

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

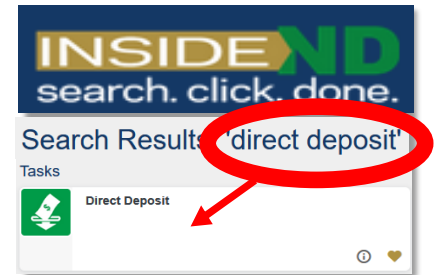
- Your active **NetID** and **password** (see NetID Activation below)
- Your bank's **9-digit routing number**
- Your **bank account number** (NOTE: We recommend that you check with your banking institution by phone or in person to verify your Account and Routing numbers for ACH transfers before setting up Direct Deposit.)

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 Service 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.

Direct Deposit Elections

Enter your banking information. Click [Help](#) for more information.

Payroll and Expense Reimbursement

- a) Bank Routing Number:
- b) Bank: **Your account number is not the 16-digit number on your ATM/debit card.**
- c) Account Number:
- d) Re-enter Account Number:
- e) Account Type: ☐ Checking ☐ Savings
- f) ☒ Use the same bank account for Payroll and Expense Reimbursement

Instructions for each letter to the left:

- Enter your **U.S. Bank Routing Number**. This can be found on a blank check or contact your bank for this information.
- 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.
- 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.
- Both **Payroll and Expense Reimbursement** is the default setup for all employees.
 - 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.
 - 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 information and account type will display on this page.
- **Enter** the last 6 digits of your Payroll or Expense Reimbursement account as directed on Account Confirmation 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.