

PAYROLL DEPARTMENT

DIRECT DEPOSIT PROGRAM

Direct Deposit for Payroll is the way to go! It saves paper and time!

Direct Deposit of Payroll via MY PACE PORTAL—Employee Self-Service Instructions

Instructions can also be used for signing up for the 529 Plan (College Savings Program)

Log in to the Pace Portal: <https://portal.pace.edu>

Click on the “Staff” tab on the left - this should be done for all employees including Faculty, Staff and Students

Select Employee Information and Pay Advice

Click Employee Information and Pay Advice

Click Self-Service Update for Direct Deposit

To Add an Account: Enter:

1. Bank Routing number (*The 9 digits preceding your account number*)
2. Account number
3. Account type
4. Percent or Amount allocation (*Note: New Account set-up must enter 100 Percent allocation*)
5. Select Payroll Deposit
6. Click Save

Signing up

All new records will have a status of pre-note, and will take effect the next available pay period. (4 weeks timeframe during the pre-notification process with the bank).

Processing time

Adding a new account will take effect the next available pay period. (4 weeks timeframe during the pre-notification process with the bank).

Terminations

Termination of an account will take effect the next pay period. The interim paycheck will be mailed to your Home (PR) address on file if active accounts are pre-noted.

To Terminate an Account number:

After logging into the system

Select Self-Service Update for Direct Deposit

Click the Bank Account to be Terminated (Listed under Payroll Allocation)

Select “Inactivate” to stop a direct deposit

Click Save

The interim paycheck will be mailed to your (PR) Home address on file. (Please ensure you have a valid (PR) Home address on file.

CONTACT US

If you have any questions, please contact the Payroll Department

Phone: 914-923-2898

Email: payroll@pace.edu