## ADDING A NEW DIRECT DEPOSIT ACCOUNT

## 1. $/RJ LQWR 0 \land 3 DFH 3RUWDO$

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	and sign	
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2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter **digit**@passcode from the Duo Mobile app, and click Log i

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PACE	Device:	Android (XXX-3004-8625)	v	
UNIVERSITY	Choose an auth	intication method		-
Information			Log In	
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What is this? C? Need help?	- Femericer ne t	/6 days		
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Powered by Duo Security				

Pace University has implemented multifactor authentication (MFA) for the MyPace Portal to enhance the security your account and the safety of your personal information. The new login procedure requires you to enter-**dig**it passcode which you retrieve from the Duo Mobile app installed on a secondary device (e.g. smartphone or tablet) in your possessionil **present** 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 Systemarticle. If you do not own a smartphone or tablet, or if you have any questions, please contact the ITS Help Desk at (914) 73333 orpacehelpdesk@paceufor 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 seep 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.

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## 4. Select the blue button Employee Dashboard

Employee Dashboard	Training:	
to Barrie Barrier Barrier Update for Dire	A-Z Training Resource Directory	<ul> <li>Faculty Annual Assignment</li> </ul>
Tax Forms, Update your W4 form on-line (including Addt'l Fe		Human Resources
axes), Employment Summary and W2 statements.	<ul> <li>Updating Emergency Contact and Address (PDF)</li> </ul>	<ul> <li>Kronos Timesheets</li> </ul>
Update addee <sup>20</sup> contenting		
review name or social security number change information.	Direct Deposit (PDF)	<ul> <li>Payroli Calendar</li> </ul>
	<ul> <li>Direct Deposit (Video)</li> </ul>	<ul> <li>Payroll Website</li> </ul>
	<ul> <li>Accessing Tax Forms (PDF)</li> </ul>	<ul> <li>Performance Management and Development Process</li> </ul>
	<ul> <li>Accessing Tax Forms (Video)</li> </ul>	<ul> <li>Update Your White Pages Profile</li> </ul>
		<ul> <li>YES (Your Excellence Shows) Nomination Form</li> </ul>

- 5. Pay Information
- 6. Select the Direct Deposit Information link.

Add New Purposed Pay Distribution

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Amount Use Percentage MUST

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Previous	<ul> <li>Direct Deposit Al</li> </ul>	location				Saved Succe	ssfully		
Pay Distrib	oution as of 06/15/2020							^	
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							Total Ne	19 a -	
	Pay Distribution							~	
							) Delete	(+) Add New	
Bank Name		Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status	
	JP Morgan Chase Bank	×	x 1 x7597	Checkipa	Remaining			Prenole	
							Total Net Pay		