Direct Deposit Enrollment/Change
Employee Self-Service Instructions

Direct deposit information must be entered or updated through InsideND, 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](https://accounts.nd.edu/activation). (Your NDID number and birthdate are required. For more information on your NDID number, visit [https://oithelp.nd.edu/netid-and-passwords/ndid/](https://oithelp.nd.edu/netid-and-passwords/ndid/))

- **Current employees:** if you have not set up or utilized your NetID and password within the last 180 days, please visit [http://oithelp.nd.edu/netid-and-passwords/forgot-my-password/](http://oithelp.nd.edu/netid-and-passwords/forgot-my-password/) to reset your password.

Direct Deposit Self-Service Instructions

1) Go to InsideND at [http://inside.nd.edu/](http://inside.nd.edu/) and login with your NetID and password.
2) Click the My Resources tab.
3) Click the Direct Deposits icon in the My Quick Apps channel.
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 existing account information, 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. If you are updating your existing account information, you must enter the last 4 digits of your Social Security Number to confirm your identity.
   f. 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