

DIRECT DEPOSIT ONLINE PROCEDURES

Overview of Viewing/Updating Online Direct Deposit Accounts

Important Things to Know

Any changes made after the timesheet due date will be effective the next pay period.

NSU requires all employees to have a bank account listed.

Please ensure at least ONE bank account is listed Remaining.

Requirement



1. Sign into your myNSU account (<https://my.nsula.edu/>)
2. Click **Employee Self-Service** to access your Direct Deposit information.

 Employee Self-Service

Access leave balances, tax forms, timesheets, and more in the new Employee Dashboard.

Access



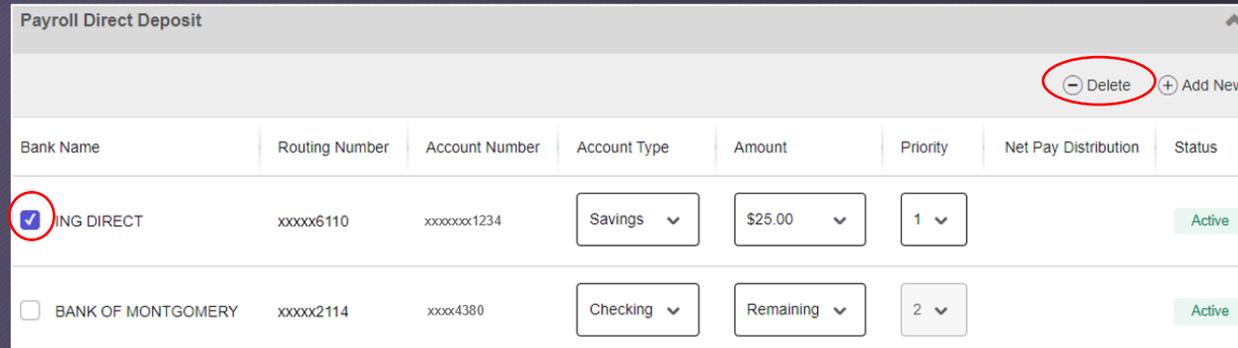
Once your bank account information has been updated, you will receive an email to your NSU email stating
“A change has been made to your direct deposit information on file with the university.”

Notification



Delete/Change an Existing Direct Deposit Account

**You must have at least ONE account listed as Remaining.*



Payroll Direct Deposit

Delete Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
<input checked="" type="checkbox"/> ING DIRECT	xxxxx6110	xxxxxxx1234	Savings	\$25.00	1		Active
<input type="checkbox"/> BANK OF MONTGOMERY	xxxxx2114	xxxx4380	Checking	Remaining	2		Active

Delete an Existing Account

1. Check the box next to the account you would like to change.

**If you are removing the account with the Remaining amount, you must first change the amount on the existing account to Remaining.
For example: If you are removing the BOM account below, you would change the ING DIRECT amount to Remaining and then remove BOM.*

2. Click the **Delete** button to remove the account.
3. A popup message will be displayed before the account is deleted. "Are you sure you want to delete the selected Payroll deposits?" To confirm removal, click **Delete**.

Change Amount of Existing Account

1. Check the box next to the account you would like to change.
2. Click on the **Amount**, **Account Type**, or **Priority** drop-down box, to change your existing account.
3. Check the box for the authorization statement at the bottom of the screen to approve your changes.
4. Then click on **Save Changes**.

Adding a Direct Deposit Account

**You must have at least ONE account listed as Remaining.*

Payroll Direct Deposit

[-] Delete [+ Add New

Add Payroll Allocation

Bank Routing Number Account Number Verify Account Number

Bank Routing Number Account Number Verify Account Number

Bank Name Account Type Priority

Amount

Use Remaining Amount

Use Specific Amount

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

CANCEL | SAVE NEW DEPOSIT

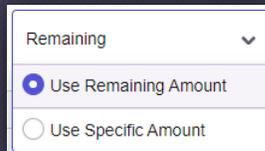
1. Click **Add New** & the Add Payroll Allocation pop-up will appear.
 2. Enter the appropriate information from your financial institution in the **Bank Routing Number, Account Number, & Verify Account Number** fields.
 3. Select the Account Type from drop-down box: **Checking** or **Savings**.
 4. Select the appropriate Amount indicator: **Use Remaining Amount** or **Use Specific Amount**
- Note: Before moving on, double-check the information you have entered.*
5. Check the box for the authorization statement and click on **SAVE NEW DEPOSIT**.
 6. Saved Successfully will appear in the upper right corner of your screen.

Troubleshooting

If you received the following message:

 One account must have "Amount" set to "Use Remaining Amount." Please correct this to proceed.

If you have 2 or more accounts, one of your remaining accounts will need to have **Remaining** listed as the amount.



Remaining ▼

Use Remaining Amount

Use Specific Amount

Please go back and update the Amount field for one of your current accounts.