

# Direct Deposit Enrollment/Change

## Employee Self-Service Instructions



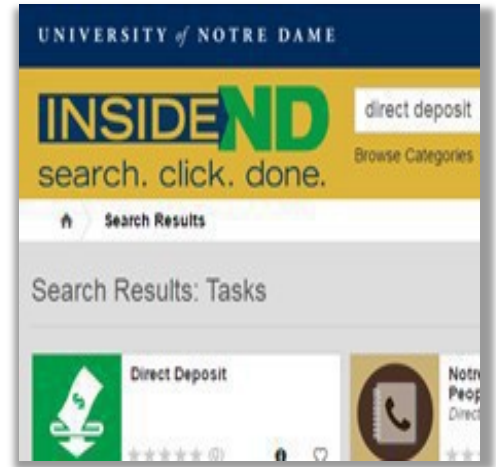
Direct deposit information must be entered or updated through [inside.nd.edu](http://inside.nd.edu), the University's employee self-service website.

### What You'll Need

- Your active NetID and password;
- Your bank's 9-digit routing number;\*
- Your bank account number.†

### NetID Activation

- As a new employee, you will receive an email to your personal email address with instructions on how to setup your Notre Dame NetID. If there was any problem in setting up your NetID, please contact the OIT Help Desk (574-631-8111) for assistance.



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

### Direct Deposit Self-Service Instructions

- 1) Go to [inside.nd.edu](http://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**