



Duval County Public Schools

PAYMODE is program used by Duval County Public Schools in conjunction with Bank of America in order to provide direct deposit payments for vendors and employee reimbursements. The payment process remains the same, vendors are required to submit invoices and employees are required to submit reimbursement requests, but instead of payment issued via check the payment will be deposited directly into the bank account on file in the Payroll Department. **PAYMODE** relieves the time delayed with mail delivery and avoids the hassle of long bank lines.

REMINDER: The majority of employee reimbursements are for travel expenses.



Accounts Payable Department
1701 Prudential Drive, 2nd Floor
Jacksonville, Florida 32207
Phone: (904) 390-2343



Duval County Public Schools

**PAYMODE
Employee Reimbursements
paid via ACH**



**Accounts Payable
Department**
1701 Prudential Drive, 2nd Floor
Jacksonville, Florida 32207
Phone: (904) 390-2343
Fax: (904) 390-2263

PAYMODE

Employee Reimbursement Process via ACH



Duval County Public Schools has implemented a direct deposit payment program for employees reimbursements.

The program

works similar to payroll direct deposit. Employees requesting reimbursement submit the request to Accounts Payable for processing and instead of receiving a check payment for the reimbursement, the funds will be directly deposited into their bank account on file with the Districts Payroll Office.

Do I have a choice between receiving a check or direct deposit?

No. The District has implemented the PAYMODE program to ease the burden on Employees and improve business practices.

Can I send my reimbursements to a different bank account than my payroll direct deposit?

No. PAYMODE direct deposit is sent directly to the your bank account on file with the Payroll Office.

How will I be notified when a reimbursement has been deposited in my account?

An email with payment information will be sent to your District email address.

What if I don't have a District email address?

An alternate address can be provided by completing an alternate email form and submitting to Accounts Payable, 3001 2nd Floor (Form can be located on the Accounts Payable website at www.duvalschools.org)



Can I have my notifications sent to the another District employee?

Yes. If you prefer that your payment notification be sent to another District employee please fill out an alternate email form (located on the Accounts Payable website, www.duvalschools.org) and submitting to Accounts Payable, 3001 2nd Floor.



Who do I contact if I do not receive reimbursement in a timely manner?

Questions regarding reimbursements

should be directed to Accounts Payable at 390-2343.

What if I change my bank account ?

Submit a new direct deposit application (available on the Payroll website located at www.duvalschools.org) Payroll will notify Accounts Payable of the banking change.