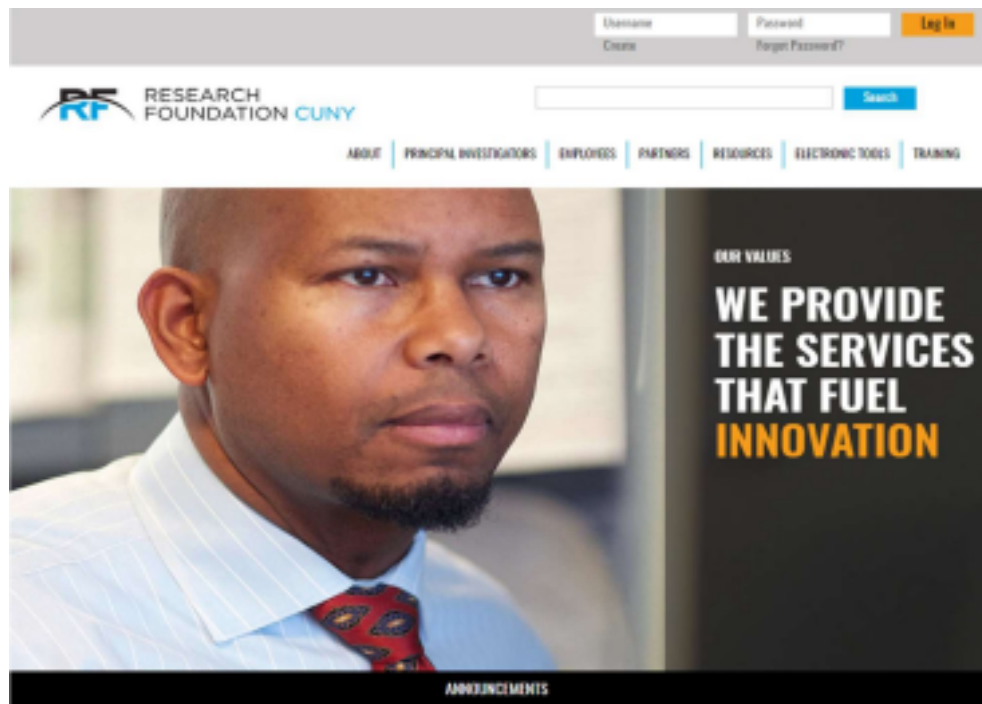
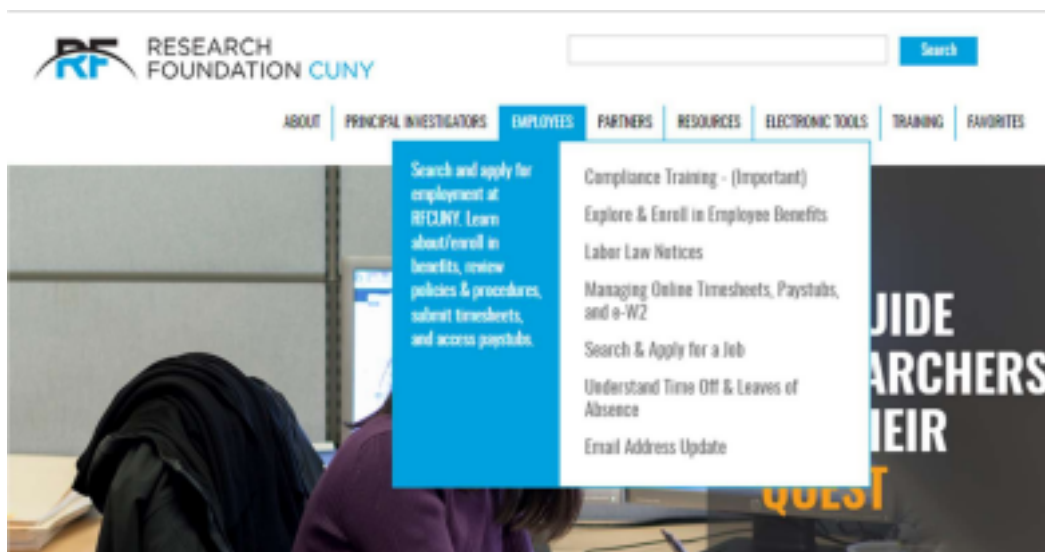


HOW TO SIGN UP FOR DIRECT DEPOSIT

- Sign in with the 6-digit RF CUNY ID provided, and the password you've created.



- Select the Employee Tab > and then selecting Managing Online Timesheets, Paystubs and e-W2



HOW TO SIGN UP FOR DIRECT DEPOSIT

- Select MY PAYROLL & BENEFITS

MANAGING ONLINE TIMESHEETS, PAYSTUBS, AND E-W2

SUBMITTING EMPLOYEE TIMESHEETS

Timesheets electronically record the hours an RFCUNY employee works or charges to a specific leave type (e.g., annual leave, sick leave, etc.) during a biweekly pay period. RFCUNY employees are paid biweekly in the regular payroll period in which they worked. Timesheets reflect time and effort reporting and meet Department of Labor (DOL) and Fair Labor Standards Act (FLSA) regulations.

Employee timesheets are due on the Monday following each pay period end date. An RFCUNY employee (or timesheet agent, as applicable) is required to electronically complete and submit timesheets through RFCUNY's Time & Leave system no later than the pay period's timesheet due date.

ACCESSING ONLINE PAYSTUB

Paystubs show an employee's Gross to Net wages and all deductions (taxes, insurance, etc.). The paystub also shows an employee's current rate of pay, address, and pay period. Access to paystubs and paystub history is available through the My Payroll & Benefits system where employees may view and verify their rate of pay, and confirm they are being taxed correctly.

ENROLLING IN DIRECT DEPOSIT

Direct deposit is a secure and convenient way for employees to receive their pay electronically in their bank account on payday. Direct deposit takes effect after one payroll cycle (one pay period). An employee's account information is pre-noted with the bank to ensure the account information provided to RFCUNY is correct. During the pre-noting period, employees will receive a paper check by postal mail.

Enrolling in direct deposit requires an employee log in to the My Payroll & Benefits service.

An employee may have up to two accounts set up for direct deposit.

Consenting to direct deposit authorizes RFCUNY to debit (if necessary) deposits and adjustments for credit entries made in error to an account.

If an employee closes their bank account, RFCUNY's payroll department needs to be notified by email (in writing only) in order to properly deactivate the employee's account(s) from RFCUNY's electronic systems. Any funds returned to RFCUNY as a result of accounts that have been closed will be reissued to the employee in the following payroll cycle.

- Select Employee Services, the second tab on the top left.

RESEARCH FOUNDATION CUNY

Employee Services

Welcome

Pending Tasks, Alerts, and Notifications

Change Password

Employee Resource Center

Pending Tasks, Alerts, and Notifications

Welcome [Name]

Our records show that your User ID was last used on Monday September 18, 2023. If this is not correct, please contact your payroll administrator.

Your Messages

MANDATORY SEXUAL HARASSMENT PREVENTION AND VIOLENCE IN THE WORKPLACE TRAINING

NYS Labor Law 201-g requires all employees to take sexual harassment prevention training annually.

All RF employees are required annually to complete mandatory bullying and violence in the workplace and the Workplace Harassment Prevention Training. Employees who fail to comply with the requirement within the allotted time will be subject to disciplinary action, up to and including suspension without pay, until such time as they complete these requirements.

The training may be completed by logging onto the [Workplace Training System](#) and selecting Workplace Harassment Prevention for Employees/Managers or Bullying and Violence in the Workplace.

All other trainings on the training portal are voluntary or you may be asked to complete them on an as needed basis.

RFCUNY Goes Green with Electronic W-2s

You no longer have to receive your W-2 by mail. Go green by receiving your W-2 electronically. Benefits of receiving an electronic W-2 include:

- **Security** - online access complies with IRS and IRS regulations.
- **Early Delivery** - receive your W-2 online before January 31; eliminate lost, stolen, or misplaced W-2 before or after postal delivery.
- **Availability** - unlimited online access; view, download, and print your W-2 all year. Convenient for online filing.

For more information, [click here](#)

HOW TO SIGN UP FOR DIRECT DEPOSIT

- Select Payroll Information and under the drop down the Direct Deposit tab will appear

The screenshot shows the 'Employee Services' menu with 'Payroll Information' selected. Below it, a list of options includes 'Current Paystub', 'Paystub History', 'Pay Advice Information', and 'Direct Deposit'. To the right, the 'Accounts' table is visible, showing two accounts: 'DIR. DEP - OTHER' and 'Final Net Pay Account'.

Edit	Number	Active	Account Name
	1		DIR. DEP - OTHER
	Final Net Pay		Final Net Pay Account

- At the bottom of the page under Accounts, the following image will appear.

- Click the pencil under edit for Final Net Pay to begin entering your direct deposit information.

- Here you can follow the questions asked for input.

**You may be asked the percentage or dollar amount you would like to go to the account. You can enter 100% so your full check amount can go to your account. Or you can split it, only entering a specific amount or percentage to go into the

The screenshot shows the input form for direct deposit. It includes fields for 'Account Name', 'Bank Name and Routing Number', 'Account Number', 'Confirm Account Number', and 'Account Type'. At the bottom, there are 'Save' and 'Cancel' buttons.

account, and then
save.

- To enter a second account, please revert back to the image above, selecting the pencil for DIR DEP-OTHER, following a steps coming down.

Please give it 1-2 pay periods for your account to be verified, and then activated. During the verification period, you will continue to receive a check, but the following pay period your funds should be direct deposited.

If for any reason your direct deposit information was entered incorrectly, the Research Foundation will email you directly, and you will have to wait for the next pay cycle to receive your funds. Please double check your entry before closing out.

If you have any questions regarding direct deposit, deactivating the account, change the account information etc. please contact Jane Kim your RF payroll coordinator by emailing Jane_Kim@rfcuny.org.