Direct Deposit Enrollment/Change
Employee Self-Service Instructions

Direct deposit information is entered and updated through InsideND (inside.nd.edu), the University's employee self-service website.

What You'll Need
- Your active NetID and password (see NetID Activation below)
- Your bank's 9-digit routing number
- Your bank account number (NOTE: Your account number is not the 16-digit number on your ATM/debit card)

NetID Activation
- As a new employee, you will receive an email to your personal email account with instructions on how to set up your Notre Dame NetID.
- If there was an issue setting up your NetID, or if you have already set this up and cannot remember your NetID and/or password, please contact the OffiHelp Desk at (574) 631-8111 for assistance.

Direct Deposit Self-Service Instructions
- Go to InsideND (inside.nd.edu) and login with your NetID and password.
- Search for and click on the Direct Deposit task.

New Employees - Click the Add New Allocation link centered at the bottom of the page.

Add New Allocation:
- **Bank Routing Number**
- **Your Bank Account Number**
- **Enter Your Bank Account Number Again**
- **Your Bank Account Type** (Choose Checking or Savings)
- **Choose where to apply this direct deposit allocation**
- **Typically directed toward my entire payment to a single financial institution in one lump sum amount**

Instructions for each letter above:
- a) Enter your U.S. Bank Routing Number.
- b) Enter your U.S. Bank Account Number.
- c) Enter Your Bank Account Number Again to verify the number.
- d) Select what type of account - Checking or Savings.
- e) Choose where to apply your direct deposit allocation:
  - What is this? Some employers incur expenses that require reimbursement, such as University travel expenses. This option allows you to manage the deposit of any reimbursement payments.
  - Both Payroll and Accounts Payable is the default setup for all employees.
  - You may choose to assign separate bank accounts for Payroll and Accounts Payable (expense reporting) allocations.
  - Each type of allocation is limited to one bank account, so we are not able to split your deposit to multiple accounts.
  - The U.S. Treasury has changed payment system rules for electronic payments. If you forward the entire amount of your paycheck to a bank in a foreign country, you must check this box failure to do so may result in delay or rejection by the payment system.
- f) Click Save to confirm your direct deposit information.

Updating Direct Deposit - Click the Update Direct Deposit Allocation link centered at the bottom of the page.
- Your current direct deposit information will be displayed at the top of this page. Enter the same information as if you are entering a new allocation along with the last four digits of your Social Security Number.
- NOTE: You need to submit your update at least 3 days prior to your next pay date to be effective for that pay.
- Click Save to confirm your direct deposit information.

1/15/2020
If you have questions, please contact Payroll Services at (574) 631-7575 or payroll@nd.edu