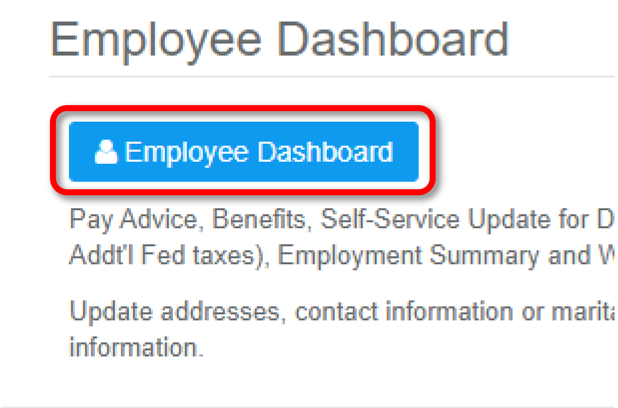
How to Review and Setup Direct Deposit

Please follow the below instructions on how to review Direct Deposit information and setup an account for both Payroll and Accounts Payable.

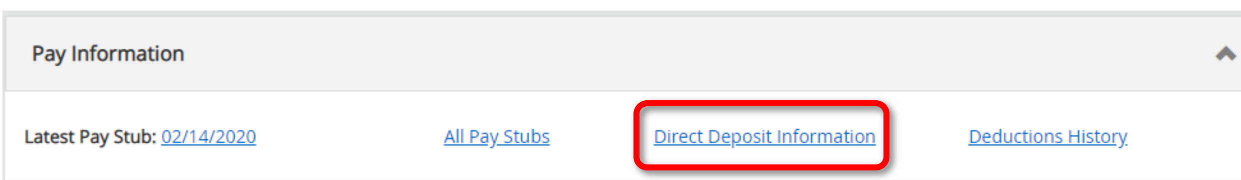
Step 1: Go to the Employee Dashboard



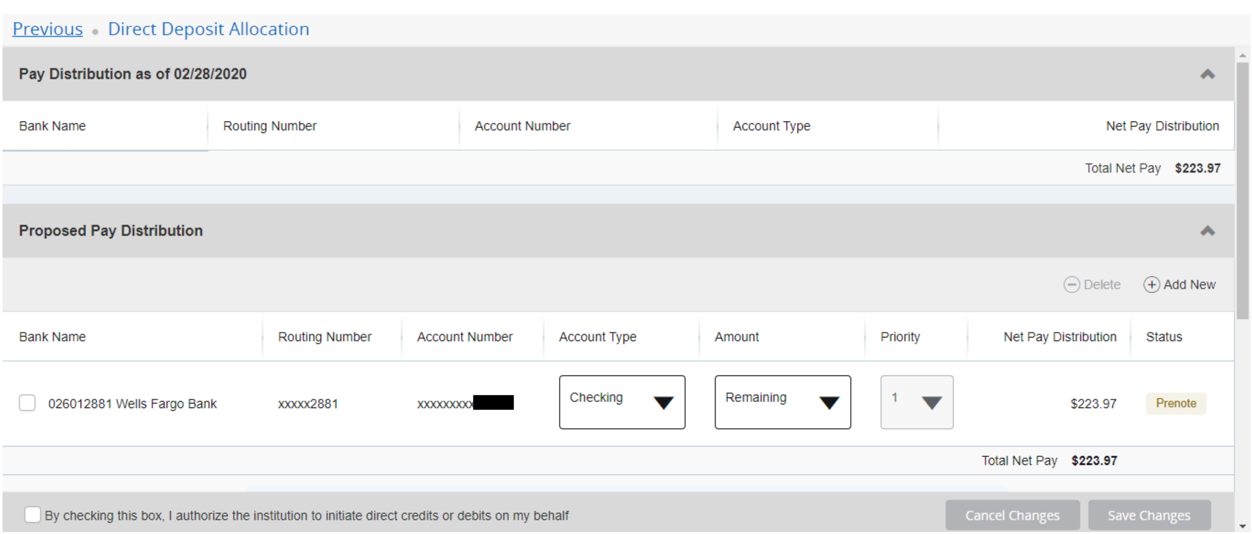
Login into **Portal** and go to the **Staff** tab. Then click on the **Employee Dashboard** button at the top of the screen.

Step 2: Go to Direct Deposit Information

On the **Employee Dashboard** click **Direct Deposit Information:**

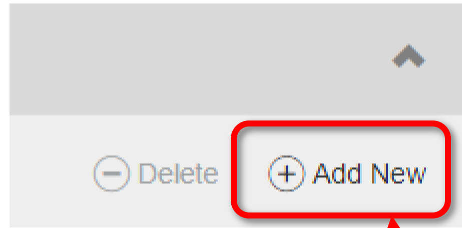


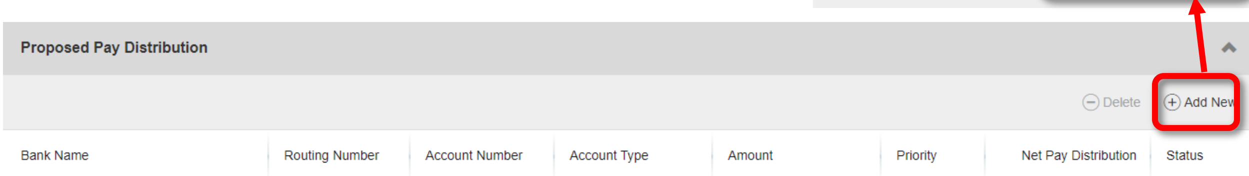
The Direct Deposit landing page will provide you with your current account information and **Pay Distribution**:



<u>Step 3:</u> Add a New Account

If you are signing up for the first time or adding a new account click on the **Add New** button located to the right of the screen under **Proposed Pay Distribution**:

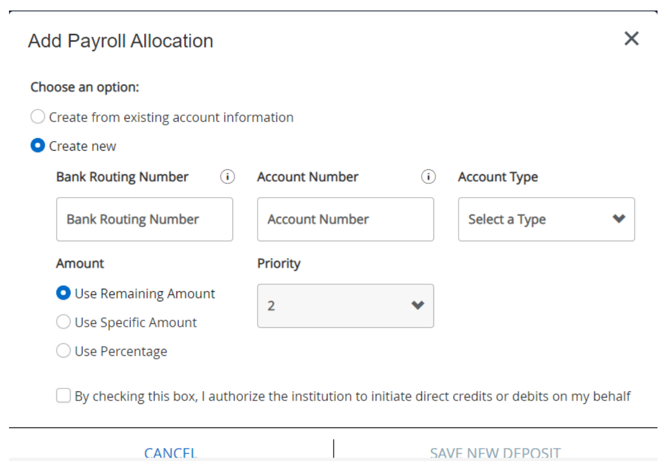




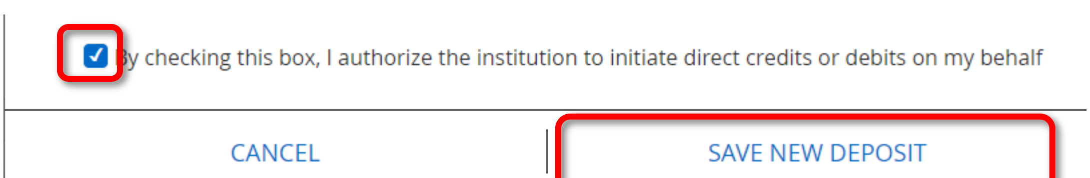
Select whether you are updating a current account allocation or creating a new account.

Enter the following information:

- **Bank Routing Number**
- **Account Number**
- Select **Account Type**
- **Amount:** enter a specific amount or a percentage of what you want deposited into this account. **<u>PLEASE NOTE</u>**: if you are only adding one account then specify 100%.

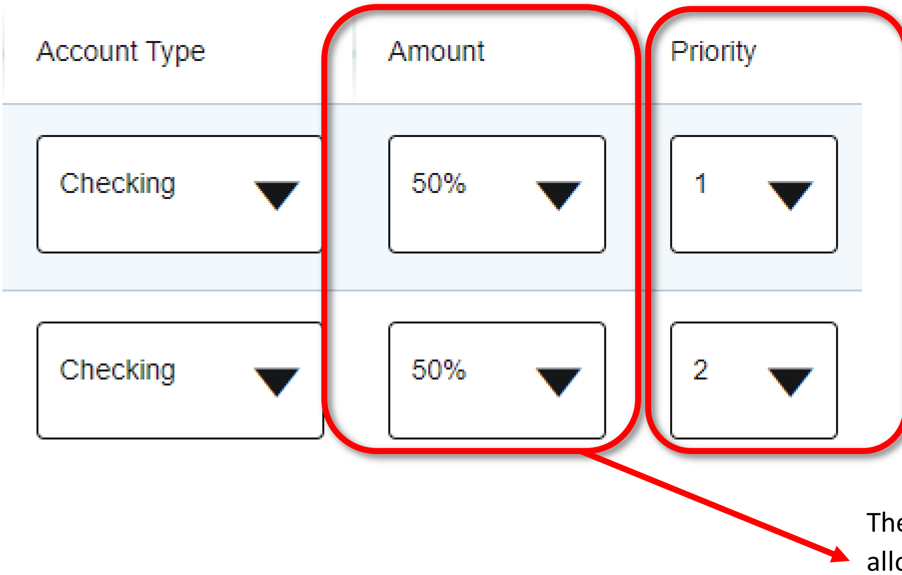


Select the checkbox at the bottom that states "**By checking this box, I authorize the institution to initialize direct credits or debits on my behalf**." Then click "**Save New Deposit**" to complete the transaction.



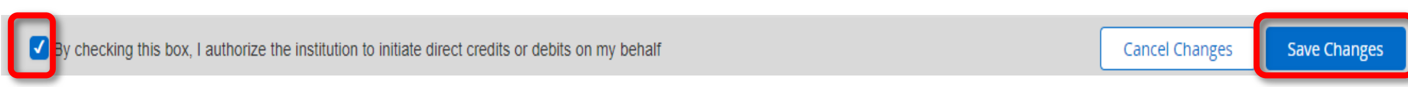
Step 4: Update to an Existing Account

To update the allocation on an existing account click on the dropdown menu under the Amount column or the Priority column depending upon which update you would like to make:



The option is provided to allocate based on the "**Remaining Amount**," "**Specific Amount**" or "**Percentage**."

Select the checkbox at the bottom that states "**By checking this box, I authorize the institution to initialize direct credits or debits on my behalf**." Then click "**Save Changes**" to complete the transaction.



PLEASE NOTE: Whenever you Direct Deposit account is updated, you will receive the email notifying you of those updates. If you receive this email and **DID NOT** make any recent updates to your account notify Payroll@pace.edu immediately.

Hello **Minnie Mouse**

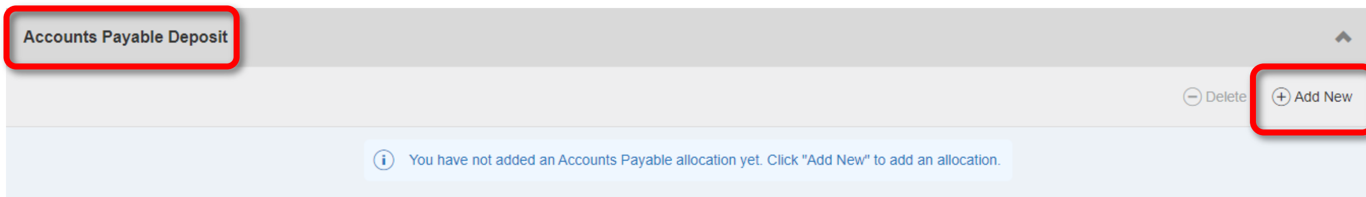
Recent Changes have been made to your direct deposit information. The change was made at 16-APR-2020 15:34:38. If you did not initiate the change, please contact the payroll department as soon as possible at the appropriate locations below.

Thanks
Payroll Department
payroll@pace.edu

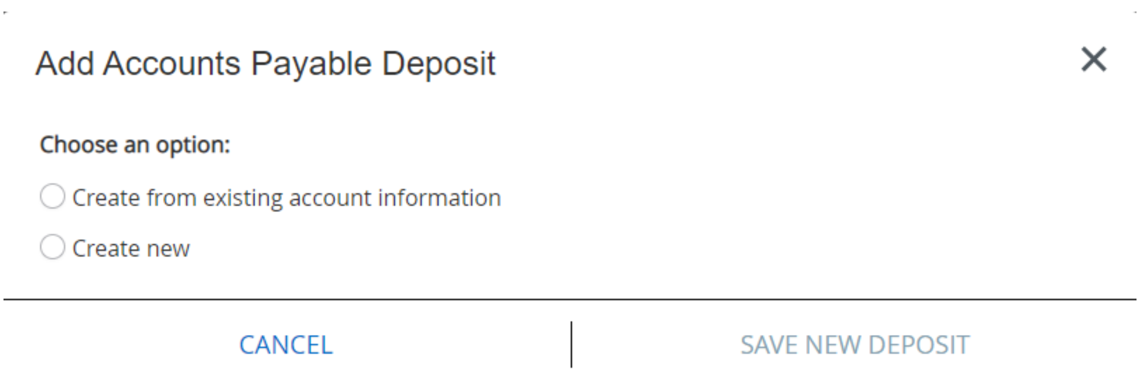
Adding Direct Deposit for Accounts Payable

Step 1: Adding Direct Deposit for Accounts Payable

To Add Direct Deposit for Accounts Payable, scroll to the bottom of the page to the **Accounts Payable Deposit** section and click on "Add New."



Follow the instructions above in Step 3 if adding a New Account. If using an existing account select "**Create from existing account information**." **PLEASE NOTE:** Only **one** account can be selected for Accounts Payable use.



Select the bank account you would like to use from the dropdown menu. Then mark the checkbox at the bottom that states "**By checking this box, I authorize the institution to initialize direct credits or debits on my behalf**."

Click "**Save New Deposit**" to complete the transaction.