



# UPDATE

September 13, 2005

• A Publication of the All Faculty Association at Santa Rosa Junior College •

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## Make Life Easier—Sign up for Direct Deposit!

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Yes, it's finally here!!! After years of waiting and AFA advocacy, anyone with an hourly assignment (including Classified staff who have an Adjunct assignment and Regular faculty who have overload assignments) will be able to have their 10<sup>th</sup>-of-the-month paychecks automatically deposited to their checking accounts!

Here are some important clarifications about direct deposit:

### **For those who already have direct deposit:**

- Your 10th-of-the-month paycheck will automatically be directly deposited on October 10, 2005. The *Advice of Deposit* notices will be mailed to your home address, not your campus mailbox.

### **For those who want direct deposit:**

- You need to submit a form to the Payroll Office in order to initiate direct deposit. Forms will be mailed to adjunct faculty home addresses along with the Adjunct Faculty Medical Benefits Program package and are also available in the Payroll Office.
- If you submit your paperwork by September 16, 2005, your first direct deposit will be on November 10, 2005. The two-month delay is due to financial institutions' requirement of "pre-noting" or pre-notification prior to the first direct deposit.
- If you miss the September 16 deadline, you can still turn in your form any time to the Payroll Office. If they receive it by the 20th of the month, the following month's paycheck will be pre-noted and direct deposit will begin the month after that.
- Payroll requires a voided check, not a deposit slip, to initiate this process.

Remember to attach the voided check to the form to insure speedy processing.

- Deposits can only be made to a checking account, not a savings account, a money market savings, or a brokerage account.
- All *Advice of Deposit* notices will be mailed to your home address listed in the system. Do not expect to see *Advice of Deposit* notices in your campus mailbox.
- You must notify Payroll by the 20<sup>th</sup> of the month for any account changes, in order for those changes to be effective the following month. This would include any time that you either change financial institutions, or if you have experienced theft or fraud associated with your checking account and must change account numbers.
- If you open a new bank account, the account must be pre-noted. This means that the first paycheck after the change will go to the Accounting Office for you to pick up or it will be mailed, consistent with the way you have been receiving your paycheck. Direct deposit will begin the next month.

As we begin this new process, please be certain that you check with your bank on Monday, October 10 (for those who already have direct deposit) or Thursday, November 10 (for those who submit forms to the Payroll Office by September 16) to verify that they have received your direct deposit. Our Payroll Office staff is highly efficient and dedicated to providing the highest quality of service, but ultimately you are responsible for your banking relationships. If you have any questions or concerns, please contact Roz Ringle at (707) 527-4502 or Jackie De Lap at (707) 521-7857.

## Salary Placement

It is **YOUR RESPONSIBILITY** to make sure that you are placed on the right class and step of the salary schedule, and that you have been given credit for any additional units from accredited institutions (see Article 27 in the AFA/District Contract for a detailed explanation of salary placement). If you have further questions, call the AFA office at ext. 4731.

## Upcoming Deadlines

- Early Retirement Option: Due October 3 to the Human Resources Department (contact Louise Burke at ext. 4304 for form)
- Adjunct Faculty Medical Benefits Program: Due September 30 to the Human Resources Department (forms available at [www.santarosa.edu/hr](http://www.santarosa.edu/hr) or call ext. 4304)
- Fall 2005 Flex Requirement for Adjunct Faculty: Due December 1 to the Staff Development Office (forms available at [www.santarosa.edu/src](http://www.santarosa.edu/src) or call ext. 4852)
- Fall 2005 Mandatory Hours for Regular Faculty: Due December 1 to the Staff Development Office (forms available at [www.santarosa.edu/src](http://www.santarosa.edu/src) or call ext. 4852)

## Apply now for Faculty Technology Training Funds

AFA would like to remind all active full-time and part-time faculty that you may submit an application at any time to the Faculty Technology Training Fund (FTTF). This fund was established through negotiations between AFA and the District to encourage effective use of technology and promote technological competence by funding hands-on training opportunities for faculty.

The FTTF Committee will consider reimbursement for all direct costs related to participation in hands-on training activities (for example, travel and travel-related expenses, registration, certification fees and instructional materials). In this year of limited staff development money, the Faculty Tech Training Fund may be the only source of funds easily available; but, remember: it is for **hands-on** technology training only — you must be learning by doing.

A description of the fund and a copy of the application form are posted on the AFA web site at [www.santarosa.edu/afa/](http://www.santarosa.edu/afa/) and are also available upon request by calling the AFA office at 527-4731, or by sending an e-mail to [afa@santarosa.edu](mailto:afa@santarosa.edu). Note: applications must be submitted **in advance** of the training.



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