



Help the Payroll Office GO GREEN!

Direct Deposit is the way to go! It saves paper and time!

We are encouraging employees to sign-up for Direct Deposit of Payroll via Employee Self-Service.

With 6 simple steps you can sign up for Direct Deposit for Payroll ...

Direct Deposit of Payroll via the Pace Portal – Employee Self-Service Instructions

Instructions can also be used for signing up for the 529 Plan (College Savings Program)

Accessing and updating Direct Deposit via Employee Self-Service:

Log in to the Pace Portal: <https://portal.pace.edu>

- Staff or Faculty Tab
- Employee Information and Pay Advice
- Pay Information
- Self-Service Update for Direct deposit.

To Add an Account: Enter:

1. Bank Routing number (*The 9 digits preceding your account number*)
2. Account number
3. Account type
4. Percent or Amount allocation (*Note: New Account set-up enter 100 Percent allocation*)
5. Select > Payroll Deposit
6. Click > Save

Signing up:

- All new records will have a status of pre-note, and will take effect the next available pay period, (4 week timeframe during the pre-notification process with the bank).

Processing Time:

- Adding a new account will take effect the next available pay period. (4 weeks timeframe during the pre-notification process with the bank).

Terminating Direct Deposit:

- **Termination of an account will take effect the next pay period.** The interim paycheck will be mailed to your Home (PR) address on file if active accounts are pre-noted.

To Terminate an Account number:

After logging the system > Select Self-Service Update for Direct Deposit

- Click the Bank Account to be terminated (Listed under **Payroll Allocation**)
- Select **"Inactivate"** to terminate a direct deposit
- Click > Save

If you have any questions, please contact the Payroll Department at:

Phone: 914-923-2898

Email: payroll@pace.edu

Thank you for helping **Pace University GO GREEN!**