



Purchase Line School District is pleased to offer Direct Deposit to our employees.

All new employees, substitutes, and coaches are required to use direct deposit – there will be no exceptions. If you do not currently have a bank account, First Commonwealth is available, as a courtesy, to set up a no fee account for your direct deposit.

The **Web Portal** (<https://prosoftweb.plsd.k12.pa.us/prosoftweb/login.aspx>) will enable you to view and print your pay-stubs online from home or on-site at Purchase Line. See the Employee Web Portal form for instructions to access the web portal.

Computers are available in faculty rooms for staff use. Training is available, if necessary, by contacting the Business Office at 724-254-4312, ext. 4025

The **Direct Deposit Authorization Agreement** form must be completed and submitted with a **void check** (for the account you wish to deposit your earnings) to enroll for direct deposit.

After completion of the Authorization Agreement, you will still receive one “paper” paycheck. In most cases, your paychecks will be direct deposited after that.

Complete the Direct Deposit Authorization Agreement and return it to the Business Office at your earliest convenience.