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.

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

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.

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