

CAMERON PARISH SCHOOL BOARD
510 Marshall Street
Cameron, LA 70631
Phone: 337-775-5784 Fax: 337-775-5572

Authorization Agreement for Automatic Deposit

Employee Name _____

Employees Social Security Number _____

Employee Location: _____

I (We) hereby authorize the Cameron Parish School Board to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account.

This authority is to remain in full force and effect until the Cameron Parish School Board has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the Cameron Parish school Board and above named bank a reasonable opportunity to act on it. Furthermore, I (we) agree not to change banks or accounts with the below named bank more than twice within a calendar year. Events which qualify for an exception to the above rule regarding changes in accounts or banks are: 1) Death of either spouse 2) Lost or stolen checks 3) Divorce or separation of spouse or 4) Approval from Superintendent for other reasons.

Signature: _____ Date: _____

ATTENTION:
All changes for direct deposit must be in by the 5th of the month.
All changes for July and August must be submitted by June 5th.
No changes can be made to July & August payroll after June 5th.

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FOR DEPOSIT TO CHECK ACCOUNTS – ATTACH A VOIDED CHECK
FOR DEPOSIT TO SAVINGS ACCOUNT – PLEASE HAVE BANK COMPLETE THE FOLLOWING:

NAME OF BANK: _____

BANK TELEPHONE NUMBER: _____

TYPE OF ACCOUNT (SELECT ONE) CHECKING SAVINGS

BANK ROUTING NUMBER: _____

CUSTOMER ACCOUNT NUMBER: _____

BANK PERSONNEL SIGNATURE: _____ DATE: _____

Submit Original Signature copy with voided check attached to Payroll Department.

Payroll Portal

**Starting October 2018
Direct Deposit Statements
will not be distributed.**

This Employee Self-Service (ESS) payroll portal allows:

- Access from any computer
- View earnings summary and check history
- Print past check information
- Print W2 for past years

The service is in place now. You will no longer receive payroll check stubs. You will get all your paycheck information through the portal. All employees must create an account in ESS portal.

Visit our website at camsch.org

**The Employee Self-Service Payroll Portal link is
located under the Staff tab.**

You can find detailed directions under Departments, Human Resources/Payroll, Employee Self-Service

- Click on Employee Self-Service Payroll Portal located under Staff
- Click Register to create a new account.
 - You will need
 - An email address
 - Your Social Security Number
 - Your Employee Number
 - A minimum 6-digit password
- An email will be sent to “Confirm” account set-up
- Once you “confirm” the email.....You are ready to login

