

Payroll FAQ

What do I need to do if I want to retire?

1. Call or make an appointment with TRS to check eligibility at 1-800-223-8778.
2. If eligible, request a retirement packet from TRS.
3. Once you have made the decision to retire you will need to notify your principal or supervisor and complete the online Notice of Retirement Form located on the district's website under: Departments/Human Resources.
4. TRS retirement certifications will be completed electronically by the payroll department the month following your last paycheck.

How do I access my paycheck details and W-2 Forms once I retire or resign?

1. Access the TEAMS Employee Service Center located on the district's website under: Employees/Employee Service Center.
2. Once you reach the login screen, you will need to click "Register" and create a new username and password in order to access your pay records.

What do I need to do if I need to change my direct deposit account OR W-4 form?

1. Employees will need to access the Employee Service Center to update their direct deposit and/or W-4 form located under My Payroll Information. All changes must be submitted 10 business days prior to the next pay date. Employees who make changes submitted after the deadline, will be issued a paper check that can be picked up from the Payroll Department.

What do I need to do if I need a Verification of Employment completed?

1. Verifications of Employment can be sent to payroll@gccisd.net
2. VOEs are completed and returned to lender or association within 3-5 business days.

What do I need to do if I have changed my name?

1. You will need to provide the payroll office your new social security card that includes your new name. Letters from the Social Security Administration Office are not accepted.
2. You will also need to provide your new driver's license that includes your new name.
3. Once payroll processes the name change, you will be sent to HR to request a new school badge.
4. Changing your name in the payroll office also changes your name with: Benefits, Human Resources and Technology (email)
5. Other things to consider:
 - Updating your beneficiaries with TRS (we can provide the form and notarize)
 - Updating your beneficiaries with any Life Insurance companies
 - Updating your benefits (if a life event - marriage/divorce)
 - Updating your W-4