

Update Direct Deposit Information Online in SchoolFront



Frontier Central School District

This guide offers a straightforward process for updating your Direct Deposit information, ensuring that your records remain accurate and up-to-date. By following the steps outlined, you can efficiently make necessary changes to your information, enhancing communication with your HR and Payroll departments. Viewing this guide is essential for any employee looking to manage their payroll data quickly and effectively within the system.

- 1) Navigate to <https://frontiercsd.schoolfront.com/login.aspx>
- 2) Click the "Sign in with Google" link. Our Tech department has worked with SchoolFront to ensure that we have Single Sign-On with SchoolFront- so you do not need to remember another password.



SchoolFrontSM School Management System
Successfully Logged Out

Links
[About SchoolFront™ »](#)

 Sign in with Google

- 3) If you have multiple GMail accounts on your computer, select your work account.

 Sign in with Google

Choose an account

to continue to schoolfront.com

 Patrick Moses
pmoses@frontiercsd.org

 patrick moses
[redacted]@gmail.com

 Use another account

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- 4) Click “Available Forms” on the Employee Dashboard

Thu, November 21

Available Forms

Available Internal Jobs

Human Resources

Process Forms

Recruiting

File Repository

PATRICK MOSES

Frontier Central School District
2024-2025
Personal Profile Only

Employee Dashboard

Items Requiring your Attention

| Date | Type | Status |
|------------|--------------------|-------------------------------------|
| 11/21/2024 | Candidate Trackers | 10 Active Tracker(s) Pending Review |

- 5) Select “Direct Deposit Change Form”

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Available Forms

Available Internal Jobs

Human Resources

Process Forms

Recruiting

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Available Forms

| Onboarding | Payroll |
|---|--|
| Current Employee HR Personnel Data Change Form - Current Employee HR Personnel Data Change Form and Emergency Contact | Direct Deposit Change Form - Direct Deposit Form |
| | Dual Enrollment Course Part 1: Application to Pursue |

- 6) Complete the form by indicating any discontinued accounts and those accounts that should be active.
- 7) Once you have updated the necessary information, scroll to the bottom of the page and click “Generate Preview”

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- 8) Review the information to be changed to ensure accuracy. When ready, scroll to the bottom of the page and digitally sign the form in the red box. Finally, click on “Sign and Submit.”

I authorize the use of my saved signature to sign and approve this form.

Signature

Please sign above within the red box.

[Clear Signature](#)

Comments

Sign and Submit Save Draft Cancel

- 9) HR and payroll will be notified of the requested changes.