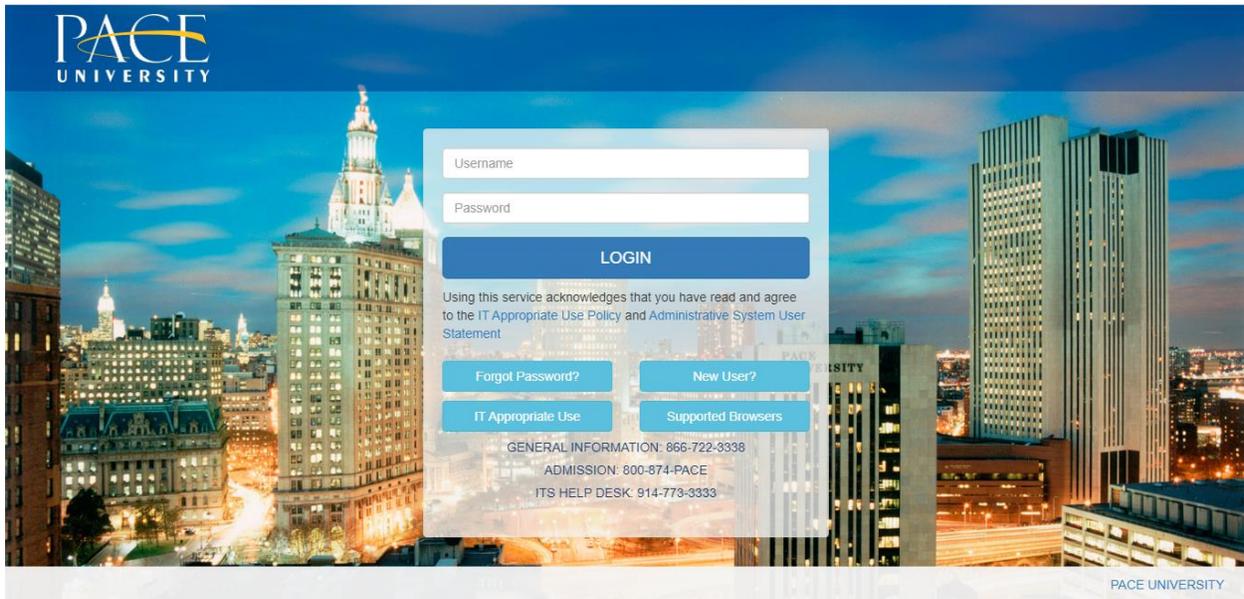
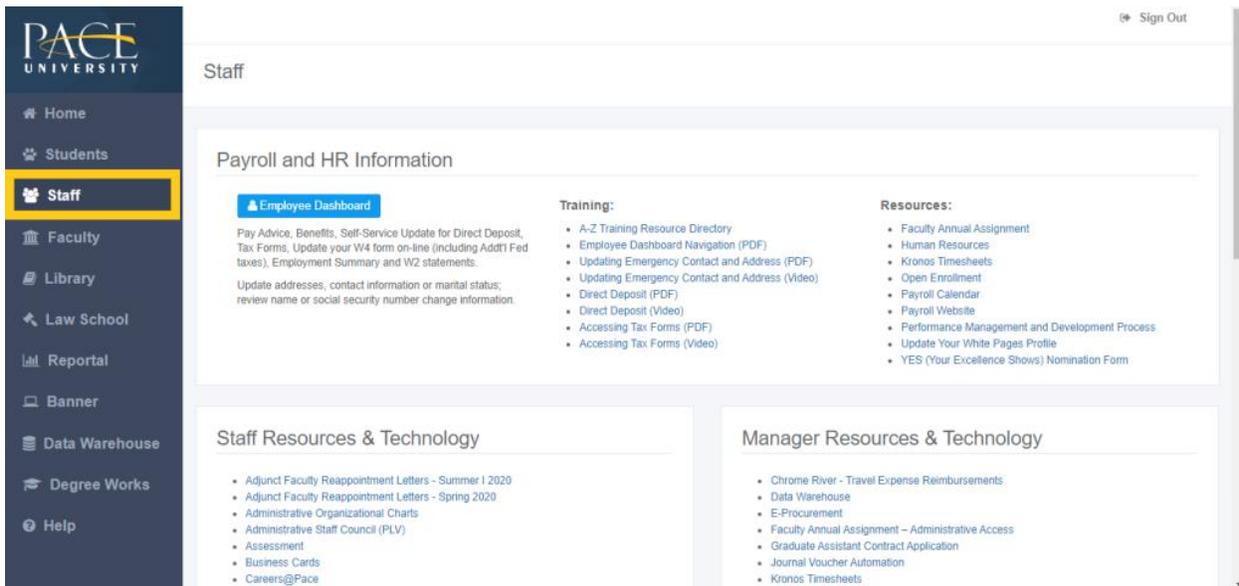


[ACCESS AND VIEW YOUR PAY ADVICE IN MYPACE PORTAL](#)

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



2. Click on the **Staff** tab on the left – this should be done for all employees including Faculty, Staff and Students.



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

Payroll and HR Information

[Employee Dashboard](#)

Pay Advice, Benefits, Self-Service Update for Direct Deposit, Tax Forms, Update your W4 form on-line (including Add'l Fed taxes), Employment Summary and W2 statements.
Update addresses, contact information or marital status; review name or social security number change information.

Training:

- 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)

Resources:

- Faculty Annual Assignment
- Human Resources
- Kronos Timesheets
- Open Enrollment
- Payroll Calendar
- Payroll Website
- Performance Management and Development Process
- Update Your White Pages Profile
- YES (Your Excellence Shows) Nomination Form

4. Select **All Pay Stubs**.

PACE UNIVERSITY

Employee Dashboard

My Profile

Pay Information

Latest Pay Stub: 06/15/2020 [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

Earnings

Benefits

Taxes

My Activities

- Approve Time
- Approve Leave Report
- Approve Leave Request
- Labor Redistribution
- Employee Menu

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

PACE UNIVERSITY

Employee Dashboard » Pay Stub Information

Pay Stub Information

Pay Year: 2020

Select a Pay Date from 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:

<https://ban9prodex.pace.edu/EmployeeSelfService/>

- 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.

 **PACE UNIVERSITY**

[Employee Dashboard](#) • [Pay Stub Information](#) • [Pay Stub Detail](#)

Pay Stub Detail

Pace University
100 Summit Lake Dr
Valhalla
New York 10595

[Printer Friendly](#)

Net Pay: \$1,711.17

Pay Date: 06/15/2020

Type	Current	YTD
Gross	\$2,500.00	\$26,916.65
Total Personal Deductions	\$788.83	\$8,449.24
Net	\$1,711.17	\$18,467.41
Employer Contributions	\$707.98	\$9,932.49

ID: UO
SSN/SIN/TIN: ****
Name:
Address:
Pay Period: 06/01/2020 to 06/15/2020

Earnings

- 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 ▾

Select a 2019 from

Pay Date: 06/15/2020

2018

2017

2016