



Raymond H. Brown
Chief Financial Officer

June 28, 2016

TO: All Employees

FROM: Raymond H. Brown
Chief Financial Officer

RE: Five Accounts for Direct Deposits

As an added benefit to our employees, Prince George's County Public Schools (PGCPS) now has the ability to offer five accounts for direct deposit of your paycheck. Effective on **July 1, 2016**, employees will have the option of enrolling in up to five direct deposit accounts for pay distribution through self-service. If you already have direct deposit, you can add one, two, three, or four additional direct deposit accounts. Please note that if you are receiving direct deposit to the Educational Systems Federal Credit Union, this counts as one of five.

Many of you are taking advantage of the many benefits of direct deposit, including but not limited to safe, reliable receipt of funds, saving time in not having to go to the bank to cash or deposit a check, not having to wait for your check in the mail, and elimination of concern of lost or stolen checks. You may now elect to deposit specific amounts or percentages of funds into, for example, an interest-bearing savings account or alternate checking accounts at the same or multiple banks.

You will log into the PGCPS Oracle Employee Self-Service site, click on the Direct Deposit link, and add one or up to five additional direct deposit accounts to your pay method record, by clicking on the Add Direct Deposit button. Remember to click review and save changes and then click submit. Once you have completed this, then go back to the home screen and click the add deposit button again to add more accounts. Your ePayslip in Oracle Employee Self-Service will be updated to reflect your additions.

For further instructions on how to add additional accounts, see the *User Guide for Updating Employee Self Service > Direct Deposit Pay Method Options* on the PGCPS website under Offices / Treasury Operations. Alternatively, you may complete the attached *Direct Deposit Form for Five Accounts*, also found on the same website, and submit it to the Treasury Operations Office.

If you have any further questions, please call the Treasury Operations Office at (301) 952-6071, (301) 952-6070, or (301) 780-6899.

Attachment

c: Members, Board of Education
Members, Executive Cabinet