DELETING 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

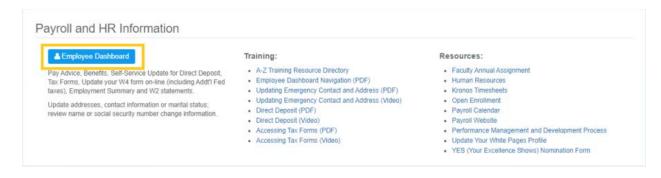
DACE	Device:	Android (XXX-XXXX-0625)	V
PACE		Intication method	
Information Technology Services	ex 867539		Log In
hat is this? [] eed help?	Remember me	r 6 days	

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.

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 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;	 Updating Emergency Contact and Address (F Updating Emergency Contact and Address (V Direct Deposit (PDF) 	
🔦 Law School	review name or social security number change information.	Direct Deposit (PDP) 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	Mana	ger 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)		rocurement. ulty Annual Assignment – Administrative Access
M.	Assessment	• Grad	duate Assistant Contract Application
	Business Cards Careers@Pace		rnal Voucher Automation nos Timesheets

4. Select the blue button Employee Dashboard.



5. Select the **Pay Information** dropdown menu and sselect the **Direct Deposit Information** link.

	* 🗈
Employee Dashboard Employee Dashboard	
My Profile	
Pay Information	* My Activities
Latest Pay Stub: 06/15/2020 All Pay-Stubs Direct	posit Information Deductions History. Approve Time
Earnings	Approve Leave Report
Benefits	Approve Leave Request Labor Redistribution
	Employee Menu 👻

6. Select the checkbox next to the account you would like to delete and select **Delete** under **Purposed Pay Distribution**.

							1.
ank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Add Ne
JP Morgan Chase Bank	xxxxxx0021	xxxx7597	Checking	Remaining	1		Prenote

7. A notification should populate on the right-side, please select **Delete** button.

# PACE						* 🗶 📃 🔤	
Previous + Direct De	eposit Allocation	ı				Are you sure you want to delete the selected	
Pay Distribution as of 0	6/15/2020					Payroll deposits?	
Bank Name	Routing No	imber	Account Numbe	ar	Account Type	Cancel Dele	
						Total Net Pay	
Proposed Pay Distribut	ion					^	
						⊖ Delete () Add New	
Bank Name		Routing Number	Account Number	Account Type	Amount	Priority Net Pay Distribution Status	
JP Morgan	Chase Bank	xxxxx0021	xxxx7597	Checking	Remaining	Prenote	
						Total Net Pay	
		(i) The Net Pay Distri	bution above is based on y	our last payroll. Future distrit	utions may vary based on f	future Net Pay Amounts.	
By checking this box, I a		to initiate direct credits or o	lebits on my behalf			Cancel Changes Save Changes	

8. Once you select the **Delete** button, the system will update your profile. You should no longer see the account under **Proposed Pay Distribution**.

Proposed Pay Distribution		~
) Delete	🕀 Add New
	 You have not added any payroll allocations yet. Click "Add New" to add an allocation. 	

9. Please note:

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.

Please note if the termination occurs during a live Payroll, your payment may be issued which will be mailed to the Home (PR) address on file.