

# BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M-6-17

Originators Serial No.

August 30, 2016

Date

Treasury Operations

Originating Office

Retain

Cancellation Date

**TO:** All Employees  
**FROM:** Chief Financial Officer  
**SUBJECT:** Five Accounts for Direct Deposit

**A. PURPOSE:** To provide information regarding the ability to enroll in five accounts for direct deposit and the availability of related material.

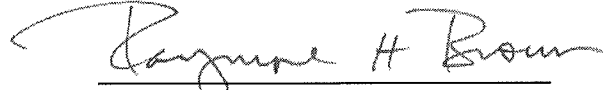
**B. GENERAL INFORMATION:**

1. Employees now have the option of enrolling in up to five direct deposit accounts for pay distribution through self-service. If you already have direct deposit, you can add one, two, three, or four additional direct deposit accounts.
2. The Employee Self-Service User Guide, with specific details for enrolling in direct deposit, or for changing, adding, or cancelling accounts, and the Direct Deposit Enrollment/Change Form can be found on the Treasury Operations website – <http://www1.pgcps.org/treasury/>.

**C. USING SELF SERVICE:**

1. Log onto the PGCPS Oracle Employee Self-Service site, click on the Direct Deposit link, and add one or up to five additional direct deposit accounts to your pay method record, by clicking on the *Add Direct Deposit button*. Remember to click review and save changes and then click Submit. Once you have completed this, then go back to the home screen and click the add deposit button again to add more accounts. **(You may only add or change accounts during non-payroll weeks through Oracle Employee Self-Service).**
2. Your ePayslip in Oracle Employee Self-Service will be updated to reflect your additions. To see your accounts and payment allocations, log into the PGCPS Oracle Employee Self-Service Site, and click on view epayslip. Your accounts and payment allocations are shown at the bottom of the screen under net amount.

- D. **TECHNICAL SUPPORT:** Upon request, Treasury Operations Office staff can provide individualized training in the Sasscer Administration Building, Room 113. If you have questions, concerns, or would like to schedule an appointment, please contact Ms. Sharlene Miller, Treasury Clerk at 301-952-6070, Ms. Tarshae Young, Treasury Clerk at 301-952-6071, or Ms. Janina Tanger, Supervisor at 301-780-6899.
- E. **FILING INSTRUCTIONS:** Retain this bulletin until further notice.



Raymond H. Brown  
*Chief Financial Officer*

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