Santa Cruz County Office of Education
MICHAEL C. WATKINS, SUPERINTENDENT

Employee Authorization of Automatic Payroll Deposit

Identification and Authorization Data

I hereby authorize _____ to automatically deposit my net pay to the account designated below. This authorization is effective until I cancel my direct deposit, by delivering written notice of cancellation to the above mentioned district.

Type of Account:
○ Checking
○ Savings
○ Debit Card

Account Data:
○ New Action
○ Change
○ Cancel

If you want your automatic deposits to go to your **CHECKING ACCOUNT** attach voided check in this space. If you are using a **DEBIT CARD** please attach a copy of your direct deposit information.

If you want your automatic deposits to go to your **SAVINGS ACCOUNT** you MUST either attach a photocopy of your Account Statement that contains the information OR fill out the following information:

ABA# _____

Account Number _____

Bank Name(including Branch name) _____

City _____ State _____ Zip _____

Thank you for signing up for Automatic Payroll Deposit. Santa Cruz County Schools, in an effort to stay green, provides all of your paystubs online via our secure Employee Self Service web portal. See the a Automatic Payroll Deposit FAQ for details. If in addition to the standard electronic paystub you would like a printed paystub you must check the box below.
☐ **I request that a paper stub be printed in addition to the standard electronic paystub**

In signing this form the employee shall hold harmless the Santa Cruz County Office of Education/your District for the entire Automatic Payroll Deposit process of any and all payroll warrants. **The Santa Cruz County Office of Education/your district cannot be held responsible if your deposit is not credited to your bank account on payday.** It is the responsibility of the employee to submit the correct information that will result in the automatic deposit of funds to the proper account. If funds to which I am not entitled are deposited, I hereby authorize the Santa Cruz County Office of Education either to direct the financial institution to debit and/or correct the amounts to my account.

Employee's Legal Name _____ _____ _____
Last   First   MI

Signature _____

Employee's Social Security Number***   XXX -XX- _____

*** Authorization WILL NOT BE PROCESSED without the last four digits of your Social Security Number

Rev. 11/29/12

Automatic Payroll Deposit

Q: What is an APD?
A: APD stands for Automatic Payroll Deposit, it uses a process called an Electronic Fund Transfer(EFT).

Q: How does an APD work?
A: APDs work just like depositing a check. When you get a check you go to your bank and deposit the check, at this point funds are transferred from your employers account to your account. An APD eliminates the trip to the bank. On your payroll date the County Office payroll system will automatically transfer the funds into your account.

Q: If I don't receive a check how will I be able to make sure everything is correct?
A: Although you don't receive a check you will receive a non negotiable pay stub, which will look just like a normal check. This contains all the information that a standard paycheck would contain.

Q: Are APDs secure?
A: Yes! Actually the APD process is safer then sending you a paper check. The Money is transferred to the bank using a secure process and the funds are automatically placed in your account. This prevents a delay in payment due to lost, misplaced, or even stolen checks.

Q: Why should I sign up for APD?
A: APDs provide a multitude of benefits, here is a short list of some of those benefits:
* No more trips to the Bank to deposit a check(Good for you and the environment!)
* No more waiting in line to deposit your check on payday
* It eliminates delays in payment due to Lost, Stolen, or forged checks
* Your money is deposited faster, less risk of possible overdrafts
* If you are sick or on vacation your paycheck will still be deposited. If you are away from the office you will still get paid on time!

Q: Alright I'm convinced, how do I sign up?
A: It's simple, just follow the steps below to start on APD.
1) Fill out the Employee Authorization for APD form attached
2) Print the form, sign and then submit to your payroll department to process.
3) Once the form has been processed your Automatic Payroll Deposit will begin the next pay period.

Q: What is the Employee Self Service portal and how do I use it?
A: The Employee Self Service portal or ESS is a secure website that allows you to access your paystubs online. The ESS website allows us to go green and save paper by not printing paystub. While W2 forms will continue to be mailed, in addition they are available via ESS. For more information please refer to the Employee Self Service Portal instructions. The instructions can be found at:

http://www.santacruz.k12.ca.us/student_services/hr/pubs/employee_self_service.pdf