



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Dear Employees:

DIRECT DEPOSIT

As an employee of Fairfax County Government, your biweekly net pay will be deposited directly to your depository bank, credit union, or savings & loan account. It's easy, simple and convenient. Just follow the steps outlined below:

Step 1: Obtain the Fairfax County "Direct Deposit Authorization Agreement" application form from your department payroll contact.

*Step 2: **CONTACT A REPRESENTATIVE OF YOUR FINANCIAL INSTITUTION TO VERIFY YOUR ACCOUNT NUMBER AND THE ROUTING/TRANSIT NUMBER.** Be sure to tell the representative that you are verifying the information to enroll in direct deposit with your employer.*

Step 3: Hand carry, fax or mail the completed application to:

*Department of Human Resources
Attn: Payroll Division
12000 Government Center Parkway
Suite #270
Fairfax, Virginia 22035
Fax: (703) 324-3444*

It usually takes two pay periods from the time your application is received in the Payroll Division until your first direct deposit. During this time, you will receive a paper check which will be mailed directly to your home address as it appears in the payroll system. The County uses this time to process a test transaction with your financial institution prior to transmitting funds from the County to your account.

When your first direct deposit takes place, and each pay period thereafter, you will receive a "payroll advice" containing pay and leave information. This document can be viewed online through the Online Time system (Employee Time Menu) on the Tuesday before payday, or you may also elect to have your pay advices automatically sent to your County e-mail account each pay period. If you do not have access to a computer at your workplace, your department may request that your pay advices be mailed directly to your home address as it appears in the payroll system. You should receive your "payroll advice" by payday. In the rare case that you have not received it by the Tuesday after payday, call 324-3259 to request a duplicate.

If you have any questions or desire additional information, contact the Payroll Division at (703) 324-3412.

**Department of Human Resources
Payroll Division**

12000 Government Center Parkway, Suite 270
Fairfax, VA 22035-0036

Phone: (703) 324-3412 TTY: (703) 222-7314 Fax (703) 324-3444

E-mail: HRCentral@fairfaxcounty.gov