



Electronic Pay Stubs and Direct Deposit

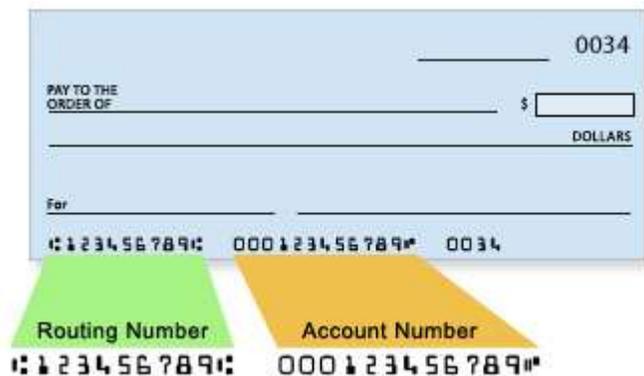
There are two changes that are occurring in the district that you should be aware of: 1) all employees receiving this letter must switch to direct deposit if they currently receive a paper check (*see contract language at the end of this letter) and 2) all employees receiving this letter will no longer receive printed direct deposit pay stubs. These pay stubs will be available online. As of January 1, 2013, the district will no longer mail paychecks or pay stubs. All employees receiving this letter that currently are mailed paper paycheck must sign up for direct deposit by December 1, 2012 in order to meet this deadline. On January 1, 2013, all employees receiving this letter will no longer receive mailed paper checks or mailed direct deposit pay stubs. Direct deposit pay stubs will be available online.

What is direct deposit? Direct deposit allows the City to electronically deposit your paycheck into your bank account. The transfer is instantaneous and is as reliable as a paper check. Most large companies and government organizations now require all employees to enroll in direct deposit.

Currently there are two groups of employees in the Worcester Public Schools. Those that receive paper checks and those that have direct deposit and receive a mailed stub with the direct deposit information. The Worcester Public Schools spends a tremendous amount of money and staff time folding, stuffing, and mailing this paper. In addition, the district currently uses almost 300 reams of paper per year to print this paycheck paperwork. In order to save these costs and the paper associated with printing checks and pay stubs, the district will cease printing these as of December 31, 2012 (exceptions noted in contract language).*

The district has developed a secure online application that allows an employee to login and view their direct deposit pay stub. This information can be viewed, printed, and even saved, but historical direct deposit stubs will be available online for at least 3 years. All users receiving this email should have a Worcester Public Schools district login that they use for email and other purposes. With this same information, the user can log into the district's employee portal.

For those currently receiving paper checks: Since direct deposit takes at least two test pay periods to implement, all those receiving paper checks need to sign up for direct deposit no later than December 1, 2012, preferably earlier. To sign up for direct deposit, go to: <http://www.worcesterma.gov/uploads/99/78/99788b1c867dc66183561db1f1b354d3/direct-deposit.pdf>, Google Worcester direct deposit, or visit the City Treasurer's office in room 203 in City Hall. You will need the routing number and account number of your bank account. You can find this information on a blank check (see sample picture). Complete the form, print and sign it. Either bring the completed form to the Treasurer's office in room 203 of City Hall or send it to City Hall using the district's interoffice mail (pony). The form should be at City Hall by December 1, 2012. Once direct deposit has been setup, your salary will be deposited directly into your bank account. You will then be able to see your pay stub online by following the directions below for those receiving direct deposit.



For those currently enrolled in direct deposit: Your pay stub will be loaded to the employee portal the day your paycheck is deposited into your account. You may view a copy of the pay stub online. These steps will only work for those who are enrolled in direct deposit. Login directions: Go to www.teamonline.org Log in with your WPS username. Your password is the same password as your email account. Most employees in the district should use the SCHOOLS domain option, but district wide staff may be CABADMIN or WPSSAGE). You can also log in with just your WPS email address and password by clicking the "WPS Email address" tab on the www.teamonline.org site. If you cannot remember your login information, please call x3312 and choose the option 3.

Once logged in, click the link for the Pay stub. You can then choose the year and pay date for the pay stub you are looking up. If you are receiving multiple paychecks for one pay period (for example a stipend), you may have to choose the voucher from the drop down list. Your pay stub will display online. The district will always make at least three years of pay stubs available. No pay stub information will appear before the first date that you started receiving direct deposits. While we do not recommend printing pay stub information, you can print a copy of it. You can either simply print the page using the browser's print function, or click the Printer Friendly PDF button. As with all PDFs, you should be aware that displaying a PDF in a browser may leave a copy of the PDF on the computer you are using, so do not use this option if you are on a public computer. For those currently receiving direct deposit, we recommend you try logging in now before the 1/1/2013 deadline. This way you can insure you are able to log. If you cannot login, please email MailAdmin@worc.k12.ma.us or call x3312 and choose option for option 3. Email is preferred.

Resetting passwords: If you have shared your district password with anyone else, you should change your password before the electronic pay stub application is implemented. There are several ways to do this. One is to log into webmail and change ² from there. To do this, go to www.wpsmail.com and login. Then click the Options button in the top right, then choose Change Password on the left. Another option is to log into www.teamonline.org and click the Settings option. This will allow you to change your password.

Pay Stub Support Questions:

Why don't I see the Pay Stub icon under the Applications section of the Employee Portal homepage?

The pay stubs can only be viewed online by the employees that currently have the direct deposit setup. If an employee is currently receiving a pay check from the City of Worcester, he/she will not see the Pay Stub icon on the homepage. However, the Pay Stub icon will appear automatically for all other employees.

How come I don't see any Pay Stubs for a given year?

The application allows employees to view their pay stubs going back until January 2009. If an employee did not have the direct deposit setup or he/she was not employed by the Worcester Public Schools for any time period since 2009, then their pay will not be available online.

When can I see my latest pay stub online?

The pay stubs appear the same day the money is scheduled to be deposited in the bank account, which is generally the last business day of the week, Friday.

How can I print my pay stub?

Once the appropriate pay date and voucher is selected in the application, employees can select the "Printer Friendly PDF" option to view, print, or save the PDF. **Note:** we recommend you select this option only if you are using your personal computer because it's possible for a copy of the PDF to be downloaded on the machine.

*Collective bargaining contract language: All employees shall be required to utilize direct deposit in connection with the payment of all salaries and other compensation. The School Committee and/or the City shall not be required to mail paystubs or advice of deposit, but shall distribute same in a secure manner through interoffice mail and distribution or through the employee portal. In the event that an employee does not have a bank account in which to deposit his or her salary and other compensation, that employee shall be required to pick-up his or her paycheck at the Payroll Office at the Durkin Administration Building or such other location as is designated by the School Committee and/or the City.