



Electronic Paperless Direct Deposit *ePayslip* Frequently Asked Questions

In an effort to streamline business processes and improve efficiencies within Prince George's County Public Schools (PGCPS), we are implementing an *ePayslip* initiative effective July 1, 2011. This means that you will no longer receive a paper Direct Deposit voucher.

An electronic Direct Deposit (*ePayslip*) is an environmentally friendly solution to communicate accurate and timely pay information to PGCPS employees. For the employee, it eliminates lost or stolen pay information and significantly reduces the risk of identity theft. Your information can be accessed 24/7 from work, home, or from most computers with internet access. Your electronic payslip will remain online, secure and accessible.

Q. Who is eligible for Direct Deposit?

A. All employees are eligible. It is a program that offers employees the convenience of having their net pay (pay after taxes and deductions) deposited directly into their checking or savings account. Go to our website and watch our instructional video on how to sign up for Direct Deposit via Employee Self Service. Or visit www1.pgcps.org/epayslip or call 301.952.6070 for more information.

Q. Is there a charge for this service?

A. No, there are not any hidden charges for direct deposit.

Q. What is an Electronic Paperless Direct Deposit payslip?

A. The electronic paperless Direct Deposit payslip replaces the paper payslip that is currently printed by Prince George's County Public Schools. Instead of receiving a paper payslip, you will have access to view and save to your computer, your pay information.

Q. How do I get to Employee Self Service?

A. Go to the PGCPS web site and click on the Employees tab and click on Self Service.
https://erp.pgcps.org/OA_HTML/AppsLocalLogin.jsp

Q. What if I forgot my Employee Self Service login and password?

A. Contact the Help Desk at 301.386.1549.

Q. Why is the district moving toward paperless Direct Deposit payslips?

A. Moving toward paperless payslips will help the district save on costs like paper, printing and postage, as well as saving time for employees involved in the paper pay slip distribution process. By having a secure site, it also reduces the risk of identity theft. In inclement weather or unforeseen circumstances (school closings) you will always have access to your funds and be able to review your payslip. Because the district will be using less paper, it's also beneficial to the environment!

Q. Will I ever receive a paper check?

A. There are occasions when an actual check will be issued. For example, when an employee is new to PGCPS, their first payment will come as an actual check. If you request a change to your current bank information, a one-time check and pre-note notification will be issued. After the initial pre-note, all future funds will be directly deposited into your account.

Q. How will I know if I have successfully enrolled or updated my information?

A. You will receive an e-mail alert that a change has been made to your payment method.

Q. How will I know that my money has been deposited?

A. You will be able to view your payslip on the district's pay day. Your payment history will be stored for as long as you are employed with PGCPS. Most financial institutions offer online banking services where you are able to view your deposits.



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Q. What happens if I do not receive my Direct Deposit money due to my account being closed?

A. Employees should avoid closing their bank account prior to cancelling their Direct Deposit. Contact Cash Management to receive a replacement check at 301.952.6072.

Q. Are there additional benefits to Direct Deposit?

A. SunTrust Bank currently offers an incentive program for PGCPs employees opening an account with Direct Deposit. Most banks will offer some kind of incentive to customers who open an account and choose Direct Deposit.

Q. Who can I contact if I have questions about my pay?

A. You can contact Payroll Services at payroll@pgcps.org or 301.952.6200.

Q. What else can I do in Employee Self Service?

A. Employees can view/print their W2 form, change their address, update dependents, beneficiaries, primary care physician, request employment verification, and change State and federal tax exemptions.

For Direct Deposit *ePayslip* questions, please contact Cash Management at 301-952-6070. All *ePayslip* and *Direct Deposit* information can be found at www1.pgcps.org/epayslip.

Below are written instructions which outline how to enroll in Direct Deposit as well as, viewing your paperless pay (*ePayslip*) information online.

How to view your Payslips in Oracle Self Service:

Login into Oracle Self Service via the PGCPs main website at:
www.pgcps.org

Under the **Employees Tab**, located in the upper right Click on **Self Service**.

Enter your **User Name** and **Password**.

>Click on **PGCPs Employee Self Service**

>Click **View ePayslip**

Use the dropdown menu to choose a **Payslip** to view. *Oracle Self Service will automatically bring up the last payroll check you were issued.*

To select an older payslip, click on the dropdown button and select the payslip you wish to view.

Thank you for using ePayslip!

How to Enroll in Direct Deposit

Login into Oracle Self Service via the PGCPs main website at:
www.pgcps.org

Under the **Employees Tab**, located in the upper right Click on **Self Service**.

Enter your **User Name** and **Password**; this is the same as your windows login. If you do not know your user name and password or need assistance, please contact the Help Desk at 301.386.1549.

>Click **PGCPs Employee Self Service**

>Click **Manage Payroll Payments**

>Click **Add Deposit Payment**

Fill out the Direct Deposit information requested on the form. You will need to enter your *Account Name, Checking or Savings, Account #, Transit/Bank Routing #, Bank Name and Bank Branch Location where account was opened.*

>Click **Apply**>

Click **Continue** & Review

>Click **Submit**

Congratulations! You are now enrolled in Direct Deposit. When you enroll, update or delete your payment method, you will be paid by check while the bank verifies your account information. Changes to your payment method must be made by 5pm on the last day of the pay period. This will make sure the account is able to validate during the payroll run.

