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TO: Financial Institution of Gilbert Public School Employee

FROM: Tom Wohlleber, GPS Chief Financial Officer
Teddy Dumlao, GPS Director of Finance

DATE: January 8, 2016

RE: Service Fees Resulting from Insufficient Funds of a GPS Employee

Gilbert Public Schools ran its initial payroll of the calendar year this past week using a new system. The first payroll run on the new system resulted in some issues related to direct deposit and net pay differences for some employees. The District's payroll department is working diligently to correct these issues as soon as they are reported.

Please be aware that there may be a difference of several days between when a GPS employee has their bank account credited from the District for this payroll versus what they have experienced in the past. This timing difference regarding the availability of funds may result in our employee being subject to service fees for insufficient funds from their financial institution.

Our employees have been very patient and understanding this week with the transition to our new payroll system. We don't want them to be further inconvenienced or burdened by additional costs or fees from their financial institution that they may experience as a result of this transition.

In light of this situation, we would like you to please consider a waiver of applicable service fees for insufficient funds that a GPS employee may be subject to from this initial payroll run on the new system. The District fully understands that this is not the financial institution's responsibility nor obligation.

Your consideration of this request to assist the school district and its employees is greatly appreciated. Please feel free to contact either of us at (480) 497-3444 if you have any questions.

