ACCESS AND VIEW YOUR PAY ADVICE IN MYPACE PORTAL

1. Log into MyPace Portal at portal.pace.edu
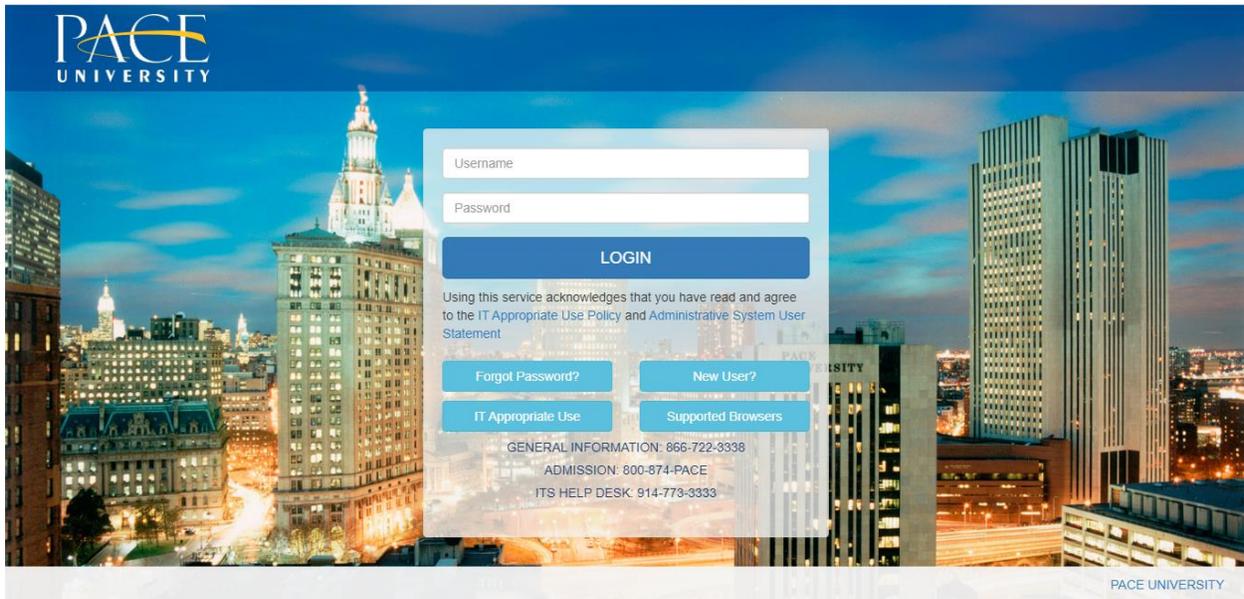
2. Click on the **Staff** tab on the left – this should be done for all employees including Faculty, Staff and Students.
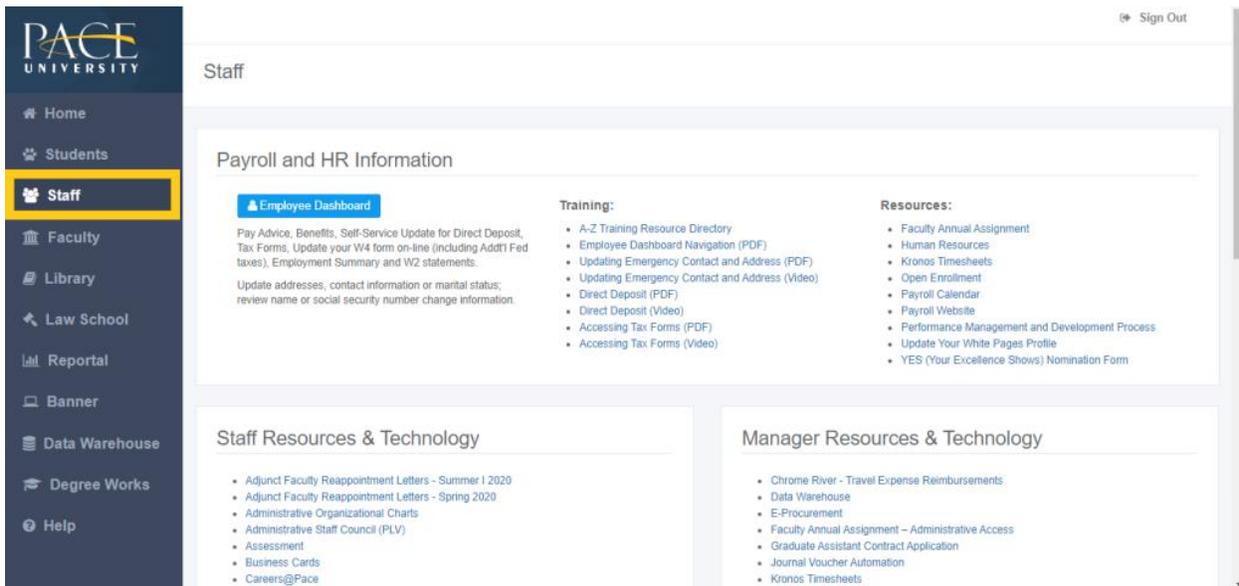
3. Select the blue button **Employee Dashboard**.

4. Select **All Pay Stubs**.

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

6. 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.

7. If you would like to view Pay Stubs from prior years, simply select the drop down menu and select your Pay Stub Year.