RIAS PHASE III -
PeopleSoft HCM/Payroll

Employee Self Service
Contents

Employee Self Service......................................................................................................................... 3
Personal Information Summary .............................................................................................................. 4
Home/Mailing Addresses....................................................................................................................... 6
  Add an Address .................................................................................................................................. 7
Phone Numbers ..................................................................................................................................... 8
  Delete a Phone Number .................................................................................................................... 9
Emergency Contacts............................................................................................................................. 10
  Add a Contact .................................................................................................................................. 11
Email Addresses.................................................................................................................................... 13
  Email Types ..................................................................................................................................... 13
Ethnic Groups ....................................................................................................................................... 14
Employee Information .......................................................................................................................... 15
Payroll and Compensation.................................................................................................................... 16
  Paycheck .......................................................................................................................................... 16
  Sample Paycheck ............................................................................................................................. 17
  Compensation History ....................................................................................................................... 18
  Direct Deposit .................................................................................................................................. 19
  W-4 Tax Information .......................................................................................................................... 21
  Voluntary Deductions ....................................................................................................................... 22
Employee Self Service

Employee Self Service is an online tool that provides faculty and staff with easy access and viewing capabilities to their personal records and payroll details. Employees can also change their personal information such as emergency contacts, home address and phone numbers and payroll information such as voluntary deductions, direct deposit or W-4 deductions.
Personal Information Summary

After you login to the RIAS system, you can access Self Service and your Personal Information by selecting **Self Service>Personal Information>Personal Information Summary**.

You can **view** the following information:

- Name
- Marital Status
- Gender
- Date of Birth
- Social Security Number
- Original Start Date
- Military Status

You can **update** the following information:

- Home/Mailing Addresses
- Phone Numbers
- Emergency Contacts
- Email Addresses
- Ethnic Group

### Personal Information Summary

John Farmer

#### Name

John Farmer

#### Home/Mailing Addresses

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Status</th>
<th>As Of</th>
<th>Country</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Current</td>
<td>03/03/2010</td>
<td>USA</td>
<td>20 Popular Avenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Shrewsbury, NJ 07704</td>
</tr>
</tbody>
</table>

#### Phone Numbers

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Phone Number</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>732-555-1212</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td>732-668-0908</td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td>732-555-1245</td>
<td></td>
</tr>
</tbody>
</table>

#### Emergency Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Employee</th>
<th>Primary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine Farmer</td>
<td>Spouse</td>
<td></td>
</tr>
<tr>
<td>Joan Barnes</td>
<td>Sibling</td>
<td></td>
</tr>
</tbody>
</table>

Change name

Change home/mailing addresses

Change phone numbers

Change emergency contacts
### Email Addresses

<table>
<thead>
<tr>
<th>Email Type</th>
<th>Email Address</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td><a href="mailto:farmer@home.com">farmer@home.com</a></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td><a href="mailto:farmer@verizon.net">farmer@verizon.net</a></td>
<td></td>
</tr>
</tbody>
</table>

**Change email addresses**

### Marital Status

<table>
<thead>
<tr>
<th>Marital Status</th>
<th>As of: 09/01/2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Married</td>
<td></td>
</tr>
</tbody>
</table>

**Change marital status**

### Ethnic Groups

<table>
<thead>
<tr>
<th>Ethnic Groups</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asian</td>
<td></td>
</tr>
<tr>
<td>Black/African American</td>
<td></td>
</tr>
</tbody>
</table>

**Change ethnic groups**

### Employee Information

- **Gender:** Male
- **Date of Birth:** 06/20/1975
- **Birth Country:** United States
- **Birth State:**
- **Social Security Number:** 375-66-9894
- **Smoker:**
- **Date Entitled to Medicare:**
- **Military Status:** Pre-Vietnam-Era Veteran
- **Original Start Date:** 09/01/2000
- **Highest Education Level:** A-Not Indicated

Contact the Human Resources department if any of your Employee Information is incorrect.
Home/Mailing Addresses

To update your home/mailing address on your Personal Information Summary, select the Change home/mailing addresses button.

Select the Edit button for the address that needs to be updated.

Personal Information

Home and Mailing Address

John Farmer

Enter the effective date the address change should occur. Enter your address on the Address 1 line and, if needed, on Address 2 and 3 lines. Then enter your City, State, Postal (Zip Code).
Click **Save**. After you click Save, the Save Confirmation screen displays. Click OK to return to the Home and Mailing Address screen. Your new address will display. Click on the link **Return to Personal Information** to return to your Personal Information Summary.

**Personal Information**

**Home and Mailing Address**

John Farmer

<table>
<thead>
<tr>
<th>Addresses</th>
<th>Status</th>
<th>As Of</th>
<th>Country</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Current</td>
<td>03/03/2010</td>
<td>USA</td>
<td>20 Popular Avenue Shrewsbury, NJ 07704</td>
</tr>
</tbody>
</table>

*Address Type:  [ ]  Add

* Required Field

Click the **Add** button. Enter your mail address as outlined above.
Phone Numbers

To update your phone numbers on your Personal Information Summary, select the Change phone numbers button.

### Phone Numbers

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Phone Number</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>732/555-1212</td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td>732/555-1245</td>
<td>✔</td>
</tr>
</tbody>
</table>

Select the Add Phone Number button. Enter the Phone Type from the drop down list (mobile, work, home etc), Phone Number, include the area code. You can include an extension if needed. You have the option to enter the phone number with dashes or not and can include an extension. (The system will record your number as XXX/XXX-XXXX). Click in the preferred box to indicate if this is the preferred number you wished to be called on.

### Personal Information

#### Phone Numbers

John Farmer

Enter your phone numbers below.

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Telephone</th>
<th>Extension</th>
<th>Preferred</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>732/555-1212</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td>732/555-1245</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td>732-888-9090</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the Save button. After you click Save, the Save Confirmation screen displays. Click OK to return to the Phone Numbers screen. Your new phone number will display.

Click on the link Return to Personal Information to return to your Personal Information Summary.
Delete a Phone Number

If you want to delete a number click on the delete icon next to the number you no longer want listed. A delete confirmation question will display asking you if you want to delete this phone number. Select the button. Click . After you click Save, the Save Confirmation screen displays. Click OK. Your phone number will be deleted from your Personal Information Summary.
Emergency Contacts

To update your emergency contacts on your Personal Information Summary, select the [Change emergency contacts] button.

| Emergency Contacts
<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Employee</th>
<th>Primary Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine Farmer</td>
<td>Spouse</td>
<td></td>
</tr>
</tbody>
</table>

You can view contact details by clicking on the contact name. You have the option to edit an existing emergency contact by clicking on the edit icon.

You can delete an emergency contact by clicking on the delete icon next to the contact you no longer want listed. A delete confirmation question will display asking you if you want to delete this contact. Select the Yes-Delete button. Your phone number will be deleted from your Personal Information Summary.
Add a Contact

You can add a contact by selecting the Add Emergency Contact button. Any fields with an asterisk (*) are required. Enter the contact’s name. Use the drop down list to indicate the relationship the contact has with you.

If the contact’s phone information is the same as yours, click the check boxes to default the phone number from your personal information. If not enter a telephone number for the contact. You have the option to enter more than one phone number in the other phone number section of the Emergency Contact Details screen.

Click Save. After you click Save, the Save Confirmation screen displays. Click OK to return to the Emergency Contacts screen.
Your contact will display. Click on the **Primary Contact check box** to indicate your primary contact and the **Save**. Click on the link to return to your Personal Information Summary.

### Personal Information

#### Emergency Contacts

John Farmer

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Relationship to Employee</th>
<th>Primary Contact</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine Farmer</td>
<td>Spouse</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jean Barnes</td>
<td>Sibling</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Emergency Contact

Save

Return to Personal Information
Email Addresses

Your email addresses on your Personal Information Summary are display only. Any changes to them will be handled by the Office of Information Technology (OIT).

Email Types

**Business** – represents an employee’s official Rutgers University email address (i.e., person@rutgers.edu) that will be generated by the Office of Information Technology (OIT). This email address cannot be updated or deleted by an employee.

**Home** – represents an employee’s personal email address (i.e., person@hotmail.com). This is the address that Identity Management will use to email to a new employee their NETID and other relevant access details including their business email (official RU email address). This email address cannot be updated or deleted by an employee.

**Campus** – represents an employee’s Rutgers University email address specific to their home department (i.e., person@oldqueens.rutgers.edu). The email address currently stored in legacy for each employee will be mapped here when converting to PeopleSoft. This email address cannot be updated or deleted by an employee.
Ethnic Groups

To update your ethnic groups on your Personal Information Summary, select the **Change ethnic groups** button.

### Ethnic Groups

<table>
<thead>
<tr>
<th>Description</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click **Save**. After you click Save, the Save Confirmation screen displays. Click **OK** to return to the Ethnic Groups screen. Your ethnic groups will display.

Click on the link **Return to Personal Information** to return to your Personal Information Summary.
Employee Information

You can view information about yourself such as your original start date, social security number and birth date under the Employee Information section on your Personal Information Summary. If any information is incorrect, contact Human Resources.

### Employee Information

- **Gender:** Male
- **Date of Birth:** 06/20/1975
- **Birth Country:** United States
- **Birth State:**
- **Social Security Number:** 375-66-9884
- **Military Status:** Pre-Vietnam-Era Veteran
- **Original Start Date:** 09/01/2009
Payroll and Compensation

From the Payroll and Compensation menu you can view information regarding your current and past paychecks, direct deposits, and compensation history. You can also make changes to your federal and state tax withholdings, voluntary deductions and direct deposit. After you login to the RIAS system, you can access your Payroll and Compensation Information by selecting **Self Service>Payroll and Compensation**.

### Paycheck

The View Paycheck screen will display recent paychecks.

#### View Paycheck

**John Farmer**

Review your available paychecks below. Select the check date of the paycheck you would like to review.

<table>
<thead>
<tr>
<th>Check Date</th>
<th>Company</th>
<th>Pay Begin Date</th>
<th>Pay End Date</th>
<th>Net Pay</th>
<th>Paycheck Number</th>
<th>PDF File</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-03-26</td>
<td>Rutgers University</td>
<td>03/09/2010</td>
<td>03/16/2010</td>
<td>$1495.10</td>
<td>11105</td>
<td>![ ]</td>
</tr>
<tr>
<td>2010-03-05</td>
<td>Rutgers University</td>
<td>02/22/2010</td>
<td>03/05/2010</td>
<td>$1495.10</td>
<td>4928</td>
<td>![ ]</td>
</tr>
<tr>
<td>2010-02-10</td>
<td>Rutgers University</td>
<td>02/06/2010</td>
<td>02/10/2010</td>
<td>$1495.10</td>
<td>4338</td>
<td>![ ]</td>
</tr>
</tbody>
</table>

To view a particular pay check, select the check date desired. The details about the pay check you selected will be displayed in a pdf file format.
Sample Paycheck

Rutgers University
63 Davidson Road, Room 368
Piscataway, NJ 08854-5003

Pay Group: 501/Salary 1/12
Pay Range Date: 11/15/2006
Pay End Date: 11/28/2006

Business Unit: UNIV
Check #: 0000000004398
Check Date: 11/28/2006

TAX DATA: Federal NJ State
Marital Status: Single Single
Allowances: 0 0
Addl Percent: 
Addl Amount: 

John/Tina: 79 Poplar Street
Red Bank, NJ 07701

Employee ID: 000001812
Department: 01225-SSS - Computer Science
Location: Computing Research & Education
Job Title: SR ADMIN ASSISTANT SPUR
Pay Rate: 52.107.28 Hourly

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Hours</th>
<th>Earnings</th>
<th>Hours</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Regime</td>
<td></td>
<td>2.107.28</td>
<td>449.42</td>
<td>12,643.68</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

HOURS AND EARNINGS

TAXES

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

BEFORE-TAX DEDUCTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

AFTER-TAX DEDUCTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

EMPLOYER PAID BENEFITS

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

TOTAL GROSS | 2,107.28 | 2,107.28 | 12,643.68 | 12,643.68 | 612.18 | 3,673.87 |
| FED TAXABLE GROSS | | | | | | |
| TOTAL TAXES | 612.18 | | | | | |
| TOTAL DEDUCTIONS | | 0.00 | | | | |
| NET PAY | 1,495.10 | | | | | |

YEAR-TO-DATE | 12,643.68 | 12,643.68 | | | | |
| PAID TIME OFF | 0.00 | 0.00 | | | | |
| SICK LEAVE | 0.00 | 0.00 | | | | |

PAYMENT TYPE: Check #0000000000004398
Amount: 1,495.10

Section 1 - General information about your job and your current federal and state tax withholdings
Section 2 - Your hours worked and your earnings
Section 3 - Taxes (both current and year to date)
Section 4 - Before Tax Deductions (both current and year to date)
Section 5 - After Tax Deductions (both current and year to date)
Section 6 - The amounts Rutgers University contributes towards your benefits
Section 7 - Your Pay Summary (year to date information for gross and net pay is only available on the current paycheck)
Section 8 - Year to Date Paid Time Off and Sick Leave Balances (Use the Absence Reporting System to see your paid time off details)
Section 9 - Your net pay and actual deposits made to your account or accounts

Page 17 of 22
Compensation History

The Compensation History screen will display your compensation history for base salary changes. To view a salary change, select the date.

The Salary Change Details screen will display and summarize the salary change selected. To select another salary change click on link.
Direct Deposit

If direct deposit exists, the Direct Deposit will display information associated with the direct deposit account, including routing and account number. Direct deposit information can be changed; deleted or additional direct deposit accounts from multiple banks can be added on this screen.

Direct Deposit

John Farmer

Review, add or update your direct deposit information.

<table>
<thead>
<tr>
<th>Direct Deposit Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Type</td>
</tr>
<tr>
<td>Checking</td>
</tr>
</tbody>
</table>

Add Account

You can have more than one direct deposit account. To add a direct deposit account select the Add Account button. The Add Direct Deposit screen appears. Any fields with an asterisk (*) are required.

Direct Deposit

Add Direct Deposit

John Farmer

Your Bank Information

Routing Number: [ ]

View check example

Distribution Instructions

Account Number: [ ]

*Account Type: [ ]

*Deposit Type: [ ]

Amount or Percent: [ ]

Deposit Order: [ ]

(Example: 1 = First Account Processed)

Submit

* Required Field

Return to Direct Deposit
To understand where to find a bank **Routing Number** and bank **Account Number** on a check, select the [View check example] button. A check example will display highlighting the bank routing and bank account number. Click **OK** to return to the Add Direct Deposit screen.

![Check Example]

1 - Routing Number
2 - Account Number

Enter in the **Account Type**, checking or savings. Enter in the **Deposit Type**. The deposit type can be a specific dollar amount, a percent or the balance of your check. If one direct deposit account is being used, then indicate **Balance** in the Deposit Type field. If you enter **Amount** or **Percent** in the Deposit Type, you must enter a numeric number in the Amount or Percent field. Do not include dollar sign or the percent symbol.

The **Deposit Order** is used when you have more than one direct deposit listed. For example, if you are depositing 100.00 dollars in a savings account and the remaining balance of your check in a checking account, indicate the savings account deposit order is 1 and the checking account deposit order will be 2.

Click the **Submit** button to process your direct deposit request. The Submit Confirmation screen displays. Click **OK** to return to the Direct Deposit screen. Your new direct deposit information will display.

**Direct Deposit**

John Farmer

<table>
<thead>
<tr>
<th>Direct Deposit Detail</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Deposit Type</th>
<th>Amount or Percent</th>
<th>Deposit Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings</td>
<td>0610009852</td>
<td>34567890123</td>
<td>Amount</td>
<td>$100.00</td>
<td>1</td>
</tr>
<tr>
<td>Checking</td>
<td>0510009852</td>
<td>54356789012</td>
<td>Balance</td>
<td>999</td>
<td>2</td>
</tr>
</tbody>
</table>

[Pay Statement Print Option]

[Add Account]
W-4 Tax Information

The W-4 Tax Information screen will display Federal and State tax withholding information. Tax information can be changed on this screen by entering the number of allowance you are claiming in the space provided. Click the button to process your change.

W-4 Tax Information
John Farmer
Rutgers University
Social Security Number: 999-44-0001

You must complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

You last updated this information on May 24, 2010

Address
100 Sunset Avenue
Anytown NJ 99999

W-4 Tax Data
Indicate Marital Status
- Single
- Married
- Married/Withhold Single (Married, but withhold at higher single rate)

Total number of Allowances you are claiming: [ ]
Enter Additional Amount, if any, you want withheld from each paycheck: [ ]

If your last name differs from that shown on your social security card, check here
You must call 1-800-772-1213 for a new card.

Claim Exemption
I claim exemption from withholding for: 2010 and I certify that I meet BOTH of the following conditions for exemption:

>> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability, AND

>> This year I expect a refund of ALL Federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, check "Exempt" here:

Note: If Marital Status and/or Allowances is changed and Exempt is checked, then Exempt will take precedence over your prior selection of Marital Status and Allowances.

Submit [ ] Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

Go To: Official Form W-4
Voluntary Deductions

The Voluntary Deductions screen will display your voluntary deductions. You can add or update your voluntary deductions on this screen by selecting the button.

Any fields with an asterisk (*) are required. Enter the Type of Deduction, for example Foundation Gift. Enter the dollar amount or percent you wish to have taken out of your paycheck. Indicate a goal amount if you wish for the deduction to stop after your deduction total balance equals a specific amount. Enter the date in which you would like to have the deduction start. If you want the deduction to end by a certain date, enter that date in the deduction stop date. Click the button to process your request.