

DIRECT DEPOSIT FOR TOWN EMPLOYEES

Direct deposit of pay is available to all Town employees, full and part time. Deposits are posted to employee accounts on the pay date.

Options

ACH deposits can take two forms:

1. Specific amounts to be deposited to a bank, credit union or investment account.
Each deposit is a separate deduction from the employee's gross pay and there is no limit to the number of separate deposits.
2. 100% deposit of net check after all deductions. This can also be split between two or more accounts as long as the percentages add up to 100.

Signing up for direct deposit

Fill out a *Direct Deposit Authorization Form* and return to the Payroll Department. Forms are available on the Town website, from the Payroll or Human Resources Departments.

Delivery of payroll direct deposit advices

Full time employees (excluding Public Works 991) – Advices will be e-mailed through the Town's e-mail network to each individual employee and have the same format as a printed advice. The password required to open the e-mail will always be the last 4 digits of your social security number. Advice e-mails are typically sent on the Tuesday before the pay date; deposits are effective on the pay date.

Part Time employees and full time Public Works 991 employees – Advices are on printed forms that are distributed to each department on the pay date. Part time employees may request e-mail advice delivery if they have use of Town e-mail.

Opening your direct deposit e-mail advice

Open the email and right click on the PDF attachment. Choose "Open" and you will be prompted to enter your password (last 4 digits of social security #).