Enrolling in Direct Deposit for Accounts Payable

Please follow the below instructions to enroll in direct deposit for reimbursements issued through the Accounts Payable department.

Step 1: Login to Pace Portal

Under the Staff tab click on the "Employee Information and Pay Advice" link:

DACE	
Personal Information Student Financial Aid Faculty Services Employee	WebTailor Admin
Employee	Personal Information Student Financial Aid Faculty Service
Benefits View your retirement, health, flexible spending, insurance and other benefit information Employee Information and Pay Advice Pay Advice and Self-Service Update for Direct Deposit Tax Forms Get W2 Taxable Income Calculation, W4, state, local and other tax forms (including Addt'l Fed taxes) and Employment Summary View title, department, and employment status Banner Self-Service has a new look! Click here to preview Salary Planner	Pay Information Contact the Payroll Department:1-914-923-2898 Email: payroll@pace.edu Location: 100 Summit Lake Drive, 3rd FL, Valhalla, NY 10595 NEW Instructions to sign-up for direct deposit NEW Visit the Payroll website: > Finance and Administration at: => F&A
Click on the " Self-Service Update for Direct Deposit " link:	Direct Deposit Information Self-Service Update for Direct Deposit Pay Advice Deductions History Earnings History

Step 2: Enter your Direct Deposit Information

To setup your direct deposit for both Payroll and Accounts Payable check off both the "Payroll Deposit" and "Accounts Payable Deposit" boxes. Then click "Save."

* - indicates a required fie	eld.	
Add Allocation:		
Account Number:*		
Active Account Number:*		(Re-enter any one of the active account numbers from above.
Account Type:	Saving •	
Remaining Amount: Amount or Percent:		Percent T
Payroll Deposit: Accounts Payable Deposit		
Save		Direct Deposit Allocation

To Update Direct Deposit for AP

To make changes to your direct deposit account or to add a new account follow the below.

Step 1: Deactivate your current account

	Update Direct Deposit Allocation
<u>To add a new account, you</u>	AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYROLL DIRECT DEPOSIT
must remove the Accounts	I hereby authorize Pace University to deposit my pay automatically into the account(s) specified each pay date by initiating credit entries and, if necessary, debit entries and adjus named below, are also authorized to credit and/or debit same to the account(s) specified. This authority is to remain in full force and in effect until Pace University's Payroll Depart afford Deco University and the fibancial institution(c) account(s) specified active to sold.
Payable checkmark from	Note: No international Accounts allowed Signing up: Processing time:
your current account. To do	Senter the bank routing number (ABA) bank account number, account type, and allocation (Amount, Percent or Remaining) indicators (bank). Select a bank name to edit an existing record, or change priorities. Select the reorder button to change the order of existing records, (bank). Select a bank name to edit an existing record, or change priorities. Select the reorder button to change the order of existing records, (bank).
so click on the bank account	then Save. active accounts are pre-noted. Contact the Payroll office: Phone ≠: 1-914-923-2898 Email: payroll@pace.edu
currently used for Accounts	Payroll Allocation:
Payable which is located	Bank Name Routing Number Account Number Account Type Priority Amount or Percent Status Wells Fargo Bank ************************************
under the "Accounts Payable	Wells Fargo Bank ******881 ************************************
Deposit " section. To open	Reorder
the account, click on the	R An Accounts Payable bank can be shared with a Payroll direct deposit, however, only one Accounts Payable deposit can exist in Prenote or Active Status.
linked bank name.	Accounts Payable Deposit: Bank Name Routing Number Account Number Account Type Status Address Type Address Sequence Note

<u>PLEASE NOTE: To make updates to your current account you MUST enter your current Active Account</u> <u>Number for verification.</u>

Update Bank Account				
Relect Inactivate to stop a direct deposit, select an Account Type to change, or enter a different Amount or Percent, then select Save.				
Bank Name:	Wells Fargo Bank			
Bank Routing Number:	***			
Account Number:	******			
Active Account Number:*	(Re-enter any one of the active account numbers from above.)			
Inactivate:	✓			
Account Type:	Checking T			
Remaining Amount:				
Amount or Percent:	.1 Percent T			
Payroll Deposit:				
Accounts Payable Deposi				
Save				

Step 2: Enter your Direct Deposit Information

If adding a brand new account, follow the instructions in Step 2 on page 1 to set up your new account.