

## **Direct Deposit Now Available for Expense Reimbursements!**

### ***What you need to know..***

#### **What is changing?**

District employees who submit conference claims, mileage claims, or check requests for expense reimbursement will have the option to receive electronic payment directly to a personal bank account instead of receiving a paper check in the mail. Accounts Payable has partnered with FIS Integrated Payables through the Orange County Department of Education to offer this electronic disbursement option to District employees.

#### **What types of expense reimbursements can be paid through direct deposit?**

Approved conference/travel claims, mileage claims, and requests for check submitted for expense reimbursement can be paid through direct deposit.

#### **What are some of the benefits of signing up for direct deposit?**

Direct deposit will be the quickest way to receive a reimbursement and it's paperless. You also receive an email notification when payment has been processed.

#### **How do I sign-up for direct deposit for expense reimbursements?**

1. Please complete the Pre-Registration Form on the AP website and submit it to [AP@rsccd.edu](mailto:AP@rsccd.edu).
2. After the form is processed, the employee will receive an email from FIS Integrated Payables with instructions for registering.
3. Follow instructions to register and create an FIS account. You will be asked to provide your personal banking information.

#### **How soon after registering with FIS will I start to receive expense reimbursements via direct deposit?**

Employees must be registered with FIS at least 10 business days before next reimbursement is processed to begin receiving payment via direct deposit. In the meantime, employee will continue to receive a paper check in the mail.

#### **After Accounts Payable processes my claim or check request, how quickly will I receive the funds?**

Funds should be in your bank account within 1-3 business days.

#### **Will I receive notification when a payment via direct deposit has been processed?**

Yes! The email notification will come from FIS Integrated Payables ([fisip.payments@e.fisglobal.com](mailto:fisip.payments@e.fisglobal.com)) and will include a brief description about the payment.

#### **What name will show up as the payor on my bank account?**

The payor will show as Orange County Department of Education, which holds the District's cash accounts.

#### **Does this affect how I receive my salary and wages?**

No. Direct deposit for payroll is unrelated to direct deposit for expense reimbursements.

#### **If I don't sign-up for direct deposit, how will I receive expense reimbursements?**

The employee will continue to receive a paper check in the mail.

**If I sign-up for direct deposit and later want to update my banking information, how do I do that?**

The employee can log into his or her FIS account and update personal banking information. Updating your banking information with FIS will only change your banking information for expense reimbursements. It will not change your banking information for payroll. Similarly, updating your banking information with the Payroll Department will not update your banking information in your FIS account.

If you are updating your banking information with FIS, please consider whether you also need to update your banking information with the Payroll Department and vice versa.

**If I sign-up for direct deposit and later want to switch back to paper checks, how do I do that?**

The employee can contact FIS directly at 1-877-330-4950 to unregister for electronic payments.

**If I have additional questions regarding this process, who can I contact?**

Please email questions to the RSCCD Accounts Payable Department at [AP@rsccd.edu](mailto:AP@rsccd.edu).