



Santa Clara County Office of Education

Jon R. Gundry
County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

Kolvira Chheng, Director - DBAS: 408-453-6510

Bulletin: 15-014

Date: October 17, 2014

To: District Chief Business Officers
District Fiscal Directors
Human Resource and Payroll Staff

From: Nghia Do, Advisor

Re: Payroll Direct Deposit: Pre-Noting

The purpose of this bulletin is to remind Districts that an employee's first-time payroll direct deposit should be pre-noted.

If a district does not pre-note and the employee's first-time direct deposit gets rejected, the district will be notified regarding the reject and requested to provide an account string so the employee's net pay can be transferred back to the district via a cash transfer (TF). It is the district's responsibility to reissue the employee's net pay through the account payables warrant and make correction to the employee's direct deposit screen in QCC.

Please distribute this information within your District as deemed appropriate.