

*****IMPORTANT*****
YOUR IMMEDIATE RESPONSE IS REQUIRED

Effective **July 1, 2012**, all employees are required to receive their payroll compensation through electronic direct deposit. We are pleased to be able to offer this method of payment for greater efficiency and security for our employees and as part of the District's environmental initiative. You can choose up to three separate banking accounts for deposit of your net pay. You no longer need to wait for distribution of your pay check either at work or at home, which can be delayed even further when you are away from work, and then travel to cash your check at your financial institution. All funds are available to you on the payroll date.

Please complete the Direct Deposit Form which is on the reverse side of this letter and return it to the address indicated below. Your direct deposit pay voucher will be sent to you electronically to the email address which you indicate. Please allow up to two pay cycles for processing of your request for direct deposit.

An additional advantage is that you have access any time to Employee Self Service (ESS) at <https://selfservice.northalleggheny.org/ess>. On ESS, you will find your payroll history, have the ability to change W-4 information, update address and email, use the paycheck simulator or take advantage of other features. Please follow the procedures below to access ESS:

1. First, click on the link <https://selfservice.northalleggheny.org/ess> or enter it into your Internet browser to enter ESS.
2. Enter your *Employee* ID in the username field. Your Employee ID number was randomly assigned to you. Your Employee ID can be found in the upper left hand portion of your paycheck or direct deposit voucher.
3. Enter the *last four digits of your Social Security Number* in the password field. If this is the first time entering this system, you will be prompted and required to change your password.

For further information and assistance, access the User Guide under the "Resources" link in the upper right hand corner of the ESS web site, once you have logged in.

Thank you for choosing direct deposit. We appreciate your support of this "green" initiative.