BUCKEYE ELEMENTARY SCHOOL
25555 W. Durango St.
Buckeye, AZ 85326

PROCEDURE
DIRECT DEPOSIT

All employees are eligible for direct deposit of their pay warrants to a qualifying Arizona bank or credit union account

Direct Deposit will begin upon receipt of ALL personnel enrollment paperwork as verified by the personnel/payroll staff.

When direct deposit SUREPAY is initially set up or when a change is made to another bank, another account, etc., a trial run is ALWAYS performed on the following payroll, followed by direct deposit on the subsequent payroll if there were no discrepancies in the trial run.

Employees may set up direct deposit DEDUCTION to go to another account or bank in addition to their direct deposit SUREPAY or direct deposit DEDUCTION is available with a live check.

All requests for direct deposit or changes to direct deposit must be made in writing with the appropriate supporting documents attached thereto before direct deposit can be implemented or changed.
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