

Nevada County Superintendent of Schools Automatic Payroll Deposit (APD) Enrollment Agreement

Name: _____ District: _____

Deposit Instructions: NEW APD Set Up (Pre-note Needed) CHANGE bank accounts (Pre-note Needed) CANCELLATION of APD

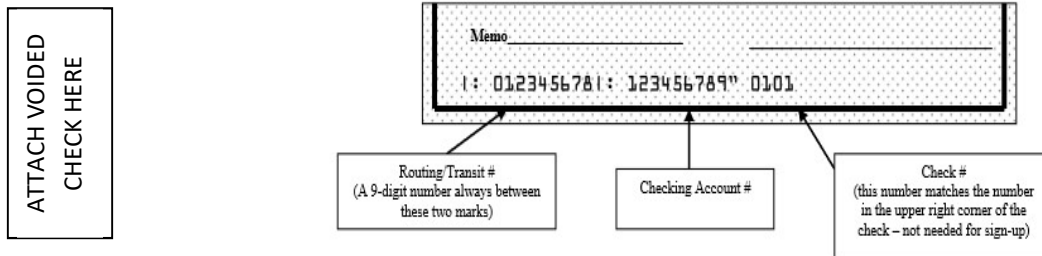
I hereby authorize my employer to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any entries in error to my account at the financial institutions (banks) named below. I authorize the bank(s) to accept such entries and to post them to the accounts indicated below.

I understand:

- Direct Deposit will take effect after a successful pre-notification (pre-note) has occurred through the banking system.
- For end of the month employees, Direct Deposit forms received before the **15th of the month** will process a direct deposit in that month. For Supplemental Employees, your direct deposit will process on the following months supplemental pay. The timelines mentioned above are most typical; however, at times the process may take up to 2 months.
- For an employee whose credential/permit has not cleared through CTC or the document has expired that pay will be processed as a check and once the credential/permit or document is in place direct deposit will resume.
- The receiving bank must have a place of business located in the state of California.
- If I close my account, it is **my responsibility to notify the payroll office in writing of this action ten days prior to my next pay date**. Failure to do so will result in my bank rejecting my deposit, and a replacement payroll warrant will be delayed until the issuing bank receives the original funds.

The submission and acceptance of this authorization supersedes any previously submitted direct deposit authorization(s).

Employee Signature: _____ Date: _____



Account Information

Attach a voided check for each bank account listed below. If depositing into a savings account, request a direct deposit form from your bank. Make sure to indicate what kind of account, along with the amount to be deposited, if less than your total net paycheck.

1. Bank Name _____

Routing Transit #: _____ Account Number: _____

Checking Savings Entire Net Amount I wish to deposit: \$ _____ or _____ %

2. Bank Name _____

Routing Transit #: _____ Account Number: _____

Checking Savings I wish to deposit: \$ _____ or _____ %

3. Bank Name _____

Routing Transit #: _____ Account Number: _____

Checking Savings I wish to deposit: \$ _____

or _____ %

Rev 9-3-19

Turn Page Over For Employee Portal Instructions

Office Use Only	
Date Received	_____
Date Entered	_____
By	_____

Employee Portal link is <https://nevadaportal.xcoe.online>

The link is also available on the nevco.org website.
Human Resources –Information for Current Substitutes –
Escape Employee Portal

(User Name is your email address)

FOR FIRST TIME USERS

1. Click Create a new user to add yourself
2. First and Last Name must be in all capital letters
3. Fill in your information (*password must be 8 characters and is case sensitive*)
4. A confirmation code will be sent to your email address
(There is a 5-minute time limit to retrieve and use the code and enter on the next screen)
5. Once the code is entered - Click confirm.

FORGOT YOUR PASSWORD?

1. Click 'Forgot password?'
2. *Follow steps 2-5 above.*

Once your direct deposit is in place all future paycheck stubs will be accessible through the employee portal in an electronic version. You can print the paystubs at any time from the portal should you want a paper copy.

You will receive an email on each pay date to alert you that your paystub is now available in the portal.