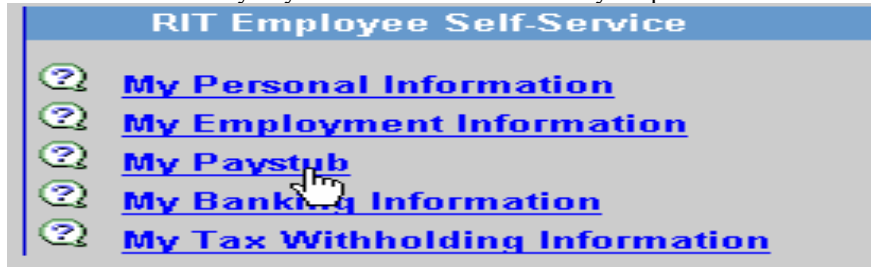


RIT Employee Self-Service Reference Guide

IV. Viewing Your Statement of Earnings

- Click on “RIT Employee Self-Service” responsibility on the “Main Menu” tab in your home page.
- Click on “My Paystub” to see an overview of your personal data.



Payslip Information: Streisand, Barbra

Employee Number 24691
 Assignment Number 24691
 Organization Purchasing
 Location Bldg 99
 Hire Date 01-NOV-2001
 Work State NY
 Resident State NY

Period Type	Payment Date
Semi-Month	31-JAN-2002
End Date	Beginning Date
31-JAN-2002	16-JAN-2002

Rate of Pay	Annual Salary
42,000.00	42,000.00

Tax Information

Type	Status	Exemptions	Additional Amount	Override Amount	Override Percentage
Federal	Single	0	0.00	0.00	0
New York	Single	0	0.00	0.00	0

Hours and Earnings

Element Name	Run Hours	Current Amount	YTD Hours	YTD Amount	Description	Current	YTD
Regular Salary	96	1,750.00	184	3,600.00	Dental Ins EE	1.76	3.52
Medical Opt Out		16.67		33.34	Beneflex Health	500.01	1,000.02
GTL Imputed Inc		43.43		86.86			
Total Earnings		1,810.10		3,620.20	Total Pre-Tax	501.77	1,003.54

Taxes Withheld

Description	Current	YTD	Description	Current	YTD
FIT Withheld	193.19	386.38	Child Life Ins	0.37	0.74
SS Withheld	81.11	162.23	Family ADD Ins	0.42	0.84
MEDICARE Withheld	18.97	37.94	STD Admn	3.80	7.60
SIT Withheld(NY)	53.17	106.34	Spouse Life Ins	99.12	198.24
			Supp ADD Ins	3.15	6.30
			Supp Life Ins	99.12	198.24
Total Taxes	346.44	692.89	Total After-Tax	205.98	411.96

Summary

	Gross	Pre-Tax	Taxable Wages	Taxes Withheld	After-Tax	Net Pay
Current	1,810.10	501.77	1,308.33	346.44	205.98	712.48
YTD	3,620.20	1,003.54	2,616.66	692.89	411.96	1,424.95

Current Net Distribution

Check/Deposit Number	Account Number	Account Type	Bank Name	Net Pay
200230				712.48

Information
No Current Messages.

- The controls at the bottom of the screen allow you to select a date for the Paystub you want to review.

I. Changing Your Address

- Click on “RIT Employee Self-Service” responsibility on the “Main Menu” tab in your home page.
- Click on “My Personal Information” to see an overview of your personal data.



- Click on the “Update” button to the right of the “Address” section in the Overview screen to change your address.

Main Address



- The Detail screen opens. Select either the “Correct or amend this address” or the “Enter a new address if you have moved” option. Click on “Continue” when finished.

Main Address

Select the type of change you want to make. You cannot delete the current address, but you can enter a new address to replace it. For questions, please contact the Payroll Department: payroll@rit.edu

- Correct or amend this address.
- Enter a new address if you have moved.

- In the Entry screen correct or enter your address information. Click on “Continue” when finished.

* indicates a required field.

* **Effective Date** 26-FEB-2002 (e.g. 31-DEC-2002) ?

Country United States ?

Type ?

* **Address Line 1** Home

Address Line 2 Local

Address Line 3 Mailing

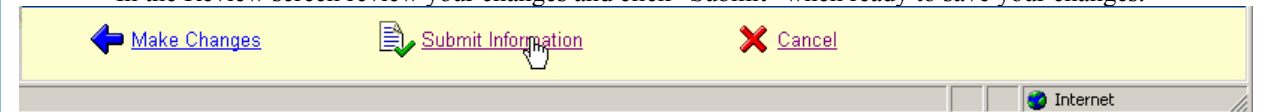
* **City** NY State

* **State** Primary Home Country Address

* **Zip Code**

* **County**

- In the Review screen review your changes and click “Submit” when ready to save your changes.

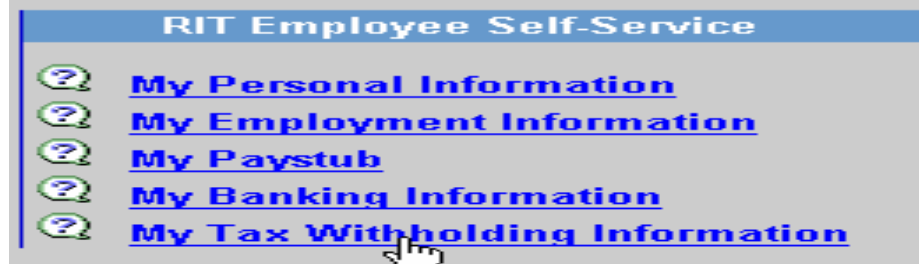


- The Complete screen confirms that your updates have been submitted. Click on “Done” to return to the Personal Information screen.

RIT Employee Self-Service Reference Guide

II. Changing Your W-4 (Deductions)

- Click on “RIT Employee Self-Service” responsibility on the “Main Menu” tab in your home page.
- Click on “My Tax Withholding Information” to access your Federal and State Withholding information.



- To change your Federal withholding information click on the “Update” button to the right of the “Federal W4 Withholding Form” section in the Online Tax Forms screen.

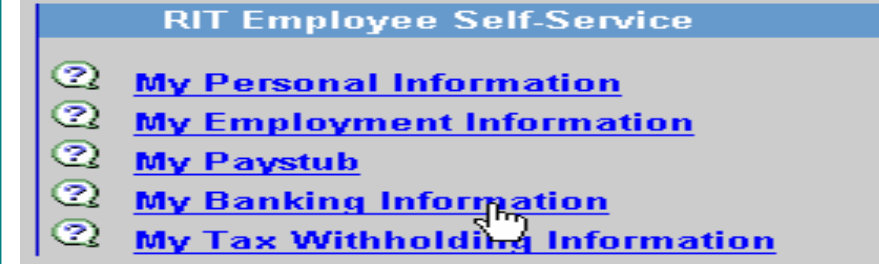
- Fill in all the appropriate fields on the W4 screen and click on the “Next” button.

- Review your information and click “Submit” when ready to save your changes.

- The next screen confirms that your updates have been sent to the Payroll Department. Click on “Return to Overview” to change your State withholding information, if it needs to be different than your Federal.
- Click on “New York Withholding Form (PDF)” to view and print the State withholding form. Complete and return to your Payroll department.

III. Changing Your Direct Deposit Information

- Click on “RIT Employee Self-Service” responsibility on the “Main Menu” tab in your home page.
- Click on “My Banking Information” to access your Payment Method and Bank information.



- To add a Payment method click on the “Add” button in the Employee Details screen.

Priority	Payment Type	Account Type	Account Number	Bank Name	%	Amount	Currency	Edit	Delete
1	Direct Deposit	Checking Account	123456	RIT CREDIT UNION	5		US dollar		
2	Check				100		US dollar		
3	Direct Deposit	Savings Account	123456	RIT CREDIT UNION		Remaining Balance	US dollar		

- Fill in all the appropriate fields on the Add/Edit screen for your Payment Method and Bank Details and click the “OK” button.

- In the Summary screen click on the “Next” button to go to the Review screen.

- Review your changes in the Review screen. Click on the “Submit” button when you are ready to save your changes.

- The Confirmation screen confirms that your changes have been submitted for processing. Click on the “Return to HR Menu” button to return to the RIT Employee Self-Service menu.