

# Direct Deposit Enrollment/Change

## Employee Self-Service Instructions



Direct deposit information must be entered or updated through [inside.nd.edu](https://inside.nd.edu), the University's employee self-service website.

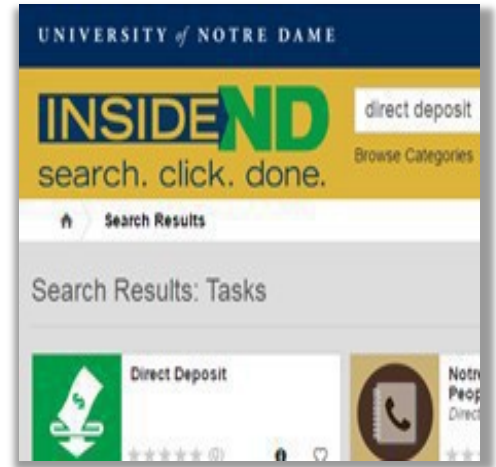
### What You'll Need

- Your active NetID and password (see below for activation instructions);
- Your bank's 9-digit routing number;\*
- Your bank account number.†

### NetID Activation

If your NetID is already active, please proceed to step 1 below.

- **New employees:** To activate your NetID and choose a password, please visit <https://accounts.nd.edu/activation>. (Your NDID number and birth date are required. For more information on your NDID number, visit <https://oithelp.nd.edu/netid-and-passwords/ndid/>.)



The Direct Deposit task can be located using the search option at [inside.nd.edu](https://inside.nd.edu).

### Direct Deposit Self-Service Instructions

- 1) Go to [inside.nd.edu](https://inside.nd.edu) and login with your NetID and password.
- 2) Search for the Direct Deposit task.
- 3) Click on the Direct Deposit task.
- 4) Click Update Direct Deposit Allocation which is centered at the bottom of this page.
  - a. Your current direct deposit information will be displayed at the top of this page. Note: if you are updating your information to add a new account, Payroll Services requests that your previous account be kept open until it is confirmed that the allocation to your new account has been applied.
- 5) Under *Add New Allocation*, complete the following:
  - a. Enter your U.S. Bank *Routing Number*;
  - b. Enter your U.S. Bank *Account Number* (enter again in *Confirm U.S. Bank Account Number*);
  - c. Select account type - *Checking* or *Savings*;
  - d. Choose where to apply your direct deposit allocation.
    - i. **What is this?** Some employees incur expenses that require reimbursement, such as University travel expenses. This option allows you to manage the deposit of any reimbursement payments.
    - ii. Both *Payroll* and *Accounts Payable* is the default setup for all employees.
    - iii. You may choose to assign separate bank accounts for *Payroll* and *Accounts Payable* (expense reporting) allocations.
    - iv. Each type of allocation is limited to one bank account
  - e. Click Save to confirm your direct deposit information.

\*The routing number can usually be found on your statement or on your checks to the left of your account number.

† Your account number is not the 16-digit number on your ATM/debit card.

**If you have questions, please contact Payroll Services at 574-631-7575**