple as filling out a form and providing your bank account information to your district payroll office – this is done only one time or until YOU make changes.
- ▶ You make all the changes using the same simple form, whenever you want.

The process is convenient...

- ▶ You no longer have to drive to your bank, find parking or wait in line to cash or deposit your paycheck.
- ▶ Direct Deposits are done on time, every time, regardless of where you may be, whether at work, at home, sick or on vacation.
- ▶ In case of a natural disaster such as earthquake or some other declared emergency, your deposit is made and money is available to you regardless of mail service, traffic conditions or other inconveniences.
- ▶ Your deposit will be available in your account on the morning of the issue date. Check with your bank regarding when they post.

Direct Deposit is safe...

- ▶ Direct Deposits are automatic – they never get lost and cannot be stolen.
- ▶ Your deposit information is confidential, passing to the bank electronically and encrypted – it does not pass through human hands at the county office, the district or the bank!
- ▶ Users of Direct Deposit have enjoyed fast, reliable service for over 40 years now with 99.9% accuracy and a national average 97% satisfaction rate.
- ▶ There is absolutely no personal risk as you may encounter in cashing or depositing your endorsed warrant.

Direct Deposit is smart...

- ▶ Direct Deposit helps you budget your money, especially if you choose to have automatic payments made to others.
- ▶ You receive deposit information with all other check stub information for your reference, as well as what your bank provides to you.
- ▶ Your hard-earned pay, endorsed warrant or cash, is not physically available to thieves.
- ▶ This is just one more detail in your life that you don't have to worry about.
- ▶ You can also schedule automatic payments to creditors if you choose to, without having to remember it or put it on your calendar – no more bounced checks!
- ▶ Think of the aggravation you will avoid, and the gas and time you will save!

**Your district payroll office will assist you with the necessary paperwork.
Remember, your account will be set up the way you want it and you will control any future changes.
*It's easy! Give it a try.***

Payroll Unit HCM Direct Deposit Authorization

To Enroll in Direct Deposit, simply fill out this form and give to your district payroll department. Attach a voided check for each checking account -not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for you account . It isn't always the same as the number on a deposit slip. This will help to ensure you are paid correctly.

Memo ⑆ 0123456781 ⑆ 123456789 ⑆ 0101		
Routing/Transit # (A 9-digit number always between these two marks)	Checking Account #	Check # (this number matches the number in the upper right corner of the check – not needed for sign-up)

EMPLOYEE INFORMATION

LAST NAME, First Name, Middle Initial	Employee ID Number(EID)
NAME OF SCHOOL DISTRICT/ WORK LOCATION/ WORK SITE	Work Telephone Number

ENROLLMENT OR CHANGE AUTHORIZATION

(Complete this section for new enrollment, financial institution or account changes).

PRIMARY ACCOUNT: (This is the account where your paycheck is deposited after % or \$ amount is deducted.)				
SELECT ONE: <input type="checkbox"/> New Enrollment <input type="checkbox"/> Bank/AccountChange <input type="checkbox"/> Cancel Direct Deposit			ACCOUNT TYPE (CHECK ONE) <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
BANK OR CREDIT UNION NAME	CITY	STATE	* ROUTING #	* ACCOUNT #
Please attach a voided check blank for this account				

SECOND ACCOUNT (optional) % or \$ of net pay: <input type="text"/> % OR \$ <input type="text"/>				
SELECT ONE: <input type="checkbox"/> New Enrollment <input type="checkbox"/> Change <input type="checkbox"/> Cancel Direct Deposit			ACCOUNT TYPE (CHECK ONE) <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
BANK OR CREDIT UNION NAME	CITY	STATE	* ROUTING #	* ACCOUNT #
Please attach a voided check blank for this account				

THIRD ACCOUNT (optional) % or \$ of net pay: <input type="text"/> % OR \$ <input type="text"/>				
SELECT ONE: <input type="checkbox"/> New Enrollment <input type="checkbox"/> Change <input type="checkbox"/> Cancel Direct Deposit			ACCOUNT TYPE (CHECK ONE) <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
BANK OR CREDIT UNION NAME	CITY	STATE	* ROUTING #	* ACCOUNT #
Please attach a voided check blank for this account				

I hereby authorize the district and the Los Angeles County Office of Education (LACOE) and/or its agents to initiate electronic deposits and, as necessary, debit corrections to previous deposits to my account.

I understand:

- | | |
|---|--|
| <ul style="list-style-type: none"> - Direct deposit status is not activated until 10 days following a pre-note transactions for new or change authorization. - I must submit a new "HCM Direct Deposit Authorization," form if I change my account. | <ul style="list-style-type: none"> -Direct Deposit status may be suspended or rescinded by the district or LACOE and payment made by county warrant, if necessary, to meet payroll deadlines or under extreme conditions. |
|---|--|

I agree to hold harmless and indemnify the district and Los Angeles County Office of Education and its officers, employees, and agents from any claim or demand of whatever nature, including those based upon negligence of LACOE and its officers, employees, and agents for failure or delay in making deposits and/or corrections to deposits as herein authorized.

Instructions For Multiple Direct Deposit

HCM Direct Deposit is now available for regular and supplemental pay. Additionally, funds can be sent to 2-3 banking institutions or bank accounts where it used to be limited to one (1) account and/or one (1) bank. The following are steps to consider while filling out the direct deposit form.

Step 1

Obtain a copy of the direct deposit form from your Payroll or Human Resources office.

Step 2

For those who chose to participate in Multiple Direct Deposits, please note the primary account is the account where your paycheck is deposited after the % or \$ amount is deducted. See examples below.

Example 1: Net Pay: \$563.00 (3 accounts)

Primary Account	-	\$181.50
Secondary Account	-	\$281.50 (50%)
Third Account	-	\$100.00 (\$100.00 fixed)

Example 2: Net Pay: \$563.00 (2 accounts)

Primary Account	-	\$450.40
Secondary Account	-	\$112.60 (20%)
Third Account	-	N/A

Example 2: Net Pay: \$563.00 (1 accounts)

Primary Account	-	\$563.00
Secondary Account	-	N/A
Third Account	-	N/A

Step 3

It is the employee's responsibility to verify the financial institution electronic routing information and personal account number to ensure timely deposit of funds. To avoid unnecessary delays, attach a copy of a cancelled check if the account is a checking account or a copy of a deposit slip if going to a savings account.

Step 4

Return the completed Multiple Direct Deposit Supplemental Form to the District Payroll Office for processing. **Note: Once the information is received and data entered, a pre-note is performed to ensure the accuracy of the transfer. If the pre-note is successful, funds will be direct deposited as requested on the first pay cycle after a successful test.

NOTIFY PAYROLL IMMEDIATELY OF ANY BANK ACCOUNT CHANGES!