



CLARKSVILLE COMMUNITY SCHOOLS

Office of the Superintendent • 200 Ettel Lane • Clarksville, IN 47129-1898
(812) 282-7753 • FAX (812) 282-7754

Direct Deposit Procedures

Effective January 3, 2012

1. Clarksville Community School Corporation requires direct deposit of payroll checks to a checking and/or savings account for all employees into any qualified financial institution recognized for direct deposit by the employer's originating bank.
2. All net pay due to an employee for a payroll period must be paid by this method.
3. Employees will enroll in direct deposit by filling out the direct deposit authorization form and sending it to the payroll at the central office. **Please remember to attach a voided check or written verification from your banking institution for each account that you wish to use.**
4. If an employee wants direct deposit for two accounts:
 - a. The first account on the authorization form will be the primary account. Any balance of net pay remaining after deducting the amount on line 2 will be deposited into the accounts shown on line 1.
5. Upon receiving the direct deposition authorization form, payroll personnel will enter the information into the payroll system as a "prenote". This means that all information will be forwarded to the bank on the following payroll date to be verified, and the employee will receive an actual paycheck. **Direct deposit will take effect on the 2nd payday after the request is processed by the payroll department** (assuming that all information sent to the bank does not come back to us with errors). In the event that there is an error with the banking information provided to us, you will be contacted to provide us with the correct information. You will continue on a "prenote" status until the issue is resolved. Please call payroll at central office to confirm when your status will change from "prenote" to actual direct deposit.
6. All employees will receive a direct deposit advice through Doculivery. Doculivery instructions will be included with your initial payroll check.
7. An employee may change this authorization at any time by submitting to payroll a revised direct deposition authorization form along with a voided check or written verification from your banking institution at least **10 days prior to the upcoming pay day.**
8. An employee may stop/cancel their direct deposit only upon terminating, resigning or retiring from service from Clarksville Community School Corporation.



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Direct Deposit Authorization Form

____ New ____ Change ____ Cancel **

(Check one box above and complete the entire form)

**Cancel Due to Termination of Employment Only

Last Name	First Name	M.I.		
Bank Name	Routing Number Must be 9 digits in length	Account Number	Account Type	Dollar Amount
1.Primary			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Remaining Net Pay
2.Optional			<input type="checkbox"/> Checking <input type="checkbox"/> Savings	

SAMPLE

Your Name	1001
Your Address	
DATE	
PAY TO THE ORDER OF	\$
	DOLLARS
Your Bank Name	
MEMO	
123456789	0000987654321
9 Digit Routing Number	Your Account Number
	1001
	Check Number

I hereby authorize the electronic funds transfer of my payroll wage deposit from Clarksville Community School Corporation to the bank and account designated above. The Clarksville Community School Corporation is also authorized to initiate any correcting entries (debit or credit), if necessary. This authorization shall remain in effect until revoked by me in writing to payroll of Clarksville Community School Corporation.

Employee Signature

Date

A voided check or written verification from your banking institution is mandatory for each account that you wish to use.

Office Use Only: Prenoted _____ Deposited _____

This guide provides you with the basic quick-start information needed to log in and access your electronic documents in no time at all. The instructions below highlight the steps for logging into the DocuDelivery system with a unique User ID and Password to access your online pay stubs and setup notification options with just a few quick clicks!

1. Point your internet browser to the following url:

www.doculivery.com/ccs

2. Enter your User ID.

Your USER ID is:

"CCS" plus your Employee ID

3. Enter your Password. **2**

Your PASSWORD is:

The last four digits of your Social Security Number.

4. Click the Log In button. **3**

5. Once logged in, you will see the main screen which is organized by tabs. Click on the Pay Stubs tab **4** to see a list of all pay dates for which you have a pay stub. To see the entire pay stub for a particular date click on the view icon in the Click To View column on the left side of the screen. **5**

Setting Up Notification Options

1. Click on the Pay Stubs tab **4**. On the right side of the screen, select the appropriate bar **6** to setup email or text message notifications.

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

User ID help information will appear here
when you visit the url noted in step one.

User ID:

1

Password help information will appear here
when you visit the url noted in step one.

Password:

2

3
Log In

4				
Pay Mode	Message	Message Pay Amount		
CLICK TO VIEW PAY DATE PAY BEGIN DATE PAY END DATE CURRENT NOTIFICATION OPTIONS				
+	11/24/2004	11/21/2004	12/21/2004	<input type="checkbox"/> I will use new pay stub <input type="checkbox"/> [email:imagery.com] (see item 1)
5	11/18/2004	11/14/2004	11/23/2004	<input type="checkbox"/> I will use new pay stub <input type="checkbox"/> [email:imagery.com] (see item 1)
+	11/24/2004	11/22/2004	11/23/2004	<input type="checkbox"/> I will use new pay stub <input type="checkbox"/> [email:imagery.com] (see item 1)
+	11/18/2004	11/14/2004	11/23/2004	<input type="checkbox"/> I will use new pay stub <input type="checkbox"/> [email:imagery.com] (see item 1)
+	11/18/2004	11/15/2004	11/23/2004	<input type="checkbox"/> I will use new pay stub <input type="checkbox"/> [email:imagery.com] (see item 1)
+	11/18/2004	11/17/2004	11/23/2004	<input type="checkbox"/> I will use new pay stub <input type="checkbox"/> [email:imagery.com] (see item 1)
Notify me when the pay stub is delivered by sending a text message to the phone number (202) 432-1479 (SMS only, text \$1.50)				
<input type="checkbox"/> Notify me when the pay stub is delivered by sending an email to the email address: [email:imagery.com]				