**Direct Deposit/Cash Pay Card**

**Q: How do I set up Direct Deposit if I didn’t bring a voided check with me?**

**A:** You can submit the Direct Deposit Authorization Form and a voided check in person or by fax. To submit your Direct Deposit Authorization form in person to Payroll Services, bring your completed Direct Deposit Authorization Form and a voided check OR official bank document with routing info to the Payroll Services office in the Main Administration Building at 9400 North Central Expressway Ste. 1540, Dallas, TX 75231. Payroll Services has extra forms if you are unable to print one out.

**OR**

Fax the completed Direct Deposit Authorization Form and a copy of a voided check to 972-925-3826.

**Q: Where can I find a copy of the Direct Deposit Form online?**

**A:** From a district computer: Go to the Payroll Service website located at https://www.dallasisd.org/Domain/21030

Click on “Forms”

Enter your EAD username and password.

Click on “Direct Deposit Slip”

**Q: What if I do not submit a voided check to payroll by the first pay period?**

**A:** If you do not submit a voided check and direct deposit authorization form to Payroll Services by the first pay period, your pay check will be mailed to you at the address on record.

For further assistance with direct deposit you can email the Payroll Services at notifypayroll@dallasisd.org or call Dallas ISD Connect at 972-925-4200.

**DIRECT DEPOSIT /PREPAID CARDS**

**Q: I am changing from a substitute teacher to full-time. Do I need to fill out a new direct deposit authorization and W-4 form?**

**A:** Yes. You will have a new assignment record in payroll for the full-time job. Information from the old assignment is not automatically transferred to the new assignment record. You do not have to attach a voided check to the Direct Deposit Authorization Form if you write “Changing Positions” on the top of the form to indicate to Payroll that the account information is already on file. We will verify account and routing numbers against those on the old assignment.
Q: What if I don’t have a check or routing information provided by the bank?
A: Payroll Services must receive a voided blank check or a document from the bank that gives routing and account information. If you don’t have either of these, you need to wait to submit your Direct Deposit Authorization Form until you can submit the form with the proper backup. If you do not have a bank account, you may select any Prepaid Card of your choice to have your direct deposit setup.

Q: What if I change banks or close my account?
A: Notify Payroll immediately so the change can be entered for the next pay cycle. Failure to notify Payroll could result in your funds going to your closed account. In the event this occurs, Payroll cannot reissue your check until the bank used by the district notifies the Payroll Services that the funds have been received back in DISD’s account. This could delay reissue of your check by as much as a week. If you have opened a new account, new paperwork must be submitted to Payroll Services.

Q: What if I choose not to open another account.
A: If you cancel your direct deposit or your bank account is closed, you will need to select any Prepaid Card of your choice to have your direct deposit setup.

W-4s
Q: What if I want to change my withholding information later?
A: You can submit a new W-4 whenever you like. You must make the change before the 2nd business day of each month. After that date, changes may not be effective until the following month.

PAYDAYS
Q: When are paydays and how do we receive our checks or deposit advices?
A: Monthly paydays are on the 15th each month. If the 15th falls on a weekend or holiday, payday is moved forward to the last working day prior to the 15th. Please be sure to keep your address information current. Biweekly paydays are every other Friday. The pay period consists of the two-week Friday-Thursday period that ends the week prior to payday. No pay is held back. There is not a “week in the hole.”

SICKDAYS
Q: How many sick days will I receive?
A: You can calculate your sick days with this formula. Actual work days / (contract days /10) = sick days
Ex. 100 actual work days/ (193 contract days/10) = 5 sick days

For additional questions, contact payroll by email at notifypayroll@dallasisd.org or call 972-925-4200.