

ESS – Maintain Bank Information

Location(s): Employee Self-Service

Purpose: Employee Self Service (ESS) is available to all faculty, staff, and student employees. Tasks available in ESS include view benefits participation, view pay statement, maintain personal information, and maintain bank information. The information contained in this document is for maintaining bank information.

Virtual Private Network (VPN) is not necessary to access ESS.

1. Log into myNKU
2. Select the Employee Self Service tab.
3. Click Personal Information.
4. Select the Bank Information link.

Note: Contact the PAYROLL department with effective date questions and to delete your bank information.

The screenshot shows the myNKU Employee Self-Service portal. The top navigation bar includes links for Home, Student Self-Service, Academic Advising, SAP GUI for ERQ, and Employee Self-Service (circled in red). Below this, a secondary navigation bar includes Overview, Benefits and Payment, Personal Information (circled in red), and Working Time. The breadcrumb trail reads: Employee Self-Service > Personal Information > Personal Information. The main content area is titled "Personal Information" and contains a sub-section with a person icon. Under this icon, there are two links: "Addresses" and "Bank Information" (circled in red). Below the "Bank Information" link, the text reads: "Enter or change your bank information. Contact PAYROLL for effective date questions. Contact PAYROLL to delete your bank information."

5. Enter the last 8 digits of your ISO number and the last 4 digits of your SSN.
6. Click Next.

The screenshot shows the "Bank Information" form. The title "Bank Information" is at the top. Below it, there is a grey box containing the following text: "Your ISO # can be found on the front of your NKU All Card. If you have misplaced or lost your All Card, you must update your bank information." and "You will be required to present your driver's license or other valid identification to verify your identity." Below this, in red text, it says: "Please contact the help desk at 6911 if you get locked out." Below the grey box, there is an "Account Verification" section with two input fields: "Last 8 digits of your ISO: *" and "Last 4 digits of your SSN: *". A "Next" button with a right-pointing arrow is located below the input fields.

Edit Bank Information:

1. Click Edit for either the Main bank (primary account) or Other bank (secondary account).

Valid for All Personnel Assignments

Main bank

Payee: Eileen Mary Baker
 Bank Name: PNC BANK ACH SERVICES
 Account Number: [REDACTED]

Edit

Valid for Personnel Assignment(s): [REDACTED]

Other bank

Payee: Eileen Mary Baker
 Bank Name: PNC BANK, OHIO
 Account Number: [REDACTED]

Edit **Delete**

New Other bank

New Other bank ▶

2. Edit the routing number and/or account number.
3. Indicate if the account is Checking or Savings.
4. Enter the Standard Percentage or Default Value in dollar amount.
5. Click Review.

Valid for Personnel Assignment(s): [REDACTED] Academic Te

Other bank

Country: USA
 Payee: Eileen Mary Baker

[Check Image](#)

Routing Number: 041000124

Account Number: [REDACTED] Checking Savings

Payment Method: Bank transfer (ACH)

Currency: USD

Standard Percentage: 0

Or

Default Value: 250.00

Enter either a percentage of payroll check to deposit in the Standard Percentage field or a specific dollar amount of payroll check in the Default Value field.

◀ **Previous Step** **Review** ▶

6. Click Save.



Valid for Personnel Assignment(s): ██████████ Academic Technolo :

Verify the Bank data below

Other bank

Country: USA
Payee: Eileen Mary Baker
Routing Number: 041000124
Account Number: ██████████
Account Type: Savings Account
Payment Method: Bank transfer (ACH PPD)
Currency: USD
Standard Percentage: 0
Default Value: 250.00

By saving this banking information, I hereby authorize Northern Kentucky University t

◀ Previous Step | **Save**

7. A confirmation message will appear at the top of the screen.

The changes you made to your Bank data were saved
Valid for Personnel Assignment(s): ██████████ ██████████

Add New Bank information:

1. Click New Other bank.



Valid for All Personnel Assignments

Main bank

Payee: Eileen Mary Baker
 Bank Name: PNC BANK ACH SERVICES
 Account Number: [blurred]
 [Edit]

Valid for Personnel Assignment(s): [blurred]

Other bank

Payee: Eileen Mary Baker
 Bank Name: PNC BANK, OHIO
 Account Number: [blurred]
 [Edit] [Delete]

[New Other bank]



2. Maintain routing number, account numbers (checking or savings), Standard Percentage, or Default Value.
3. Click Review.



Valid for Personnel Assignment(s): [blurred]

Other bank

Country: USA
 Payee: Eileen Mary Baker
[Check Image](#)
 Routing Number: 042100230
 Account Number: 1234567 Checking Savings None
 Payment Method: Bank transfer (ACH)
 Currency: USD
 Standard Percentage: 25
 Or
 Default Value: 0.00



Enter either a percentage of payroll check to deposit in the Standard Percentage field or a specific dollar amount of payroll check in the Default Value field.

[< Previous Step] [Review >]

4. Click Save.



Valid for Personnel Assignment(s): [blurred]

Verify the Bank data below

Other bank

Country: USA
Payee: Eileen Mary Baker
Routing Number:
Account Number: 1234567
Account Type: Checking Account
Payment Method: Bank transfer (ACH PPD)
Currency: USD
Standard Percentage: 25
Default Value: 0.00

By saving this banking information, I hereby authorize Northern Ker

5. A confirmation message will appear at the top of the screen.

The changes you made to your Bank data were saved

Valid for Personnel Assignment(s): [blurred]