

Clarkston School District Employees:

This letter is a reminder to you on how the payroll direct deposit works. Your first paycheck will come in the form of a warrant (check). While the warrant is processed, the computer system is sending signals to your bank and is checking your account code of accuracy. If the bank and account codes are correct, your direct deposits will begin with your second paycheck. If there is a problem with the codes, the payroll department will be notified of the problem and we will correct it. In this case, the second pay period for you will again be a test month where you will receive a warrant. Once it is accurate, you will begin receiving your pay through direct deposits. This system is safeguarding you from any problems.

If you have any further questions about your direct deposit, please contact Shannon Twitchell at 769-5540 or the in-district extension of 5540.

Thank you for signing up for direct deposit,

Sincerely,

Shannon Twitchell  
Payroll Specialist