Auto Deposit Instructions

Overview

Use Employee Self-Service to review the settings of your Auto Deposit distributions.

This work instruction includes:

Auto Deposit Instructions

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.state.ne.us/.
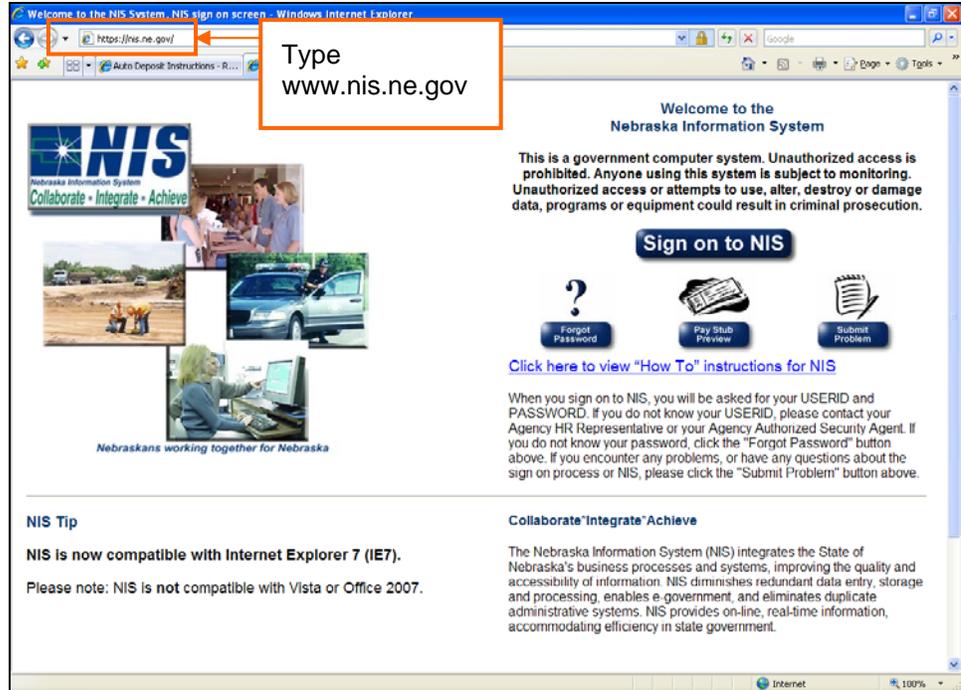
Navigation

State of Nebraska > Self-Service > Auto Deposit Instructions

Steps

Auto Deposit Instructions

1. Open your internet browser (if using Internet Explorer, double click on the blue "e" icon.)

2. Navigate to the NIS sign on Screen by typing the following in the address: "www.nis.ne.gov".
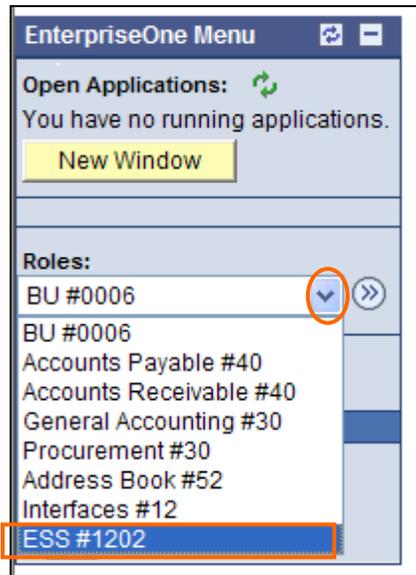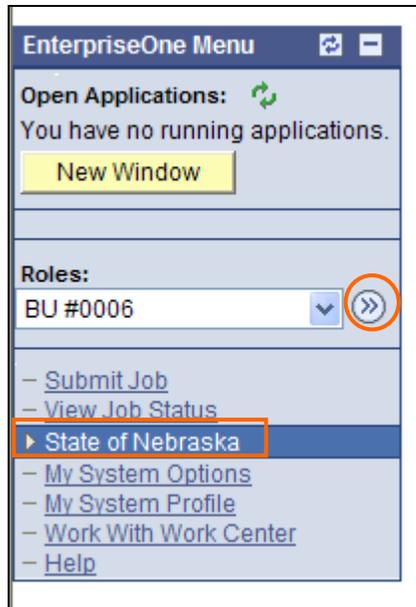
3. Click the Sign on to NIS button.

4. Enter your unique **User ID** in the User ID field and press the tab key on the keyboard.

5. Enter your password in the **Password** field.
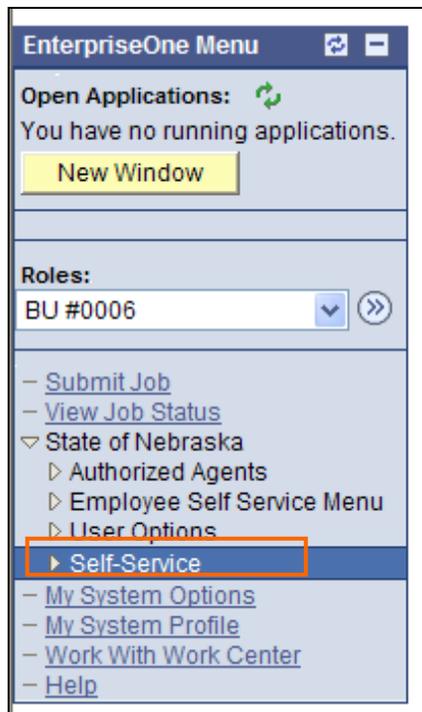
6. Click **Sign In**.
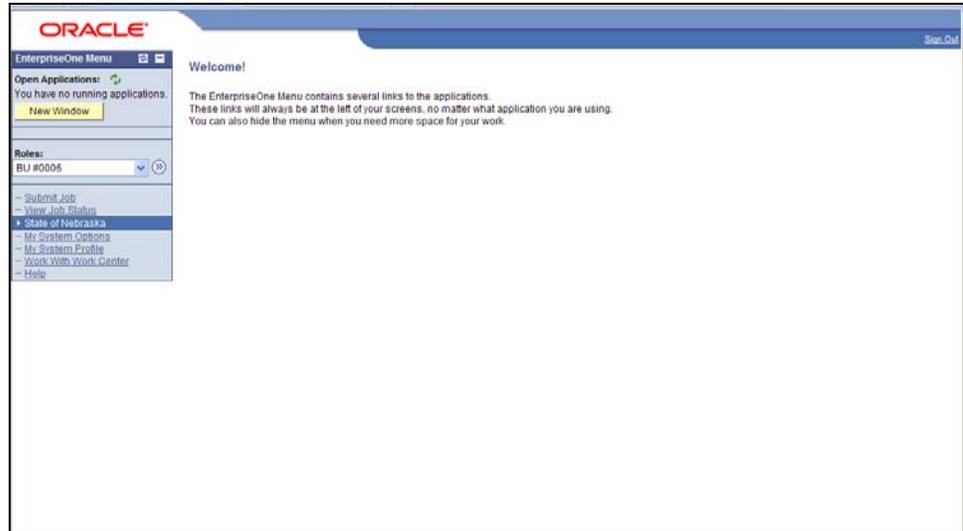
7. If you have multiple roles, use the **drop-down arrow**. If you do not have multiple roles and are only an ESS user please skip to step 10.
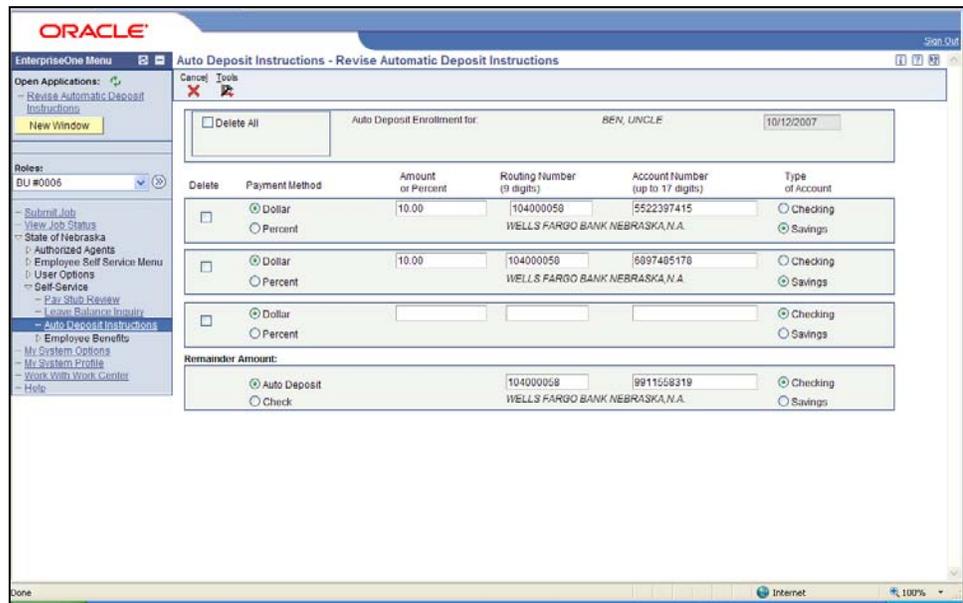

8. Click your **ESS** role.

9. Click the **double right arrows** to the right of the Role.

10. Click the **State of Nebraska** menu.

11. Click the **Self Service** menu.

12. Click **Auto Deposit Instructions.**

13. You can view the settings for your Auto Deposit distributions.

Auto Deposit Instructions - Revise Automatic Deposit Instructions

Cancel Tools

❌ 📝

☐ Delete All   Auto Deposit Enrollment for: *BEN, UNCLE*   10/12/2007

Delete	Payment Method	Amount or Percent	Routing Number (9 digits)	Account Number (up to 17 digits)	Type of Account
☐	⦿ Dollar ◯ Percent	10.00	104000058 *WELLS FARGO BANK NEBRASKA,N.A.*	5522397415	◯ Checking ⦿ Savings
☐	⦿ Dollar ◯ Percent	10.00	104000058 *WELLS FARGO BANK NEBRASKA,N.A.*	6897485178	◯ Checking ⦿ Savings
☐	⦿ Dollar ◯ Percent				⦿ Checking ◯ Savings

Remainder Amount:

	⦿ Auto Deposit ◯ Check		104000058 *WELLS FARGO BANK NEBRASKA,N.A.*	9911558319	⦿ Checking ◯ Savings

📝 This is a view only screen, and you cannot make changes to your distributions.

14. After you have finished viewing your distributions, click the **Cancel** button.