



North East Independent School District

8961 Tesoro Dr., Suite 201 – San Antonio, TX 78217 – (210) 407-0186

DATE: November 14, 2019

TO: All District Employees

THROUGH: Dan Villarreal, Associate Superintendent for Business Services/CFO
Brian Moy, Executive Director of Finance & Accounting
Jeff Coats, Senior Director of Accounting & Payroll
Emma Jackson, Senior Payroll Manager

FROM: Christa Ayala, Assistant Payroll Manager

SUBJECT: Direct Deposit Changes - November and December 2019 Paychecks

The District's offices and campuses will close during the week of Thanksgiving and for two weeks from December 23, 2019 through January 3, 2020. These closures impact the way that the District distributes paychecks to its employees. Checks that are normally distributed to employees at their campus or department will be mailed to the employee's home address. Also, a change to an employee's direct deposit selection may result in up to two live checks being issued before the change in banking instructions can be processed.

The NEISD Payroll Department has created a chart for employees to use to ensure that any changes an employee makes to their address or direct deposit will occur with no disruption to the employee. If you need to make a change to your address, or add, stop, or change the banking instructions for direct deposit, please use the chart on the following page to avoid any delay in receiving your paycheck during the upcoming closures.

All changes to the bank account you want your paycheck to be deposited into must be made prior to the deadline listed in the chart below for that pay date. All payments will be sent to the bank account that is active in Lawson as of the deadline for that pay date. Accounts that are closed with your financial institution are not automatically removed from Lawson. Please log into Lawson Employee Self Service (ESS) to make any changes.

If you do not make your account change in Lawson ESS prior to the deadline and your funds are sent to your old bank account, the Payroll department will reissue a manual check. A manual check cannot be issued until the direct deposit funds have been recovered from the bank; the bank may not release the funds back to the District if the account was overdrawn prior to the direct deposit. Manual checks will not be processed during either of the holiday closures. Manual checks will only be processed on the days listed in the chart.

Any changes to the bank that you have your paycheck deposited into may take up to two (2) payroll cycles to process, depending on the validation process with the bank. If you have stopped the direct deposit to an existing account, you may receive a paper check until the changes have been processed and confirmed by your bank.

CLASSIFIED (bi-weekly) DEADLINES			
Pay Date	Direct Deposit Changes	Address Changes	Manual Check Processing Dates
November 29, 2019	November 19, 2019	November 15, 2019	December 2 - December 4, 2019
December 13, 2019	December 4, 2019	December 2, 2019	December 16, 17 or 20, 2019
December 27, 2019	December 17, 2019	December 13, 2019	January 6 or January 9 - 14, 2020

CERTIFIED (monthly) DEADLINES			
Pay Date	Direct Deposit Changes	Address Changes	Manual Check Processing Dates
November 22, 2019	Deadline Passed	November 15, 2019	November 22 or December 2 – 4, 2019
December 19, 2019	December 10, 2019	December 9, 2019	December 20, 2019, January 6, or January 9 – 14, 2020

EXAMPLE:

- Classified employee closed their current bank account.
 - The employee must remove the closed bank account from Lawson ESS by the 11/19/2019 deadline in order for the 11/29/2019 pay check to NOT be deposited into the closed account.
 - The employee must also update Lawson ESS with their new bank account information. The new bank account information will have to go through a validation process prior to their pay check being direct deposited into their new account. That process takes one to two payroll cycles. The employee will receive a live check until the change is processed and confirmed by the bank.
 - The 11/29/2019 paycheck will be mailed to the home address on file because the District will be closed on that day.
 - The 12/13/2019 pay check should be direct deposited into the new account (if the new account information is entered in Lawson ESS on or before 11/19/19), pending no issues with the new bank account information during the validation process.
 - Anyone who receives a live check on the 11/29/19 or 12/27/19 pay dates will have the check mailed to the home address on file in Lawson Employee Space. Please ensure any address changes are updated in Lawson Employee Space as noted in the chart above.

Please contact the Payroll Department at (210) 407-0186 if you have any questions.

Please contact Human Resources at (210) 407-0188 if you have questions about updating your address.