

PAYROLL FAQ'S

When will my Direct Deposit Start?

-Once you are set up in the system, your bank account will be tested with your upcoming paycheck. If all goes well your next check will be direct deposited. Payroll will reach out if any issues arise.

How do I change the account my Direct Deposit goes into?

-You would fill out a new direct deposit form and then submit it to the payroll office.

How do I update my withholdings?

-You would fill out a new Federal or State tax form and then submit it to the payroll office.

How do I get a copy of my W2/Paystub?

-ESS. There is an option on the left hand side for Pay/Tax information.

Employee Self Service

Benefits

Life Events

Pay/Tax Information

Personal Information

Time Off

How do I get my W2 if I no longer work with the district?

-ESS. You should not lose access to ESS when you leave the district. If you are having trouble logging in, please contact the IT department.

What happens if I change my bank account?

-You will get a live check mailed to you until we receive new direct deposit information and your account is tested.

As always, feel free to reach out to your friendly payroll team with any questions!

****Please note that all forms need to be brought to the payroll department IN PERSON. Due to the amount of fraud we will no longer be excepting electronic submissions.***