

# Elimination of Paper Checks/Advices Initiative



- On September 10, 2008, the School Board approved a cost-saving measure which will eliminate paper checks for all District employees by requiring mandatory direct deposit.
- Direct Deposit provides a fast, environmentally-friendly, convenient, private and inexpensive way to distribute your payroll funds.
- Employees have three (3) available options from which to choose to have their payroll funds directly deposited.

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- Employees that currently have an active bank account, would complete the Payroll Deduction Direct Deposit Authorization Form (FM-4679), and their pay will be automatically deposited every pay date.
- Employees that don't have a bank account, can sign up for the SunTrust/Skylight Payroll Debit Card.
- Employees may also contact the South Florida Educational Federal Credit Union to open an account and begin direct deposit.
- Employees should be reminded to transition to Direct Deposit now, rather than waiting for the March 2, 2009 deadline.

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- In addition to eliminating paper checks, all paper payroll information advices will not be printed as of March 2, 2009.
- Employees will be required to access the Employee Portal to view or print their individual pay advice and pay history.
- All employees have been assigned a Username ID (employee no.) to access the Employee Portal
- Employees can access the P-Synch Password Management tutorials from the Employees Tab at [www.dadeschools.net](http://www.dadeschools.net).

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- Permanent and temporary employees, including maintenance personnel, should have access to a computer in the media center or other convenient locations to access their payroll information.
- ITS has provided training to designated school's personnel (Train the Trainer) on how to access the Employee Portal.
- Additional ITS training will be provided to schools that missed the original training sessions.
- Principals must ensure that training is provided prior to the March deadline to those employees that require assistance accessing the Employee Portal.

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- All paper checks issued in March will not be distributed via school mail and will have to be picked up in person at the School Board Administration Building.
- Paper checks printed after March will be distributed via interoffice mail, which due to reduced mail routes could take up to a week for delivery to the school site.
- Principals are requested to notify all schools' employees that have not yet signed for direct deposit after each pay date.

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- Report T00161601 “DIR/DEP BY LOCATION”, indicating how many employees are still receiving paper checks, will be available online in Control-D Web Report Viewer.
- Report T00161601 should be reviewed, in conjunction with the “Payroll Check Recap” report submitted to the schools each pay date, to identify and notify employees still receiving paper checks.
- Principals should inform their substitute teachers that starting in March all pay advices have to be accessed via the Employee Portal, and that paper checks will no longer be mailed via US Mail and can only be picked up at the School Board Administration Building.

# Treasury Management



- For additional information, please contact:
  - Payroll Department at (305) 995-1655
  - Human Resources at (305) 995-7888
- Please send all completed Direct Deposit Authorization forms to:

Payroll Department/Deduction Control Section  
1450 NE 2<sup>nd</sup> Avenue, Room 607  
Miami FL, 33132  
Phone: (305) 995-1655  
Fax: (305) 995-1644
- See the District's website at [www.dadeschools.net](http://www.dadeschools.net) or <http://payroll.dadeschools.net> for detailed and up to date information regarding the direct deposit program