ADDING A NEW DIRECT DEPOSIT ACCOUNT

1. Log into MyPace Portal

Username Password		2	
Using this service acknowledge	DGIN es that you have read and agree y and Administrative System User New User?		
ADMISSION	Supported Browsers /ATION: 866-722-3338 : 800-874-PACE		
	SK: 914-773-3333		PACE UNIVERSITY

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

DACE	Device:	Android (XXX-XXX-0625)	
PACE		entication method	
Information Technology	ex. 867539		Log In
Services	Remember me	for 6 days	
hat is this? Cf eed help?		1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 -	
<mark>d help?</mark> ered by Dud Security			

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.

PACE			te Sign Out
	Staff		
₩ Home			
🛱 Students	Payroll and HR Information		
📽 Staff	Employee Dashboard	Training:	Resources:
盦 Faculty	Pay Advice, Benefits, Self-Service Update for Direct Deposit, Tax Forms, Update your W4 form on-line (including Addt) Fed	A-Z Training Resource Directory Employee Dashboard Navigation (P	
🖉 Library	taxes), Employment Summary and W2 statements. Update addresses, contact information or mantal status;	 Updating Emergency Contact and A Updating Emergency Contact and A Direct Deposit (PDF) 	
🔩 Law School	review name or social security number change information.	 Direct Deposit (Video) Accessing Tax Forms (PDF) 	Payroll Website Performance Management and Development Process
📶 Reportal		Accessing Tax Forms (Video)	Update Your White Pages Profile YES (Your Excellence Shows) Nomination Form
🖵 Banner			
🛢 Data Warehouse	Staff Resources & Technology	Ν	lanager Resources & Technology
🞓 Degree Works	Adjunct Faculty Reappointment Letters - Summer I 2020 Adjunct Faculty Reappointment Letters - Spring 2020		Chrome River - Travel Expense Reimbursements Data Warehouse
@ Help	Administrative Organizational Charts Administrative Staff Council (PLV)		E-Procurement Faculty Annual Assignment – Administrative Access
	Assessment		Graduate Assistant Contract Application
	Business Cards Careers@Pace		Journal Voucher Automation Kronos Timesheets

4. Select the blue button Employee Dashboard.



- 5. Select the **Pay Information** dropdown menu.
- 6. Select the **Direct Deposit Information** link.

					* 2	
Employee Dashboard						
Employee Dashboar	ď					Î
	Profile					
Pay Information				^	My Activities	
Latest Pay Stub: 06/15/2020	All Pay Stubs	Direct Deposit Information	Deductions History		Approve Time	
Earnings				~	Approve Leave Report	
					Approve Leave Request	
Benefits				~	Labor Redistribution	
	7				Employee Menu	

7. Select Add New under Purposed Pay Distribution.

Previous • Direct Deposit	Allocation			
Pay Distribution as of 06/15/202	20			^
Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
				Total Net Pay
Proposed Pay Distribution				*
				Delnte Add New
		$(\widehat{\mathfrak{i}})$. You have not added any payroll allocations ye	et. Click "Add New" to add an allocation.	

8. A pop up box will display, please enter the **Bank Routing Number**, **Account Number** and select the **Account Type** (Checking or Savings).

Banking Routing Number: The 9 digits preceding your account number

Add Payroll Allocation		×
Bank Routing Number (i)	Account Number (i)	Account Type
Bank Routing Number	Account Number	Select a Type
Amount	Priority	
💿 Use Remaining Amount	1	
🔿 Use Specific Amount	· · · ·	
○ Use Percentage		
By checking this box, I authoriz	ze the institution to initiate direct cre	edits or debits on my behalf
CANCEL	S/	AVE NEW DEPOSIT

9. Amount, select Use Percentage.

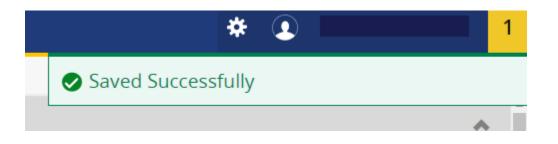
For New Account set-up **MUST** enter 100 Percent allocation.

Add Payroll Allocation				×
Bank Routing Number i	Account Numbe	er (i	Account Type	
Amount O Use Remaining Amount O Use Specific Amount	Priority	*	Checking	•
• Use Percentage				
✓ By checking this box, I authoriz	e the institution t	o initiate direct c	redits or debits on my behalf	
CANCEL		S	AVE NEW DEPOSIT	

10. Select the checkbox and **SAVE NEW DEPOSIT**.

Bank Routing Number	Account N	umber		Account Type Checking	~
Amount	Priority				
 Use Remaining Amount Use Specific Amount 	1		*		
Use Percentage 100	%				
By checking this box, I aut	 horize the institu	ition to initiate	direct cr	edits or debits on r	ny behalf

11. You should see a notification, **Saved Successfully** confirming the account has been added to your account.



- 12. When signing up a direct deposit, 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

							* 1	
Previous • Direct I	Deposit Allocatio	n				Saved Succe	essfully	
Pay Distribution as of	06/15/2020							~
Bank Name	Routing N	umber	Account Numb	er	Account Type		Ne	et Pay Distribution
							Total Ne	.t Pay
Proposed Pay Distribu	ution							^
							(=) Delete	Add New
Bank Name		Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
JP Morga	n Chase Bank	xxxxx021	xxxx7597	Checking	Remaining	1 🗸		Prenote
							Total Net Pay	