

# PAYROLL DEPARTMENT

## DIRECT DEPOSIT PROGRAM

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

**Direct Deposit of Payroll via MY PACE PORTAL—Employee Self-Service Instructions**

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

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

Click on the “Staff” tab on the left - this should be done for all employees including Faculty, Staff and Students

Select Employee Information and Pay Advice

Click Employee Information and Pay Advice

Click 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 must 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 weeks 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).

### Terminations

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 into the system

Select Self-Service Update for Direct Deposit

Click the Bank Account to be Terminated (Listed under Payroll Allocation)

Select “Inactivate” to stop a direct deposit

Click Save

The interim paycheck will be mailed to your (PR) Home address on file. (Please ensure you have a valid (PR) Home address on file.

## CONTACT US

If you have any questions, please contact the Payroll Department

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Email: [payroll@pace.edu](mailto:payroll@pace.edu)