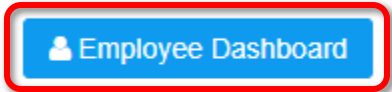# How to Review and Setup Direct Deposit

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
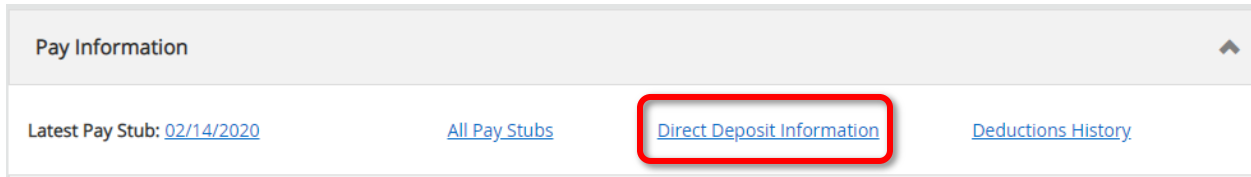
## Employee Dashboard

**👤 Employee Dashboard**

Pay Advice, Benefits, Self-Service Update for D
Addt'l Fed taxes), Employment Summary and W

Update addresses, contact information or marita
information.

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**:

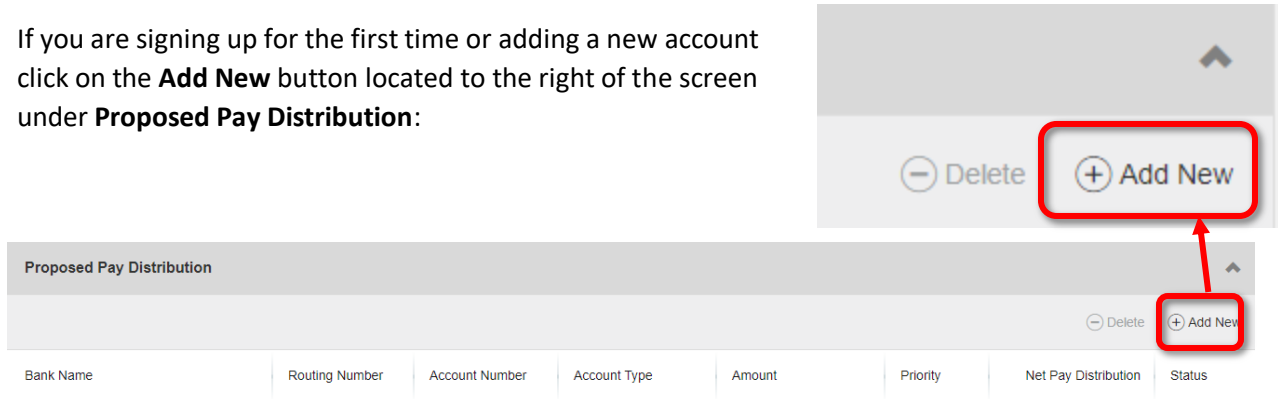| Pay Information | | | ^ |
|---|---|---|---|
| Latest Pay Stub: 02/14/2020 | All Pay Stubs | Direct Deposit Information | Deductions History |

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

Previous • Direct Deposit Allocation

| Pay Distribution as of 02/28/2020 | | | | ^ |
|---|---|---|---|---|
| Bank Name | Routing Number | Account Number | Account Type | Net Pay Distribution |
| | | | | Total Net Pay **$223.97** |

| Proposed Pay Distribution | | | | | | | ^ |
|---|---|---|---|---|---|---|---|
| | | | | | | ⊖ Delete | ⊕ Add New |

| Bank Name | Routing Number | Account Number | Account Type | Amount | Priority | Net Pay Distribution | Status |
|---|---|---|---|---|---|---|---|
| ☐ 026012881 Wells Fargo Bank | xxxxx2881 | xxxxxxxxx | Checking ▼ | Remaining ▼ | 1 ▼ | $223.97 | Prenote |
| | | | | | | Total Net Pay **$223.97** | |

☐ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf    Cancel Changes    Save Changes

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**:



| Proposed Pay Distribution | | | | | | | ^ |
|---|---|---|---|---|---|---|---|
| | | | | | | ⊖ Delete | ⊕ Add New |
| Bank Name | Routing Number | Account Number | Account Type | Amount | Priority | Net Pay Distribution | Status |



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. **PLEASE NOTE**: 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.

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:

| Account Type | Amount | Priority |
|---|---|---|
| Checking ▼ | 50% ▼ | 1 ▼ |
| Checking ▼ | 50% ▼ | 2 ▼ |

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.

☑ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf    Cancel Changes    **Save Changes**

**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.
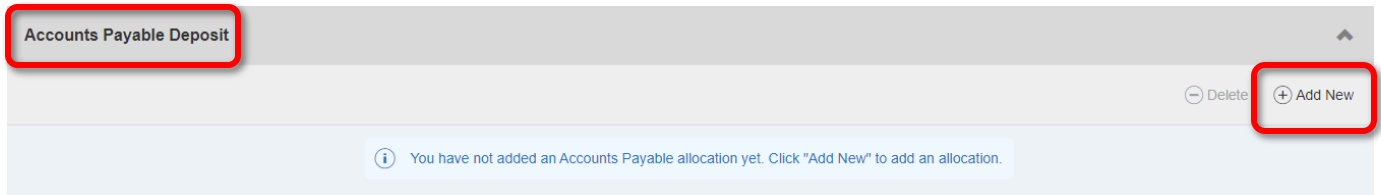
Hello **Minnie Mouse**

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

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."

Accounts Payable Deposit

⊖ Delete   ⊕ Add New

ⓘ You have not added an Accounts Payable allocation yet. Click "Add New" to add an allocation.

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.

## Add Accounts Payable Deposit ✕

Choose an option:

◯ Create from existing account information

◯ Create new

CANCEL     |     SAVE NEW DEPOSIT

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.

## Add Accounts Payable Deposit ✕

Choose an option:

● Create from existing account information

026012881 Wells Fargo Bank ...8788 ▾

☑ By checking this box, I authorize the institution to initiate direct credits or debits on my behalf

◯ Create new

CANCEL     |     SAVE NEW DEPOSIT