



## **Understanding Direct Deposit/Accessing Your Payroll Information**

- All payments, including those for temporary assignments, will be directly deposited into the account(s) designated.
- No paper pay statements or wage summaries are provided. Frederick County Public Schools utilizes an on-line employee portal which enables employees to access pay statements and other pertinent information on-line at any time. To create your account, please visit <https://alio.frederick.k12.va.us/ep/employee/login.php> or select the direct link from the "Employee" page of the FCPS website.
- If you receive any reimbursements through Accounts Payable (i.e. travel) from FCPS, they will be automatically direct deposited into the same account you have designated for your **net pay** through payroll.
- If you have elected either of the optional deposits, these deposits will be deducted from all regular monthly payments. They will not be deducted from payments run through the "special" payrolls.
- Accurate and legible bank information is necessary. Inaccuracies may result in a failed direct deposit and a delay in your pay. To ensure that your pay is deposited on time, have your bank verify the routing and account numbers.
- If direct deposit is to a checking account, a deposit slip cannot be substituted for a voided check because deposit slips may not have all the bank routing information needed for direct deposit.
- If you decide to use an account such as a money market account from a brokerage or mutual fund company, you should contact the company and request their bank/transit/ABA routing number and your individual account number.
- The on-line portal provides detailed information about your pay, deductions, and leave balances.
- If you wish to change banks or bank accounts, change deposit amounts, or stop a direct deposit, a new direct deposit authorization must be received by the payroll office by the second Saturday of each month to assure the change becomes effective for a particular pay period.
- It is recommended that you check your direct deposit information if you change your employment status (for example, return to FCPS after an extended absence), as your direct deposit information may be invalid.
- If you have questions about how to complete the form or about the direct deposit program, please contact a payroll specialist at (540) 662-3889, x88230 or x88214.
- Return this form by courier or by U.S. Mail to:

Frederick County Public Schools  
Finance Department—Payroll Office  
1415 Amherst Street  
Winchester, VA 22601