#### **Manage Account(s) for Direct Deposit on the Pace Portal**

1. Log into the Pace Portal at portal.pace.edu



2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the 6-digit passcode from the Duo Mobile app, and click "Log In."

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I ACE	Chaose an auth	Andred (XXX-XXX-0625)	
Information Technology Services	ex. 867539		Log In
What is this? (3 Need help?	📋 Ramember me	ar 6 days	

Pace University has implemented multifactor authentication (MFA) for the MyPace Portal to enhance the security of your account and the safety of your personal information. The new login procedure requires you to enter a 6-digit passcode which you retrieve from the Duo Mobile app installed on a secondary device (e.g. smartphone or tablet) in your possession. This will prevent anyone, but you, from accessing your account even if they know your password. Any Apple, Android, or Windows mobile device will work with the Duo Mobile app, which you need to download from your device's app store during the setup process.

For an overview of the setup process, please read our Duo MFA: Initial Setup for Protected Pace System article. If you do not own a smartphone or tablet, or if you have any questions, please contact the ITS Help Desk at (914) 773-3333 or pacehelpdesk@pace.edu for further assistance. If you're not enrolled in Duo MFA, when you try to log in to the MyPace Portal to retrieve your tax information, you'll be directed to start the Duo enrollment process by clicking the setup button below the login box. This will set up your account with this added layer of security.

3. Click on the **Staff** tab on the left – this should be done for all employees including Faculty, Staff and Students.

DACE			te Sign Out
	Staff		
# Home			
🖶 Students	Payroll and HR Information		
谢 Staff	Employee Dashboard	Training:	Resources:
faculty	Pay Advice, Benefits, Self-Service Update for Direct Deposit, Tax Forms, Update your W4 form on-line (including Addt1 Fed	A-Z Training Resource Directory     Employee Dashboard Navigation (PDF)	Faculty Annual Assignment     Human Resources
🖉 Library	taxes), Employment Summary and W2 statements. Update addresses, contact information or marital status;	<ul> <li>Updating Emergency Contact and Address (PE</li> <li>Updating Emergency Contact and Address (Vir</li> <li>Direct Deposit (PDF)</li> </ul>	DF) Kronos Timesheets deo) Open Enrollment - Pavroll Calendar
🔦 Law School	review name or social security number change information,	Direct Deposit (Video)     Accessing Tax Forms (PDF)	Payroll Website     Performance Management and Development Process
네 Reportal		Accessing Tax Forms (Video)	Update Your White Pages Profile     YES (Your Excellence Shows) Nomination Form
😐 Banner			
🛢 Data Warehouse	Staff Resources & Technology	Manag	ger Resources & Technology
🗢 Degree Works	Adjunct Faculty Reappointment Letters - Summer I 2020     Adjunct Faculty Reappointment Letters - Spring 2020	Chron     Data	ne River - Travel Expense Reimbursements Warehouse
❷ Help	Administrative Organizational Charts     Administrative Staff Council (PLV)     Assessment     Buciness Cards     Carters:@Pace	E-Pro Facult Gradu Journ Krono	curement ty Annual Assignment – Administrative Access Jate Aesistant Contract Application al Voucher Automation 5 Timeshedis

#### 4. Select the blue button **Employee Dashboard**.

La Employee Dashboard	Training:	Resources:
Pay Advice, Benefits, Self-Service Update for Direct Deposit, Tax Forms, Update your W4 form on-line (including Addt'l Fed axes), Employment Summary and W2 statements.	A-Z Training Resource Directory     Employee Dashboard Navigation (PDF)     Updating Emergency Contact and Address (PDF)	Faculty Annual Assignment     Human Resources     Kronos Timesheets
Update addresses, contact information or marital status; review name or social security number change information.	Updating Emergency Contact and Address (Video)     Direct Deposit (PDF)     Direct Deposit (Video)     Accessing Tax Forms (PDF)     Accessing Tax Forms (Video)	Open Enrollment     Payroll Calendar     Payroll Vebsite     Performance Management and Development Process     Update Your White Pages Profile     YES (Your Excellence Shows) Nomination Form

#### 5. Select "Direct Deposit Information"



## Adding an Account for Direct Deposit

1. Click "Add New" under Proposed Pay Distribution

Proposed Pay Distribution							*
						) Delete	+ Add New
Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status

2. Select "Create new"

Add Payroll Allocation	×
Choose an option: <ul> <li>Create from existing account information</li> <li>Create new</li> </ul>	
CANCEL	SAVE NEW DEPOSIT

- 3. Enter your Bank Routing Number, Account Number, and Account Type.
- 4. Your <u>bank name</u> and <u>priority</u> will automatically populate.
- 5. Then, select the <u>amount</u> that you would like deposited into this account. Select "Use **Remaining Amount**" to have your entire payment deposited into the account you are setting up. If you have multiple accounts on file, the remainder of your payment will be deposited into this account.
- 6. Select the checkbox that states "By checking this box, I authorize the institution to initiate direct credits or debits on my behalf."
- 7. Click "Save New Deposit"

Bank Routing Number	í	Account Num	nber	
Bank Routing Number		Account Nu	ımber	
Bank Name	Account Type		Priority	
	Select a Type	~	4	
Amount				
<ul> <li>Use Remaining Amount</li> </ul>				
🔵 Use Specific Amount				
Use Percentage				

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

8. You will receive a confirmation email that states your account is in the "prenote" status which is the bank verification process. Please note, it may take 1 -2 pay periods for the account to become active. Your payment will be issued via check mailed to the "Home Address" on file until your account for Direct Deposit becomes active.

## Adding an Additional Account for Direct Deposit

1. Click "Add New" under Proposed Pay Distribution

CANCEL

	Proposed Pay Distribution							~
							Delete	+ Add New
	Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
2.	Select "Create new"							
	Add Payroll Allocation						×	
	Choose an op	tion:						
	◯ Create fror	n existing accou	nt information					
	Create new	I						

- 3. Enter your Bank Routing Number, Account Number, and Account Type. Your <u>bank name</u> will automatically populate.
- 4. Select the <u>priority</u> of this account. This is the order in which your payment will be divided and deposited into.
  - a. For example, an employee would like to have \$200 deposited into their savings account and the remainder of their payment to be deposited into their checking account. The employee's savings account would be priority 1. The employee's checking account would be priority 2.

SAVE NEW DEPOSIT

- 5. Then, select the <u>amount</u> that you would like deposited into this account using the following choices a specific amount, a specific percentage, or the remaining amount.
- 6. Select the checkbox that states "By checking this box, I authorize the institution to initiate direct credits or debits on my behalf."
- 7. Click "Save New Deposit"

Bank Routing Number	i	Account Num	nber	ĺ
Bank Routing Number		Account Nu	ımber	
Bank Name	Account Type		Priority	
	Select a Type	*	4	*
Amount				
<ul> <li>Use Remaining Amount</li> </ul>				
🔵 Use Specific Amount				

- $\square$  By checking this box, I authorize the institution to initiate direct credits or debits on my behalf
- 8. You will receive a confirmation email that states your account is in the "prenote" status which is the bank verification process. Please note, it may take 1 -2 pay periods for the account to become active. Your payment will be issued via check mailed to the "Home Address" on file until your account for Direct Deposit becomes active.

# Updating and Deleting an Account for Direct Deposit

- 1. Under Proposed Pay Distribution, your accounts for Direct Deposit will appear.
- 2. To **update** an account, use the drop-down menu to make the necessary change. Once you have updated your account(s), select "Save Changes."

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority Net Pay Distribution Status	
021000021 JP Morgan Chase Bank	xxxxx0021		Checking 🗸	\$500.00 🗸	1 V	
021000021 JP Morgan Chase Bank	xxxxx0021		Checking 🗸	\$300.00 🗸	2 V	
021000021 JP Morgan Chase Bank	xxxxx0021		Checking 🗸	Remaining 🗸	3 V Active	

- 3. If you would like to **delete** an account, check off the box next to the account that you would like to delete.
- 4. Once the account is selected, click "Delete"

				Delete + Add New
Bank Name	Routing Number	Account Number	Account Type	Status
✓ 021000021 JP Morgan Chase Bank	xxxxx0021		Checking 🗸	Prenote

5. Select "Delete" to confirm that you would like to delete the account.



- 6. Check off the box that states "By checking this box, I authorize the institution to initiate direct credits or debits on my behalf."
- 7. Click "Save Changes"

By checking this box, I authorize the institution to initiate direct credits or debits on my behalf	Cancel Changes
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