

San Jose Evergreen Community College District Direct Deposit – Frequently Asked Questions

Q. WHAT IS DIRECT DEPOSIT?

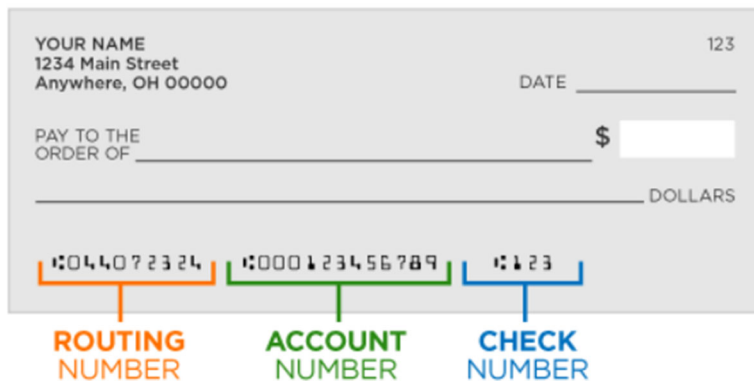
A. Direct deposit permits the electronic transfer of your net pay (amount after all deductions) to your financial institution.

Q. HOW DO I SIGN UP?

A. Complete a Direct Deposit Authorization Agreement form and return it to the District Payroll Office along with a supporting document from your financial institution. This document must include your Name, Routing Number, and Account Number. Examples include a voided blank check or deposit slip.

Q. WHAT IS A BANK TRANSIT (ROUTING) NUMBER?

A. It identifies the financial institution and determines the transaction-posting pathway through the clearing system. The transit (routing) number always has nine digits. Below is an example of how your bank transit (routing) number is displayed on your check:



Q. WHEN I SIGN UP FOR DIRECT DEPOSIT, WHEN WILL IT BE EFFECTIVE?

A. Your direct deposit will take effect in the pay period following the successful processing of the prenote. For example, if your direct deposit is set up and pre-noted on the 3/10/25 Tenth-of-the Month payroll, the direct deposit will be effective on 3/31/25 End-of-the-Month payroll.

Q. WHAT IS A PRENOTE?

A. Prenote is a process of verifying employee bank information. It is a method of electronically testing the accuracy of an automatic deposit bank account before transferring actual funds to the account. Once the prenote verification is complete and deemed successful, the recipient's bank account is approved for direct deposit and funds can be deposited on the next payroll run. This process typically takes one pay cycle to complete.

Q. WHEN WILL MY PAY BE DEPOSITED?

A. Your pay will be deposited into your account on payday. The exact time on payday may vary from bank to bank. You can call your financial institution to find out what time your funds will be available in your account.

Q. WILL I RECEIVE A PAYCHECK STUB?

A. No. For those who elect direct deposit, a hard copy paycheck stub is not available. Paycheck stubs are only accessible by logging into the District's Self-Service portal.

Q. ARE THERE ANY RESTRICTIONS ON WHICH BANK I CAN USE?

A. The only requirement is that the financial institution be a member of the National Automated Clearing

House Association (NACHA). Most banks, credit unions and savings and loans are members. You can contact your financial institution to find out if they are a member of NACHA.

Q. CAN I HAVE JUST A PORTION OF MY NET PAY ON DIRECT DEPOSIT?

A. No, the entire net check amount must be deposited to no more than two checking or savings account per employee. This does not affect current voluntary deductions made to credit unions or any other voluntary deductions that you might have. Your voluntary deductions will remain the same.

Q. CAN MY PAY BE DEPOSITED TO SEVERAL ACCOUNTS?

A. Yes, the entire net check can be deposited into no more than two accounts.

Q. WHAT IF I OPEN A DIFFERENT ACCOUNT OR MOVE MY ACCOUNT TO A DIFFERENT BRANCH OF THE SAME BANK?

A. When there is a change in your account number or transit (routing) number, you must fill out a new Direct Deposit Authorization Agreement form and submit a supporting document with the new account information.

Q. WHAT IF THE NAME OF MY BANK CHANGES?

A. This will usually change the routing number. Initially, the new bank will honor the former bank's transit (routing) number. Customers are typically notified by their bank of the change. It is your responsibility to communicate these changes to District Payroll Office. If your bank no longer honors the new transit (routing) number, there can be delays in reissuing your paycheck as a live check. The reason for the delay is due to confirmation with the District's bank that your direct deposit has been returned. Only after this confirmation, can the District reissue you a live check.

Q. DOES DIRECT DEPOSIT AUTOMATICALLY STOP WHEN AN ACCOUNT IS CLOSED?

A. No, you must complete a new Direct Deposit Authorization Agreement form and submit it to the District Payroll Office to cancel your direct deposit status or change to another account. This is also true if you are opening another account with the same financial institution. Once on active direct deposit status, you should not change or close an account until the District Payroll Office has processed your Direct Deposit Authorization Agreement form. If you do close your account before the District Payroll Office processed your Direct Deposit Authorization Agreement form, there can be delays in reissuing your paycheck as a live check. The reason for the delay is due to confirmation with the District's bank that your direct deposit has been returned. Only after this confirmation, can the District reissue you a live check.

Q. HOW CAN I STOP MY AUTOMATIC PAYROLL DEPOSIT?

A. Submit a new Direct Deposit Authorization Agreement form and mark the check box next to Cancel. Ask the District Payroll Office when the cancellation will become effective.

Q. IF I HAVE OTHER ASSIGNMENTS OR JOBS WITHIN THE DISTRICT, WILL THE PAY GO TO DIRECT DEPOSIT?

A. Yes, as long as the payment is issued during the regular payroll cycle, which occurs either at the End-of-the-Month or at the Tenth-of-the-Month.

Q. WHEN ENROLLED IN DIRECT DEPOSIT, ARE THERE TIMES THAT I WILL RECEIVE A LIVE CHECK INSTEAD?

A. There are circumstances that a live check will be issued. Such circumstances include, but are not limited to, recalling a direct deposit, reissuing a check due to an error, late submission of a timesheet, final check at separation, etc.

Q. CAN MY MILEAGE AND REIMBURSEMENT CHECKS BE DIRECTLY DEPOSITED?

A. No, these checks are generated from Accounting, not Payroll.

Q. IF I'M ON DEFERRED PAY (FULL TIME INSTRUCTOR), WILL MY DEFERRED PAY CHECK BE DEPOSITED?

A. Yes, your June and July checks will be deposited as normal.

Q. WHO DO I CALL IF I HAVE QUESTIONS?

A. Please contact the District Payroll Office at (408) 270-6412 or email DO-Payroll@sjeccd.edu.