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 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.

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* 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