

DIRECT DEPOSIT

MANDATORY EFFECTIVE JANUARY 1, 2012

Effective January 1, 2012, Direct Deposit becomes mandatory for all Henrico County Public School and Henrico General Government Employees. This will be the only method of payment for all employees.

If you are not already enrolled, Direct Deposit enrollment forms are available on the HCPS website at <http://henrico.k12.va.us/Pdf/HumanResources/DirectDepositForm.pdf> . Only original documents will be accepted by the Payroll Office (no faxed forms).

Direct Deposit can be set up for more than one account and can be deposited into checking and/or savings accounts as well as debit cards.

To avoid problems-Direct Deposit enrollment forms will need to be submitted no later than December 1, 2011.

Questions should be directed to the Payroll Office @ 652.3623.

The printing and distribution of all direct deposit payslips will end effective January 1, 2012.

All payslip information as well as benefits information, tax and leave information is available to all employees through EDA (Employee Direct Access). Access to EDA is available from any computer. Employment Verification is also available in EDA.

You can access EDA through any internet connection. The web address is <http://myhenrico.org>. EDA instructions are available through the following link: <http://henrico.k12.va.us/Pdf/EmployeeInfo/EDAInstructions.pdf>

If you require further assistance, you may send an email to edareset@henrico.k12.va.us or call (804) 652-3664, Monday – Friday between 8:00am & 4:30pm.