



# North East

## Independent School District

Division of Business Services  
Accounting & Payroll

DATE: November 1, 2023

TO: All District Employees

THROUGH: Dan Villarreal, Chief Financial Officer  
Susie Lackorn, Executive Director of Finance & Accounting  
Jeff Coats, Senior Director of Accounting & Payroll  
Christa Ayala, Senior Payroll Manager

FROM: Erica Olivares, Assistant Payroll Manager

SUBJECT: Direct Deposit and Address Changes - November and December 2023 Paychecks

Our District's offices and campuses will close during the week of November 20, 2023, through November 24, 2023, and for two weeks from December 18, 2023, through December 29, 2023. These closures impact the way that our 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 paper checks being issued before the change in banking instructions can be processed. Be aware that recent changes to first-class mail by the United States Postal Service could delay the delivery of a mailed check.

The NEISD Payroll Department has created a chart for employees to use to ensure that any changes an employee makes to their home address or direct deposit will occur with no disruption to the employee. If you need to make a change to your home 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 pay during the upcoming closures.

All changes to the bank account you want your pay 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 Employee Center as of the deadline for that pay date. Accounts that are closed with your financial institution are not automatically removed from Employee Center. Please log into Employee Center to make any changes.

If you do not make your account change in Employee Center prior to the deadline and your funds are sent to the bank account previously listed in Employee Center, the Payroll department will issue you a replacement check. A replacement 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. Replacement checks will not be processed during either of the holiday closures. Replacement checks will only be processed on the days listed in the chart.

Any changes to the bank that you have your pay 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   | Replacement Check Processing Dates      |
| November 24, 2023                | November 15, 2023      | November 10, 2023 | November 27 – November 29, 2023         |
| December 08, 2023                | November 30, 2023      | November 27, 2023 | December 8, and December 11, 2023       |
| December 21, 2023                | December 13, 2023      | December 7, 2023  | January 2, 2024, or January 4 - 9, 2024 |

| CERTIFIED (Monthly) DEADLINES |                        |                  |  |
|-------------------------------|------------------------|------------------|--|
| Pay Date                      | Direct Deposit Changes | Address Changes  | Replacement Check Processing Dates                     |
| November 17, 2023             | November 08, 2023      | November 6, 2023 | November 17 and November 27 - 29, 2023                 |
| December 21, 2023             | December 13, 2023      | December 7, 2023 | January 2, 2024 (until 10 am), and January 4 – 9, 2024 |

### **EXAMPLE:**

- Classified employee closed their current bank account.
  - The employee must remove the closed bank account from Employee Center by the November 15, 2023 deadline for the November 24, 2023 paycheck to NOT have the deposit directed to the closed account.
  - The employee must also update Employee Center with their new bank account information. The new bank account information will have to go through a validation process prior to their paycheck being direct deposited into their new account. That process takes one to two payroll cycles. The employee will receive a paper check until the change is processed and confirmed by the bank.
  - The November 24, 2023 paycheck will be mailed to the home address on file because the District will be closed on that day.
  - The December 8, 2023 paycheck should be direct deposited into the new account (if the new account information is entered in Employee Center on or before November 15, 2023, and there are no issues with the new bank account information during the validation process.)
  - Anyone who receives a paper check on the November 24, 2023 or December 21, 2023 pay dates will have the check mailed to the home address on file in Employee Center. Please ensure any address changes are updated in Employee Center as noted in the chart above.

Please contact the Payroll Department at (210) 407-0437 or [payroll@neisd.net](mailto:payroll@neisd.net) if you have any questions about direct deposit.

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