

View/Update Online Direct Deposit Account

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.
- Once your bank routing and/or account number 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.*”

ACCESS

Sign into your [VIC](#) account and click **Employee Self-Service** to access your Direct Deposit information.

DELETE 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 an Account

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.