



Nazareth University Self-Serve Banking and E-Check Reimbursements

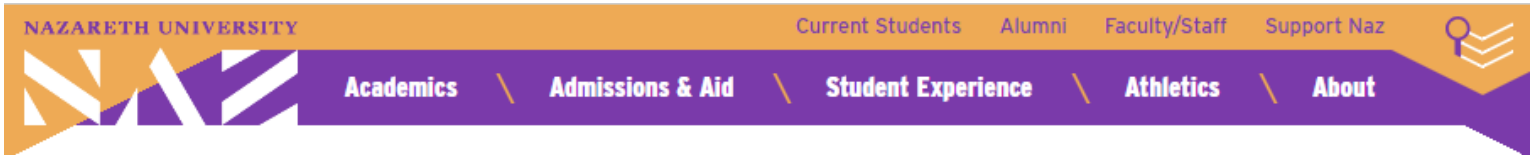
Nazareth University will process employee expense reimbursements through an e-check directly deposited to the employee's bank account. By providing banking information in Banking Self-Serve through NazNet, the Accounts Payable office will be able to process your payment more efficiently, and the employee will benefit from a quicker electronic transaction.

Getting Started

Employees requesting a reimbursement from the university will be required to enter their banking information online. Whether you are a new employee, adding your banking information for the first time, or updating existing banking information the process start by logging into NazNet Self-Service.

Before you get started contact your bank or credit union to confirm their routing number and your account number.

Go to www.naz.edu, search for **NazNet Self-Service**



Search

About 153 results (0.19 seconds)

Sort by: **Relevance**

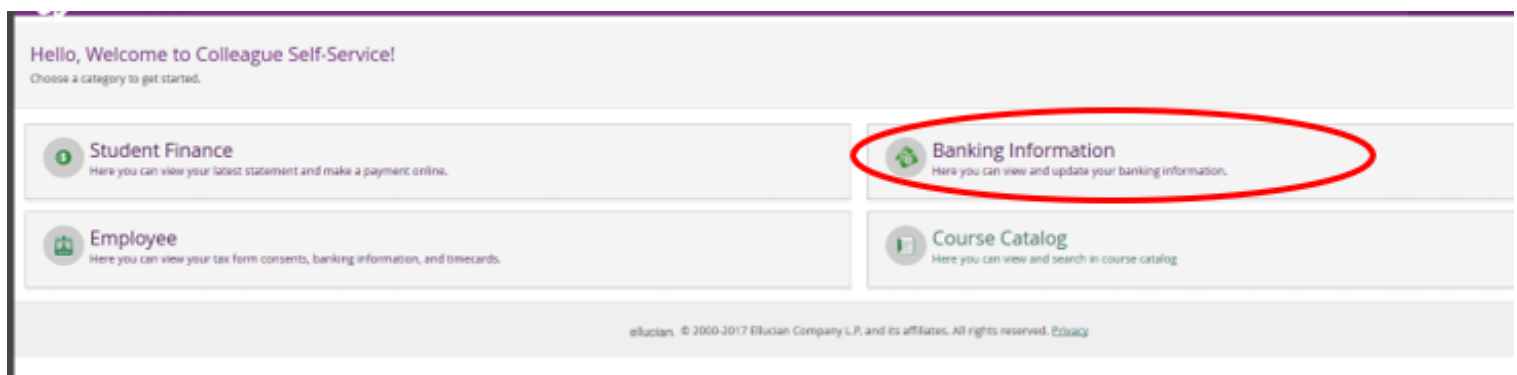
[NazNet Self Service - www.naz.edu](http://www.naz.edu)

www2.naz.edu > [its](#) > [accounts](#) > [naznet](#)

Use **NazNet** to view the status of your application, register for courses, pay bills, view your schedule, and retrieve grades.

Login to NazNet Self-Service.

Click on **Banking Information**



Setting up a New Account for E-Check Employee Reimbursement

Click on **ADD ACCOUNT**

Confirm your current bank account number to verify your identification to proceed.

Financial Information Banking Information

Banking Information

Active Accounts + Add an Account

i Enter new direct deposit banking information using the button above. You may use multiple active direct deposit accounts, but one must be selected as a Balance account. All others must include a specific dollar amount. Accounts will be verified with your financial institution before direct deposits begin. Accounts listed below as Verified are active. Those listed as Not Verified are pending.

Payroll Deposits	Verification	Amount	Deposit Priority	View All
Pittsford FCU	Verified ✓	\$100.00	1	>
Pittsford FCU	Verified ✓	Balance	Last	>

Refunds, Reimbursements & Payments	Verification	View All
First Niagara	Not Verified ⚠	>

Turn on **Refund, Reimbursement & Payment Deposit** banking information and click **NEXT**.

Financial Information Banking Information

Banking Information

< Back

New Deposit Add a Bank Account

Bank Account Usage

Payroll Deposit OFF	Refund, Reimbursement & Payment Deposit ON
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Effective Date: 10/4/2017

Cancel Next

Enter account information in the fields provided. **IMPORTANT:** Please include all digits, including leading and trailing zeros, when entering your routing number and account number. Read and agree to the terms and conditions. Click **SAVE**.

The following message is automatically generated and sent to your Nazareth email any time a change is made to your banking information:

"You are receiving this notification because your employee reimbursement account has been changed via NazNet Self-Service. If you did not initiate this change or have any questions regarding this message, please contact the Nazareth University Accounts Payable Office at x2035 or X2037."

IMPORTANT: Any time a bank account is added or changed in NazNet Self-Service, it will be pre-noted with your financial institution to verify the bank account information is correct. This may delay when your reimbursement will be paid via e-check into your account. *You can reduce this delay and ensure a timely and convenient e-check payment by setting up your banking information proactively.*

Your new account will show up in the **Refunds, Reimbursements & Payments** section with a status of Not Verified with a red indicator. The message will change to Verified with a green checkmark once your banking information has been pre-noted.

Payroll Deposits	Verification	Amount	Deposit Priority
JP Morgan Chase	Verified	Balance	Last
Refunds, Reimbursements & Payments	Verification		
JP Morgan Chase	Verified		

Frequently Asked Questions

Q: When do I have to enter my bank account information by in order to get an e-check direct deposited?

Bank account information needs to be added/updated by Tuesday 4:30pm of the week **PRIOR** to when the reimbursement is scheduled to be paid. This is the same deadline as for submitting invoices and check requests to Accounts Payable.

Q: What if I enter my bank account information and the Accounts Payable office lets me know there is an error?

If there is an error in your bank account information, Accounts Payable will notify you and you will need to log into NazNet Self-Service and edit your banking information. The updated information will then be included in the next scheduled pre-note process. The Accounts Payable office cannot update your personal banking information.

Q: What if I enter my bank account information and it says it's verified, but I still get a paper check?

Our system will run an automatic process during the week to pre-note your banking information, which changes the status of your banking information on NazNet Self-Service to "verified." There is also a secondary process the bank runs when the e-check payments are submitted to the bank. If the bank finds an error with your banking information the Accounts Payable office will notify you and you will be prompted to login to NazNet Self-Service to edit your banking information. Through December 31, 2017, a paper check will be processed.

Q: Will I still be able to get a paper check if I want one?

Through December 31, 2017 you will only receive a paper check if there is an error in your banking information and the correction is not made within the deadline for entering bank account information or if you have not entered banking information for reimbursements.

After January 1, 2018, employee reimbursements will **only** be processed through e-check direct deposit. You will no longer be able to receive a paper check after this date. If there is an error in your banking information, the reimbursement will be held until the error is corrected and verified accurate with the bank.

Q: Can I select more than one account for my reimbursement to go to?

Yes, you can add another account and determine the payment amount to be deposited. For example, you could set up one account to have the first \$50 be deposited with the balance to go to the second account set up. If the reimbursement was for less than the designated amount, only the first account would be used.

If there are additional questions, please contact the Nazareth University Accounts Payable office at ext 2035 or 2037.