

ABOUT DIRECT DEPOSIT

You have the option to have your paychecks deposited directly into your bank account. Listed below are instructions regarding direct deposit. If you have any questions please contact the Payroll Department.

1. When can I sign up for direct deposit?

You can sign up or cancel direct deposit any time during the year. Notification of a change affecting your direct deposit (such as changing banks and/or accounts within the same bank) must be made by the 10th of the month to be effective for the current month's payroll. **(EXCEPTION: If the 10th is a Saturday, Sunday, or holiday, the form will be due in the Payroll Department the business day prior to the 10th.)**

NOTE: If you are STOPPING your direct deposit, you may e-mail hallcoboepayroll@hallco.org in lieu of this form. E-mails must be received by the same due dates as above.

2. Do I have to sign up for direct deposit?

No, direct deposit is voluntary.

3. Do I have to use a certain bank?

No, you can direct deposit into any bank that is a member of the Federal Reserve System.

4. Will direct deposit start immediately?

No, your first pay cycle will be run as a "test" and you will receive an actual paper payroll check to cash/deposit. Direct deposit will begin the following month.

5. Does direct deposit apply to all payments?

Direct deposit applies to all regular scheduled payroll payments. Vendor checks such as travel and supply reimbursements are not directly deposited at this time.

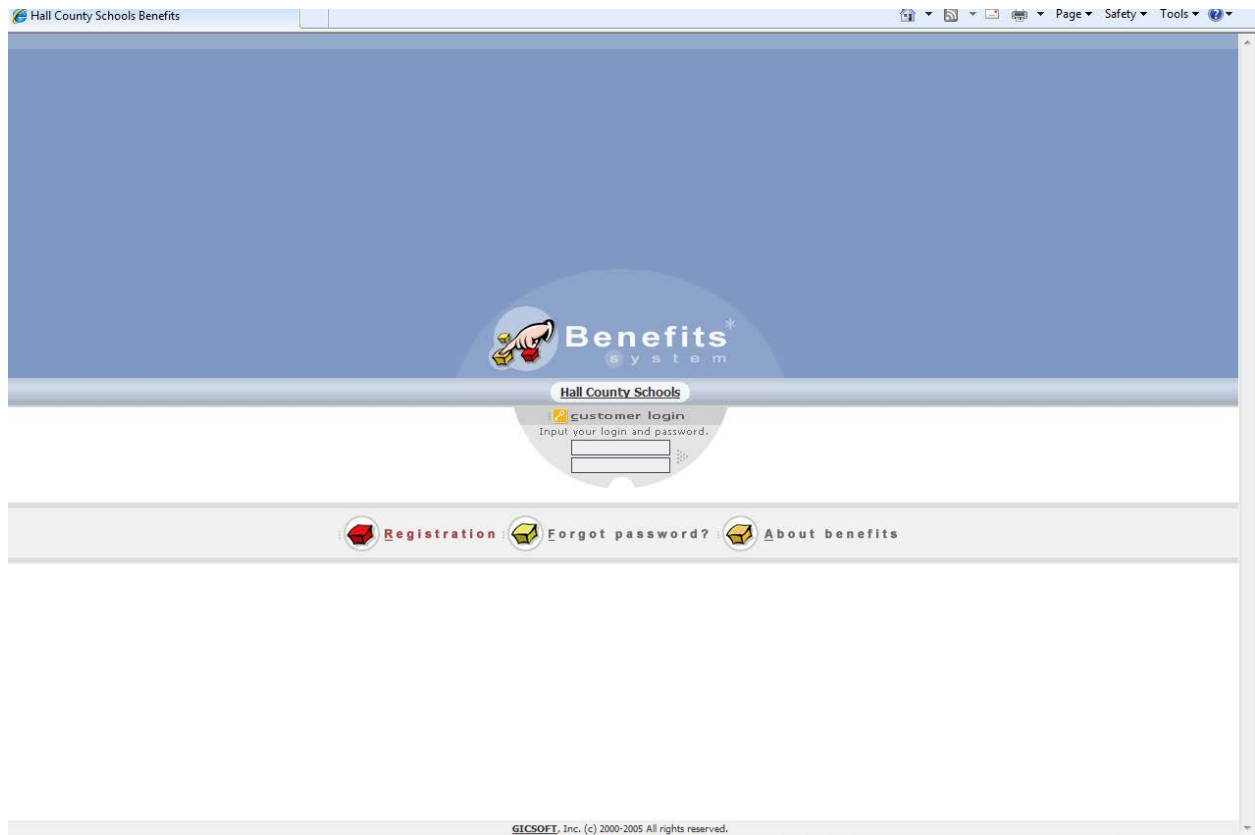
6. May I have part of my payroll check direct deposited and receive a check for the balance or direct deposited into more than one bank and/or account?

No, direct deposit currently requires the entire net payroll check be directly deposited into one account.

7. When will I get paid?

Funds will be available on the morning of payroll. Please check with your financial institution to be sure funds are in your account before writing checks.

[You can contact the Payroll Department for instructions about how to view your payroll information on-line or you can find the instructions on the Hall County website.](#)



Hall County School System Employee Benefits Website: <https://benefits.hallco.org>

Before attempting to log on to the Hall County Schools Employee Benefits Website you will need: **Your 5 digit employee ID #; the last 4 digits of your SSN and a permanent login and password.**

Note: If you are receiving your first payroll check from Hall County Schools, you will not be able to login or access the Employee Benefits Website until payroll has processed and printed your first payroll check.

The first time you access this website you will click the registration button. You will enter your 5 digit employee ID # and the last 4 digits of your SSN. Then enter your login and password that you created; reenter and reconfirm your password; click the submit button.

Once in, click on the tabs at the top of the page (Benefits, Tax Withholding, Leave Balance, Payroll Checks, Address Information, and Year to date Information) for the information you wish to view and/or print.

If you have any questions regarding this information, please contact the payroll office by email; April Westmoreland at april.westmoreland@hallco.org or Amanda Swaim at amanda.swaim@hallco.org; or phone 770-534-1080.