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:

Click on the "**Self-Service Update for Direct Deposit**" link:

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**."

To Update Direct Deposit for AP

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

To add a new account, you must remove the Accounts Payable checkmark from your current account. To do so click on the bank account currently used for Accounts Payable which is located under the "**Accounts Payable Deposit**" section. To open the account, click on the linked bank name.

Update Direct Deposit Allocation

AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYROLL DIRECT DEPOSIT
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 adjust 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 Departm afford Pace University and the financial institution(s) a reasonable opportunity to execute said.
Note: No international Accounts allowed

Signing up:	Processing time:
⇒ Enter the bank routing number (ABA) bank account number, account type, and allocation (Amount, Percent or Remaining) indicators to add a direct deposit, then Save. ⇒ Select a bank name to edit an existing record, or change priorities. Select the reorder button to change the order of existing records, then Save.	⇒ **Adding** a new account will take effect t bank). ⇒ **Termination** will take effect the next p active accounts are pre-noted.

Contact the Payroll office: Phone #: 1-914-923-2898 Email: payroll@pace.edu

Payroll Allocation:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Status
Wells Fargo Bank *****881		***********	Checking	1 ▼	0.10%	Active
Wells Fargo Bank *****881		***********	Checking	2 ▼	50.00%	Active
Wells Fargo Bank *****881		***********	Checking	3 ▼	Remaining	Active

[Reorder]

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.

Accounts Payable Deposit:

Bank Name	Routing Number	Account Number	Account Type	Status	Address Type	Address Sequence	Note
Wells Fargo Bank *****		***********	Checking	Active			** Account also used in Payroll Allocation.

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

Update Bank Account

Select 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 ▼
Remaining Amount: ☐
Amount or Percent: .1 Percent ▼
Payroll Deposit: ☑
Accounts Payable Deposit: ☐

[Save]

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