

# Direct Deposit Enrollment/Change

## Employee Self-Service Instructions



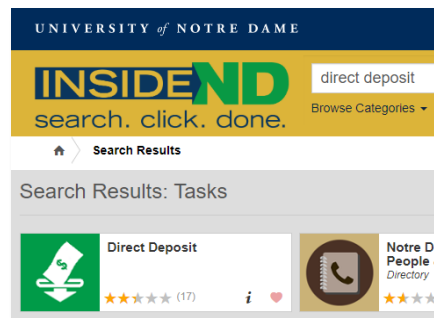
Direct deposit information is entered and updated through **InsideND** ([inside.nd.edu](http://inside.nd.edu)), the University's employee self-service website.

### 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 any problem in setting up your NetID, or if you have already set this up and **cannot remember your NetID and/or password**, please contact the OIT Help Desk at (574) 631-8111 for assistance.



### Direct Deposit Self-Service Instructions

- Go to **InsideND** ([inside.nd.edu](http://inside.nd.edu)) and login with your NetID and password.
- Search for and click on the **Direct Deposit** task.

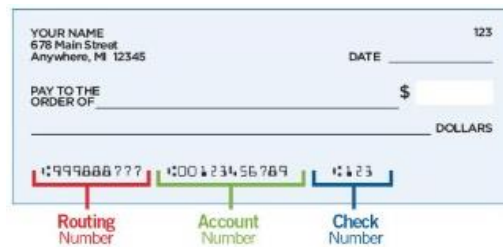
**New Employees** - Click the [Add New Allocation](#) link centered at the bottom of the page.

**Add New Allocation:**

a) U.S. Bank Routing Number: *	<input type="text"/>
b) Your Bank Account Number: (Debit Card Number Not Allowed)*	<input type="text"/>
c) Enter Your Bank Account Number Again: *	<input type="text"/>
d) Your Bank Account Type: (Choose Checking or Savings)	Checking ▾
e) Choose where to apply this direct deposit allocation:	Both Payroll and Accounts Payable ▾
f) I typically forward my entire payment to a non-U.S. financial institution in one lump sum amount:	<input type="checkbox"/>

### Instructions for each letter above:

- Enter your **U.S. Bank Routing Number**.
- Enter your **U.S. Bank Account Number**.
- Enter Your Bank Account Number Again** to verify the number.
- Select what type of account - **Checking** or **Savings**
- Choose where to apply your direct deposit allocation.
  - 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.
  - 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.
- 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.