

Employee Payroll FAQ

1. When is payday?

- Payday is the last NUSD working day of the month for all employees.

2. Where do I get payroll related forms?

- Please check District website ->Departments Business Service ->Payroll Information for all payroll related forms.
- If you cannot access the forms, contact the payroll department for a copy.

3. When should I turn in payroll related forms?

- We ask that they are turned in no later than the 10th of the month.

4. When does my direct deposit start after signing up?

- The first month after your direct deposit is set up; you will receive a live check. This month is the "test" month. If all information is entered correctly and the test has no issues, your following month's paycheck will be a direct deposit.
- Please make sure your spam settings allow for the following email address to send you email regarding your paystub: noreply-escape@acoe.org.

5. I received my check stub in my email but don't know the password.

- Your password is the last four digits of your social security number. Please press enter after typing it in.

6. I received a notice from the district that my paycheck is to be garnished. What do I do?

- The District receives requests from local agencies (Courts, IRS,...) for garnishment deductions. If there is any discrepancy, please contact the local agency.

7. How do I stop deductions for Disability or other insurance that I purchased?

- For pre-tax medical, dental or vision coverage change, please contact payroll tech or district accountant.
- If you are on an annual pre-tax health savings account, or dependent care plan, you cannot stop it until you have one full year's worth of contributions.
- Please contact the insurance company regarding your policy. Payroll cannot stop deductions without official notification from the insurance company.

8. What if I have a question regarding my sick, vacation hours or leave paydock,...etc?

- Please contact Human Resources for all leave questions.