How to set up your direct deposit: (NOT in Campus Connection)

- Access Employee Self-Service by going to: https://www.ndsu.edu/payroll/ and clicking on Employee Self-Service (green box on the right side of screen). If you have trouble logging into Employee Self-Service, call the Help Desk at 701-231-8685 Option 1
- Once you have successfully logged into the Employee Self-Service system (If Employee Self Service does not show up in the middle of the dark blue strip toward the top of the page, click on the name of the page listed there and select Employee Self Service from the drop-down)
- Click on the Payroll Tile
- Click on the Direct Deposit tile
- Click on the + icon to enter your banking information
- Create a nickname for the account
- Enter the routing number for your account (click the blue circle to the right of the field for information on how to find your routing number)
- Enter your account number
    - Note: This is not your debit card number
- Retype your account number
- Select the Account Type from the drop down (usually checking or savings)
- Select the Deposit Type (Remaining Balance)
- Click Save

If you are splitting your direct deposit between multiple accounts, click the + to enter the next account (in this case the Deposit Type may also be an amount or percent)

**If a "Contact Your Payroll Administrator" message comes up when entering your routing number, please email Kelsey for assistance.