ACCESS AND VIEW YOUR PAY ADVICE IN MYPACE PORTAL

1. Log into MyPace Portal at portal.pace.edu



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

PACE	Device:	Android (XOX-300X-0625)	
INIVERSITY	Choose an auth	antication method	
Information Technology	ex. 867539		Log In
Services hat is this? 07 eed help?	Remember me	a 6 daya	

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:	
童 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 (PD		
🖉 Library	taxes), Employment Summary and W2 statements. Update addresses, contact information or manital status;	 Updating Emergency Contact and Ad Updating Emergency Contact and Ad Direct Deposit (PDF) 		
🔦 Law School	review name or social security number change information.	Direct Deposit (PDF) Direct Deposit (Video) Accessing Tax Forms (PDF)	Payroll Calendar Payroll Website Petromance 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	M	anager 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	Adjunic Facuny Reappointein Letters Spring 2020 Administrative Organizational Charts Administrative Staff Council (PLV)		E-Procurement Faculty Annual Assignment – Administrative Access	
M	Assessment		Graduate Assistant Contract Application	
	Business Cards Careers@Pace		Journal Voucher Automation Kronos Timesheets	

4. Select the blue button **Employee Dashboard**.

Employee Dashboard	Training:	Resources:
Pay Advice, Benefits, Self-Service Update for Direct Deposit, Tax Forms, Update your W4 form on-line (including Addt) Fed axes), Employment Summary and W2 statements. Update addresses, contact information or marital status; review name or social security number change information.	A-Z Training Resource Directory Employee Dashboard Navigation (PDF) Updating Emergency Contact and Address (PDF) Updating Emergency Contact and Address (Video) Direct Deposit (PDF) Direct Deposit (Video) Accessing Tax Forms (PDF) Accessing Tax Forms (Video)	Faculty Annual Assignment Human Resources Kronos Timesheets Open Errollment Payroll Calendar Payroll Calendar Payroll Velosite Performance Management and Development Process Update Your White Pages Profile YES (Your Excelence Shows) Normination Form

5. Select All Pay Stubs.

# PACE	* 1	
Employee Dashboard		
My Protile		
Pay Information	A My Activities	
Latest Pay Stub: 06/15/2020 All Pay.Stubs Direct.Deposit Information Deductions Histor	Approve Time	
Earnings	Approve Leave Report	
Benefits	Approve Leave Request	1
Taxes	Employee Menu	

6. The system will display the **Current year** Pay Stub. To see a specific Pay Stub, select the highlighted "Pay Date".

				* 🗈
Employee Dashboa	rd • Pay Stub Information			
Pay Stub Info	ormation			
Pay Year: 2020 - Select a Pay Date fro	m the list below to see its full details.			
Pay Date: 06/15/2020	Pay Period: 06/01/2020 to 06/15/2020	Gross:	Net:	
Pay Date: 05/29/2020	Pay Period: 05/16/2020 to 05/31/2020	Gross:	Net:	
Pay Date: 05/15/2020	Pay Period: 05/01/2020 to 05/15/2020	Gross:	Net:	
Pay Date: 05/15/2020	Pay Period: 04/16/2020 to 04/30/2020	Gross:	Net:	

7. The Pay Stub for that date will be displayed entirely. You will also see the "Printer Friendly" button to print the Pay Stub. If you scroll down, you will see your earnings and deductions information.

UNIVERSITY				
mployee Dashboard 🔹 Pay Stub Inf	ormation - Pay Stub Detail			
ay Stub Detail				
Pace University 100 Summit Lake Dr Valhalla New York 10595	-			
Printer Friendly	Net Pay: \$1,711.17 Pay Date: 06/15/2020		ID: SSN/SIN/TIN:	U0 ****
Type	-	YTD		
	Pay Date: 06/15/2020	YTD \$26,916.65	SSN/SIN/TIN: Name:	****
Туре	Pay Date: 06/15/2020 Current		SSN/SIN/TIN: Name: Address:	
Type Gross	Pay Date: 06/15/2020 Corrent \$2,500.00	\$26,916.65	SSN/SIN/TIN: Name:	 2

8. If you would like to view Pay Stubs from prior years, simply select the drop down menu and select your Pay Stub Year.

Pay Year:	2020 -	
	2020	
Select a	2019	from
	2018	-
Pay Data:	2017	
Pay Date: 06/15/202	2016	