Direct Deposit Enrollment/Change

Employee Self-Service Instructions

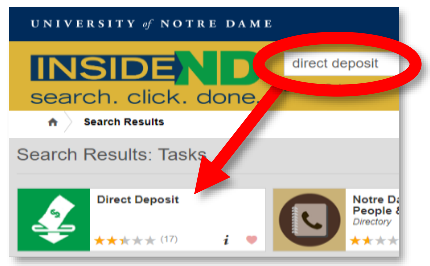
Direct deposit information is entered and updated through **InsideND** (inside.nd.edu), the University's employee self-service website.

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

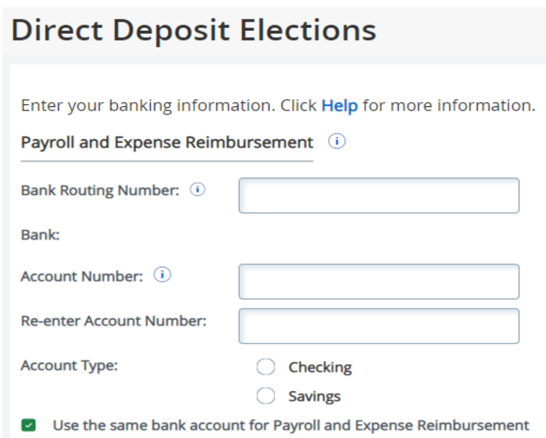
- New employees will receive an email to your personal email account with instructions on how to set up your ND **NetID**.
- If there was any problem in setting up your NetID, or if you have already set this up and **cannot remember your NetID and/or password**, please contact the OIT Help Desk at (574) 631-8111 for assistance.



Direct Deposit Self-Service Instructions

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

New Employees - This is the default view for new employees.



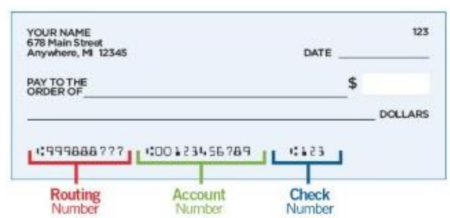
a)
b)
c)
d)
e)

Instructions for each letter to the left:

a) Enter your **U.S. Bank Routing Number**. This can be found on a blank check or contact your bank for this information.

b) Enter your **U.S. Bank Account Number**. The account number **must be a checking or savings account**. Do not use your debit, credit card, or institution member number.

c) **Enter Your Bank Account Number Again** to verify the number.



d) Select what type of account - **Checking** or **Savings.**

e) **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.

i. Both **Payroll and Expense Reimbursement** is the default setup for all employees.

ii. If you want to use **a different account** for your Payroll Deposits than for your Expense Reimbursements, **deselect** "Use the same bank account for Payroll and Expense Reimbursement." You need to submit your update at least **3 days prior** to your next pay date to be effective for that pay.

iii. Each type of direct deposit is limited to one bank account, so we are not able to split your deposit to go to multiple accounts.

Updating Direct Deposit - Click the pencil edit icon on the top right corner of the display page.

- Your current bank routing and account number will default on the fields of this page. Use this page to **overwrite** your current information.
- **Select** the "Use the same bank account for Payroll and Expense Reimbursement" to **update both accounts together**.
- **Deselect** the "Use the same bank account for Payroll and Expense Reimbursement" to **use different 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.

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