



PLEASANT VALLEY SCHOOL DISTRICT

District Administration Office
2233 Route 115, Suite 100
Brodheads ville, Pennsylvania 18322
Telephone: (570) 402-1000 / Fax: (570) 992-7275
www.pvbears.org



CAROLE M. GEARY
Associate Superintendent

DOUGLAS C. ARNOLD, Ph.D
Superintendent of Schools

ANTHONY A. FADULE
Assistant Superintendent

CHRISTOPHER J. FISHER
Assistant to the Superintendent

SUSAN H. FAMULARO
Business Manager

To: All Staff

From: Wayne D. Davenport, PVEA President *W.D.D.*
Lorraine McCutchan, PVESPA President *L.M.*
Douglas C. Arnold, Ph.D, Superintendent *D.C.A.*

Date: May 14, 2012

Subject: Direct Deposit

As you are aware, the Pleasant Valley School District will begin mandatory direct deposit effective with the June 8, 2012 payroll. For those who have not completed the appropriate paperwork and/or have not submitted the required documentation, their paychecks will be held in the Business Office. Employees will be required to report during the regularly scheduled work hours of the Business Office to obtain their paychecks which will be released upon satisfying the successful completion of the direct deposit paperwork process and by providing proper identification (e.g., employee photo ID, valid drivers' license, etc.). The directions for the completion of the Direct Deposit process along with the Authorization Agreement are available on-line under the Employee Portal of the Staff menu of the Pleasant Valley School District homepage, as well as in the Business Office.

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