

New Employee Checklist

Task Item	Completion time frame	On Campus Resources
Complete Electronic Onboarding Checklist	1 week before start date	talentac@pace.edu
Make an appointment with our administrative offices for in-person review of documents that prove identity and work authorization	1 week before start date, no more than 3 days past your start date	talentac@pace.edu to schedule an appointment

Once you receive notification that you've been onboarded the remainder of your activation tasks and when they need to be completed are listed below.

Task Item	Completion time frame	On Campus Resources
Access your University Identification Number	Before start date	
ID Photo Online Submission	On or after start date	auxiliaryservices@pace.edu
MyPace Portal Tasks <ul style="list-style-type: none"> • Emergency Contact Acknowledgement • Veteran Survey • Disability Survey 	On or after start date.	
Log in your Pace Email	On or after start date	pacehelpdesk@pace.edu (914) 773-3333
Register for your Parking Decals	On or after start date	
Enroll in Benefits	Within first 30 days of hire/if applicable	benefits@pace.edu
Complete Required Trainings	Within first 30 days of hire	talentdev@pace.edu

Have questions? Call (914) 923-2730 Press 1, or email talentac@pace.edu for assistance.

For additional department-specific requirements and necessary actions, please reach out to your unit/department representative.