## Episcopal Diocese of CA Direct Deposit Enrollment Form

## The benefits of direct deposit

- 1. **Paperless payroll.** By signing up for direct deposit you turn off the printing of paper checks. Paychecks and year-end tax documents will be online 24/7 and reprinted at your convenience. Visit: www.diocal.org/pba for the instructions to view your payroll records online
- 2. There are no checks to be lost or stolen.
- 3. Paychecks reach your bank account the day the check is issued even if you are out of town, sick or unable to get to your financial institution. No waiting for USPS mail delivery.
- 4. Many banks offer free or lower-cost banking for customers with direct deposit because it saves them the cost of processing paper checks.
- 5. Direct deposit can help you avoid bouncing checks because the deposit is direct and on time.
- 6. It can save you trips to the bank and help you avoid long lines at tellers or ATMs.

EMPLOYEE:print name	signature
Personal Email Address:	
EMPLOYER Name, City:	
I wish to $\Box$ set up a new or $\Box$ add a $2^{nd}/3^{rd}$ account or	□ cancel existing direct deposit
for    CHECKING or   SAVINGS (provide routing)	g & account #s below)
deposit amt □ 100% Net Pay or □ \$(speci	fy exact \$ amt. of deposit)
For Checking Account Direct Deposit ATTACH A BLANK VOIDED CHECK HERE DO NOT USE DEPOSIT SLIP	
For Savings Account Direct Deposit contact your bank for routing & account numbers to be listed below DO NOT USE DEPOSIT SLIP	
It may take a few payroll cycles before the new direct depose change is processed. You will receive live checks until the active.	
Routing #	
Account #	

return completed form to payroll office by fax: 415-673-4863 or email: sarahc@diocal.org

## Instructions to activate your HROnline Account for paperless payroll

After you receive your first paycheck follow the instructions below to log-in to HROnline to activate your account for 24/7 online access to individual payroll records and year-end tax documents.

To log-in and view personal payroll records go to <a href="https://eservices.paychex.com/secure/">https://eservices.paychex.com/secure/</a> and enter the following information:

- Company ID is 0400-2091 (0400 in first box, 2091 in second box)
- Your user name is **lower-case** first initial of your first name and your entire last name (for example Joe Davis = jdavis).
- Your initial password was the first initial of your first name combined with the first initial of your last name, **both capitalized**, and the last four digits of your Social Security number (For example, using Joe Davis with a Social Security number of XXX-XX-6677, the password would be JT6677.). After logging in for the first time, you will be prompted to create your own unique password which is case sensitive, must contain one letter and one number and be at least 6 characters in length\*\*.

We encourage all to log-in with regularity to keep your HROnline account active. If your account is dormant for a period of time it will flagged as "inactive" and you will need to follow the reset instructions below.

\*\*to request a password reset or account re-activation send an email requesting reset to: <a href="mailto:sarahc@diocal.org">sarahc@diocal.org</a>. For privacy & identification purposes provide answers to three of the following:

- 1. your full name in payroll.
- 2. employing entity name & city location
- 3. date of birth
- 4. home zip code

Employees that receive pay from more than one DioCal church/school/organization will have multiple user names & passwords. Please contact <a href="mailto:sarahc@diocal.org">sarahc@diocal.org</a> for your additional usernames.

If, after following the above steps, you continue to have trouble accessing the website please call technical support 1-800-820-5810