

Online Direct Deposit and Tax Withholding

FROM THE OFFICE OF HUMAN RESOURCES

COMMUNICATIONS BRIEF FOR LEADERS - MARCH 21, 2014

BACKGROUND

To date, faculty, staff, temporary employees, and new hires have used paper forms to make or change tax withholding and direct deposit elections. These forms are printed, completed by the employee or new hire, and submitted to the Office of Human Resources. The submitted information is then manually input into the Banner system.

NEW ONLINE APPLICATIONS

Two new self-service applications, now available on **insideND**, will eliminate the use of paper forms and allow direct deposit and tax withholding elections to be made online 24 hours a day.

The new online tools will offer greater security to employees by eliminating the paper capture of social security numbers, bank account numbers, and other personal information. The tools will also bypass transfer or processing delays.

Effective May 1, tax withholding and direct deposit elections must be made online. Paper forms will be accepted through April; forms received May 1 or later will be returned to employees for entry online.

COMMUNICATIONS

Briefs to both University Leaders and Managers/Supervisors will be followed by a University-wide email announcement on or about Tuesday, March 25, 2014. Instructions for the online apps will be posted on the HR website in all locations where the paper forms are currently referenced, including the **HR Forms** page at hr.nd.edu.

YOUR COMMUNICATIONS ROLE

Please encourage managers and supervisors to communicate these service improvements to employees and new hires.

If you have any questions please do not hesitate to contact the HR Services team at the contact information below.

In Notre Dame,



Robert McQuade

Tax Withholding and Direct Deposit applications are now available on **insideND**.

Effective May 1, tax withholding and direct deposit elections must be made online.

Paper forms will be accepted through April 30.



The **Direct Deposits** and **Tax Withholding Elections** apps are in the **My Quick Apps** channel, under the **My Resources** tab.

CONTACT INFORMATION:

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