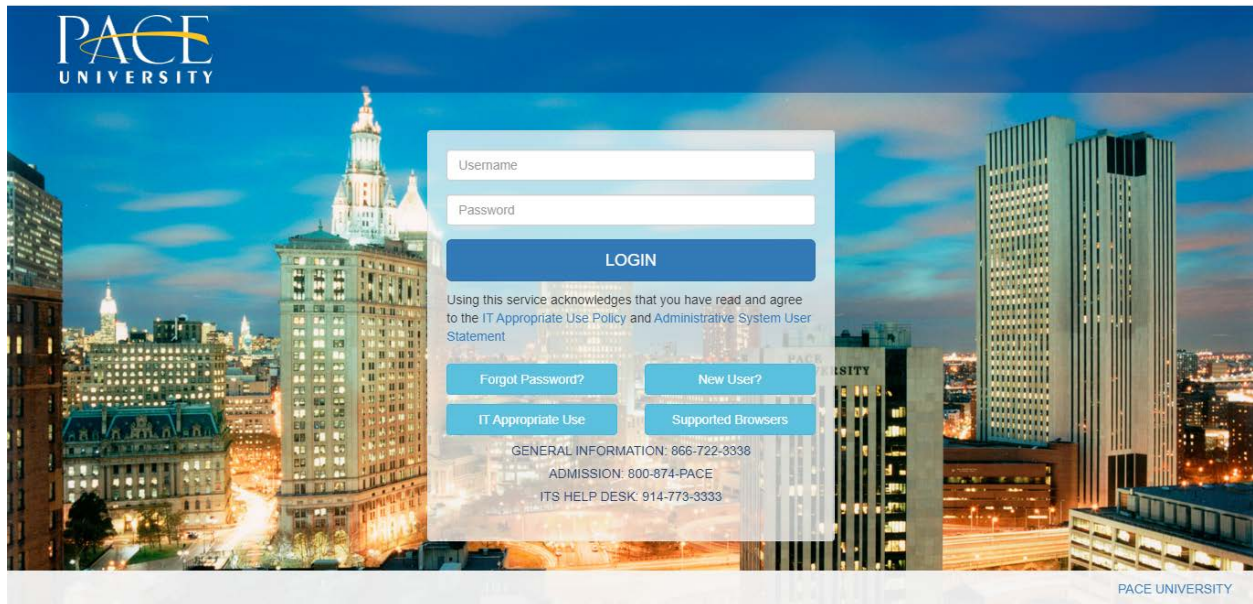
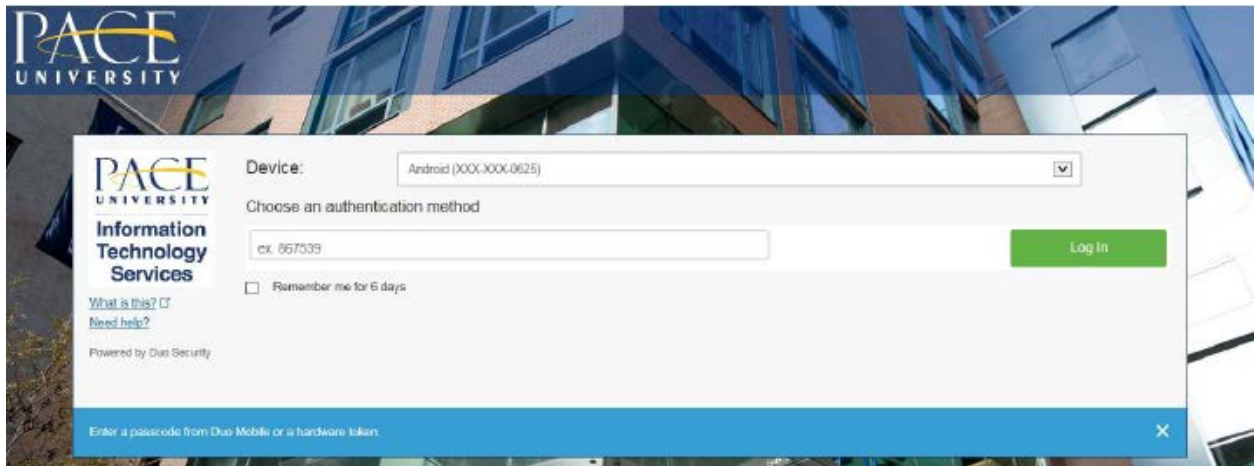


ACCESS AND VIEW YOUR PAY ADVICE IN MYPACE PORTAL

1. Log into MyPace Portal



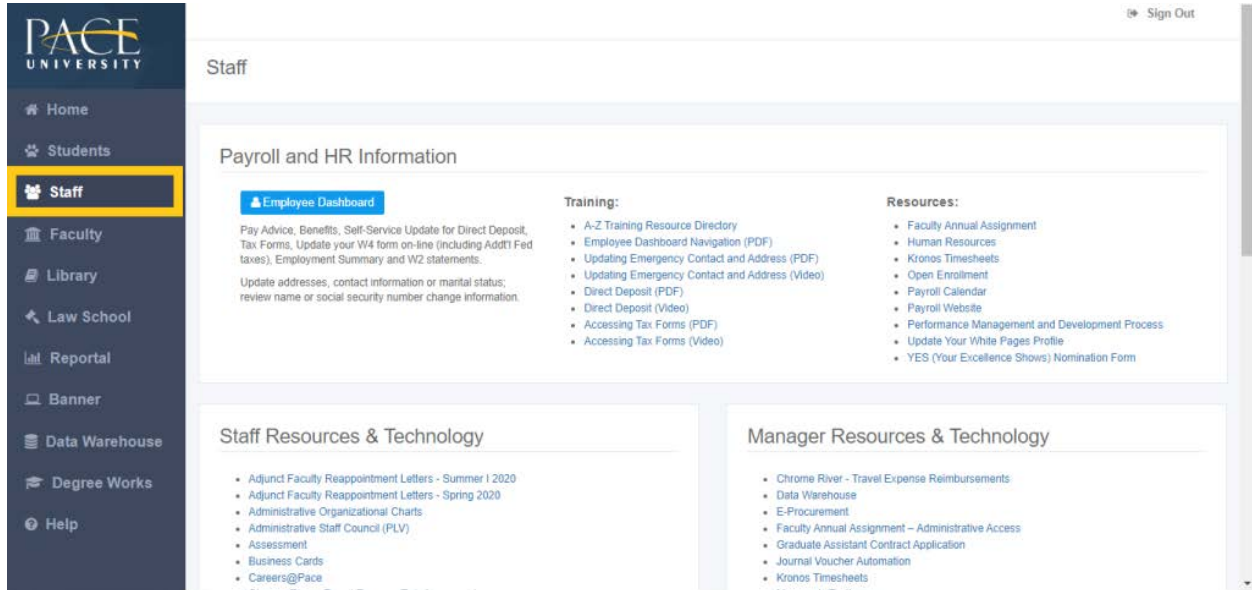
2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the 6-digit passcode from the Duo Mobile app, and click Log in



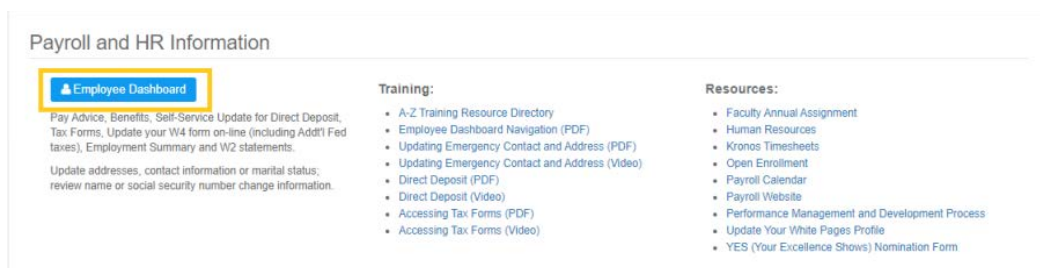
Pace University has implemented multifactor authentication (MFA) for the MyPace Portal to enhance the security of your account and the safety of your personal information. The new login procedure requires you to enter a 6-digit passcode which you retrieve from the Duo Mobile app installed on a secondary 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.

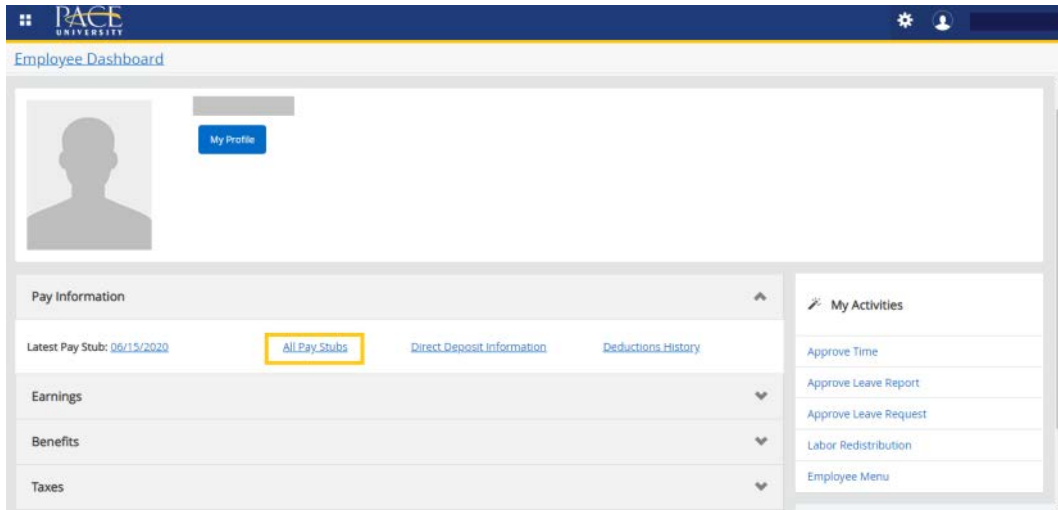
3. Click on the **Staff** tab on the left – this should be done for all employees including Faculty, Staff and Students.



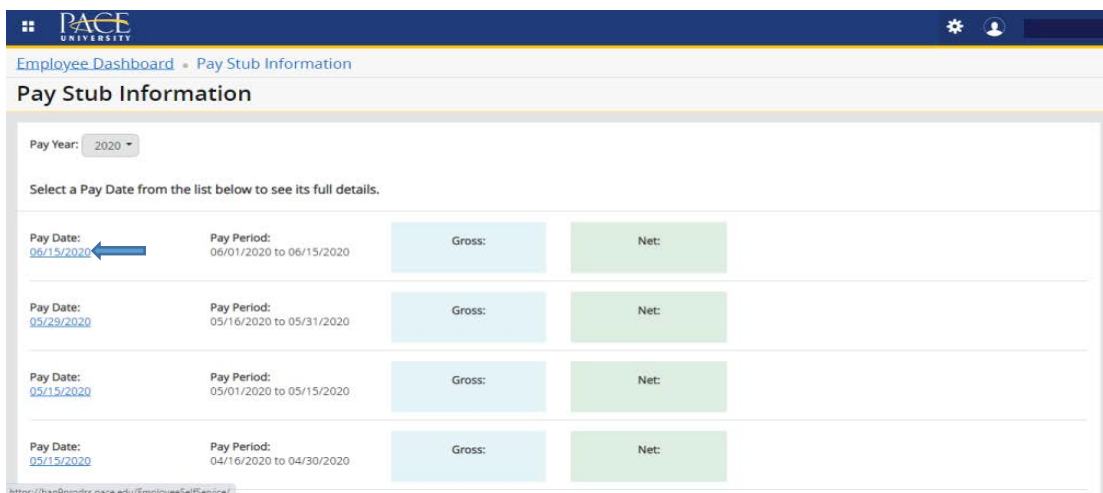
4. Select the blue button **Employee Dashboard**.



5. Select **All Pay Stubs**.



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



- 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.

[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 year from

Pay Date: [06/15/2020](#)

- 2020
- 2019
- 2018
- 2017
- 2016