1. Log into MyPace Portal

2. Select the appropriate device for Duo Multifactor Authentication (MFA), enter the 6-digit passcode

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

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

7. 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.

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