

PAYROLL DEPARTMENT

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

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

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 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 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

CONTACT US

If you have any questions, please contact the Payroll Department

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Email: payroll@pace.edu