RESEARCH FOUNDATION
OF THE CITY UNIVERSITY
OF NEW YORK

# e-PAYSTUBS

# USER'S GUIDE

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Revised May 3, 2004

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# e-PayStubs

**Your RF Direct Deposit Financial Information**
**On-Line at a Secure Web Address**
**Under Your Own Password**
**24 Hours A Day / 7 Days a Week**

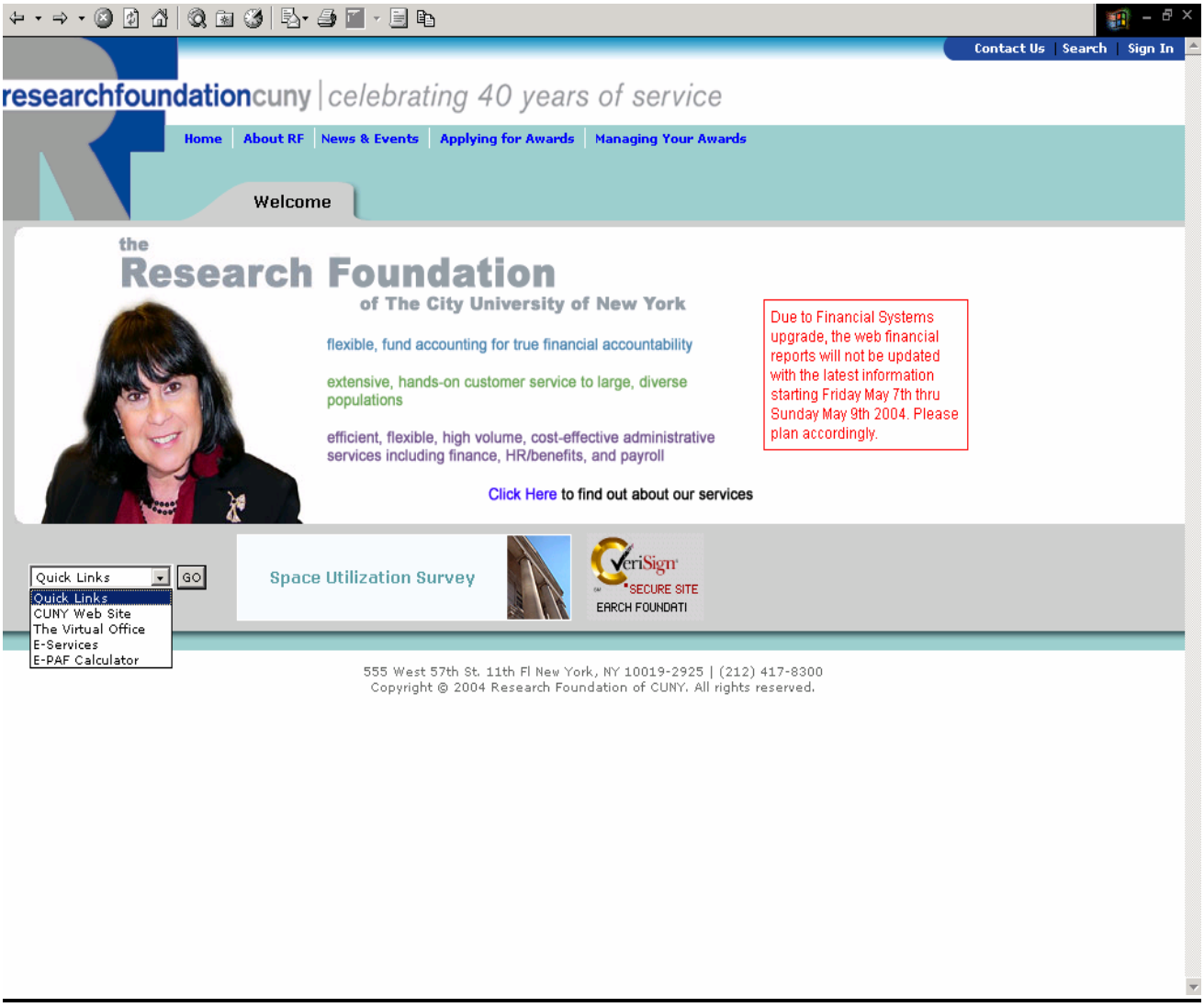
**The Research Foundation is pleased to announce an easy and secure way to obtain your current and past Direct Deposit/e-Fund pay stubs in viewable and printable form. No more paper to misplace. No more last minute rush to gather information for your accountant to prepare your taxes.**

**The e-PayStub looks exactly like the paper stubs you are used to seeing. The information is all in the same place. In addition, we give you a separate printable list of all of the pay periods beginning with the 11th of December of 2002.**

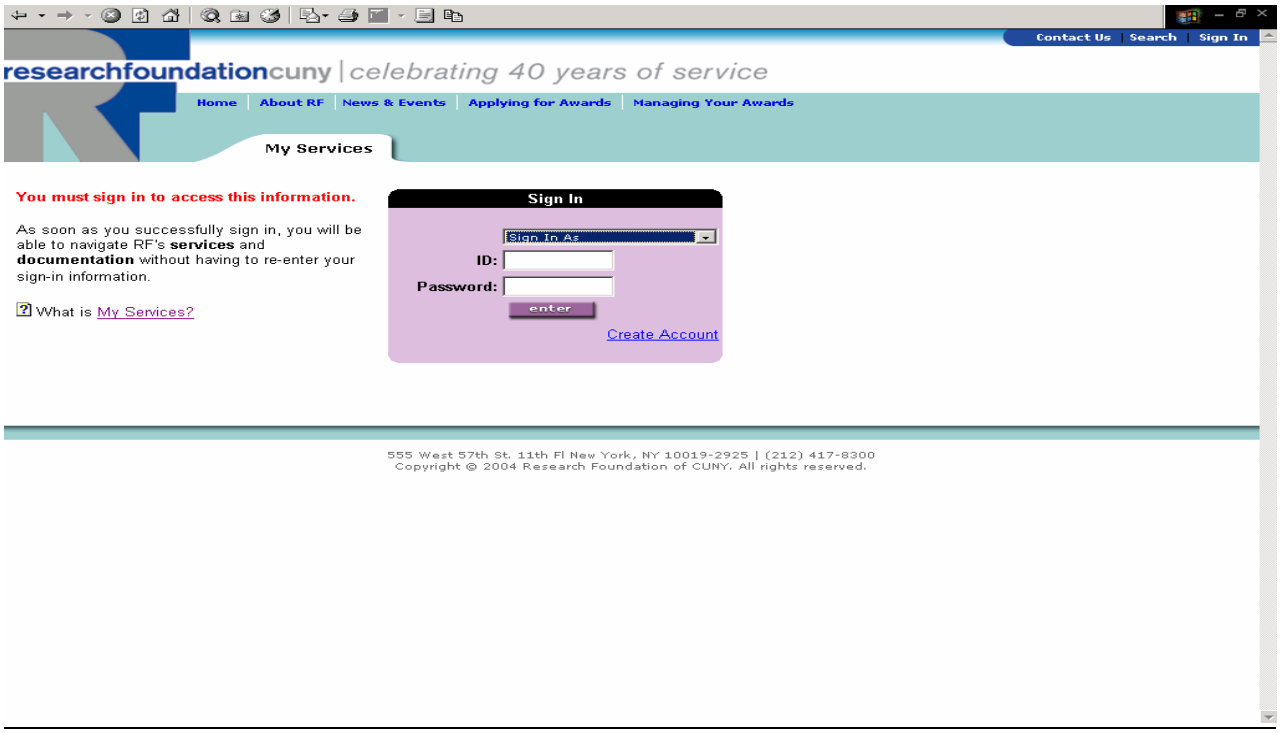
**Ready to use the system? OK, here we go.**

**Go to the RF Website: WWW.RFCUNY.ORG.**

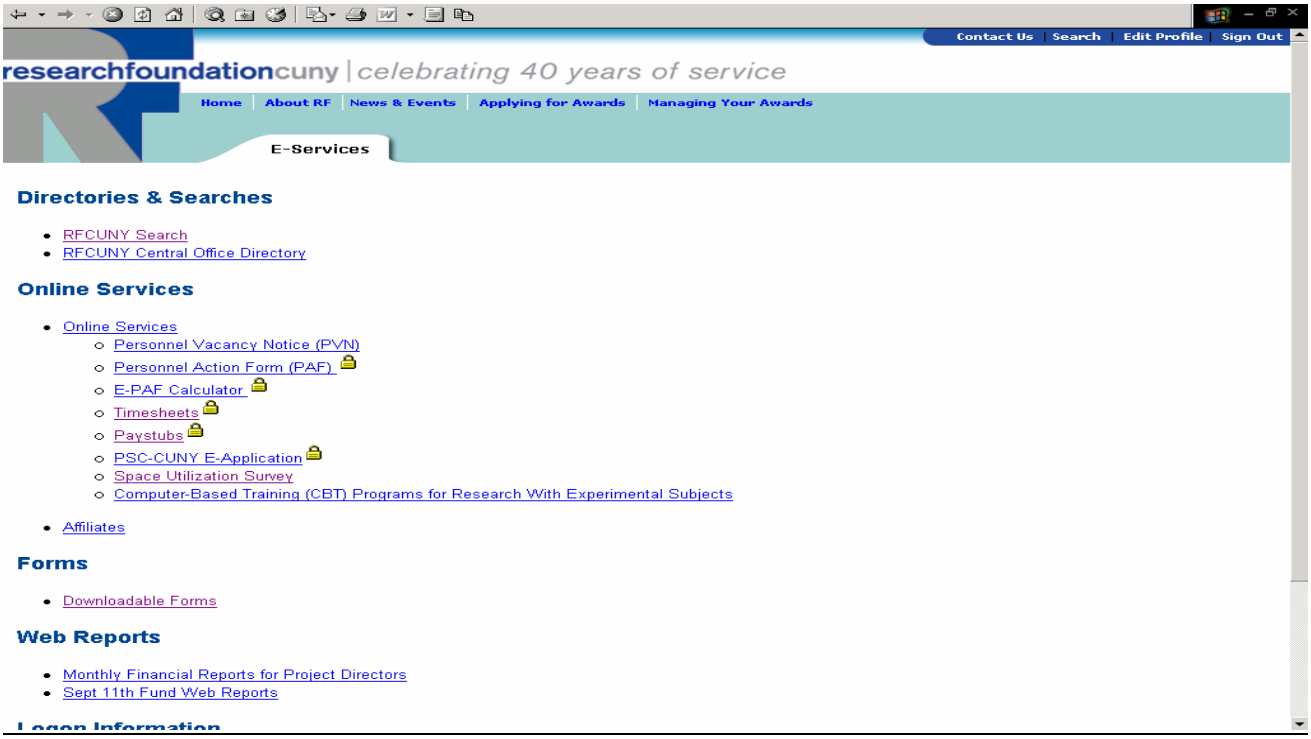
**Place your mouse arrow on “E-Services” listed in the ‘Quick Links’ drop down menu at the lower left corner of the page.**



**That will bring you to the "Sign In" box. If you have already created an account, choose "employee" from the drop down menu. Enter your Employee "ID" number and "Password" in the fields provided. Click "Enter".**




**The E-Services page will appear.**
**Scroll down the 'Online Services' section and click on 'Paystubs'.**

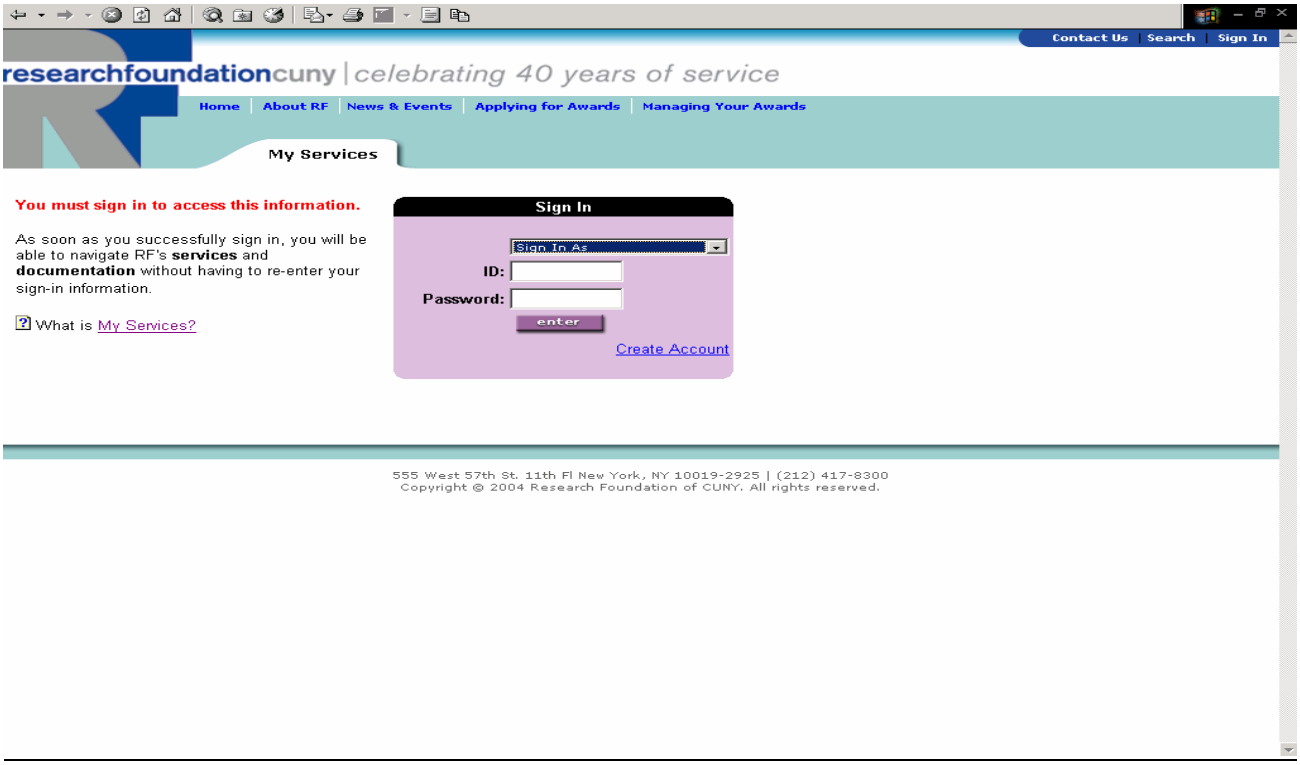



# Creating An Account And Setting Up A Password

**Go to the RF Website: WWW.RFCUNY.ORG.**

**Place your mouse arrow on "E-Services" listed in the 'Quick Links' drop down menu at the lower left corner of the page.**

**Click on Create Account in the Sign in box.**


Contact Us | Search | Sign In
researchfoundationcuny | celebrating 40 years of service
Home | About RF | News & Events | Applying for Awards | Managing Your Awards
My Services
You must sign in to access this information.
As soon as you successfully sign in, you will be able to navigate RF's services and documentation without having to re-enter your sign-in information.
What is My Services?
Sign In
Sign In As
ID:
Password:
enter
Create Account
555 West 57th St. 11th Fl New York, NY 10019-2925 | (212) 417-8300
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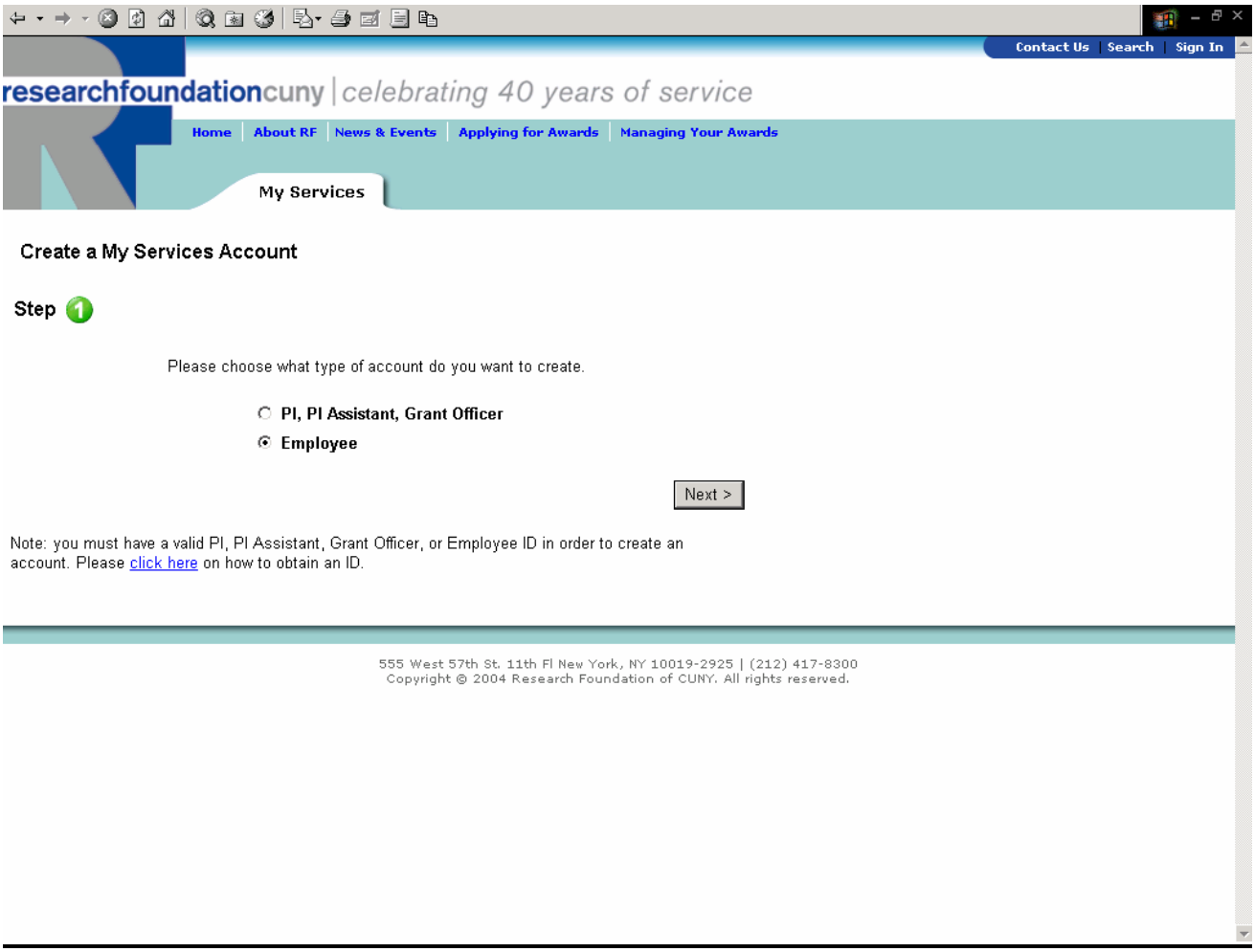
# Follow the on-screen steps to set up your account.




**Note:** E-Paystubs are available to employees only.

## Step 1

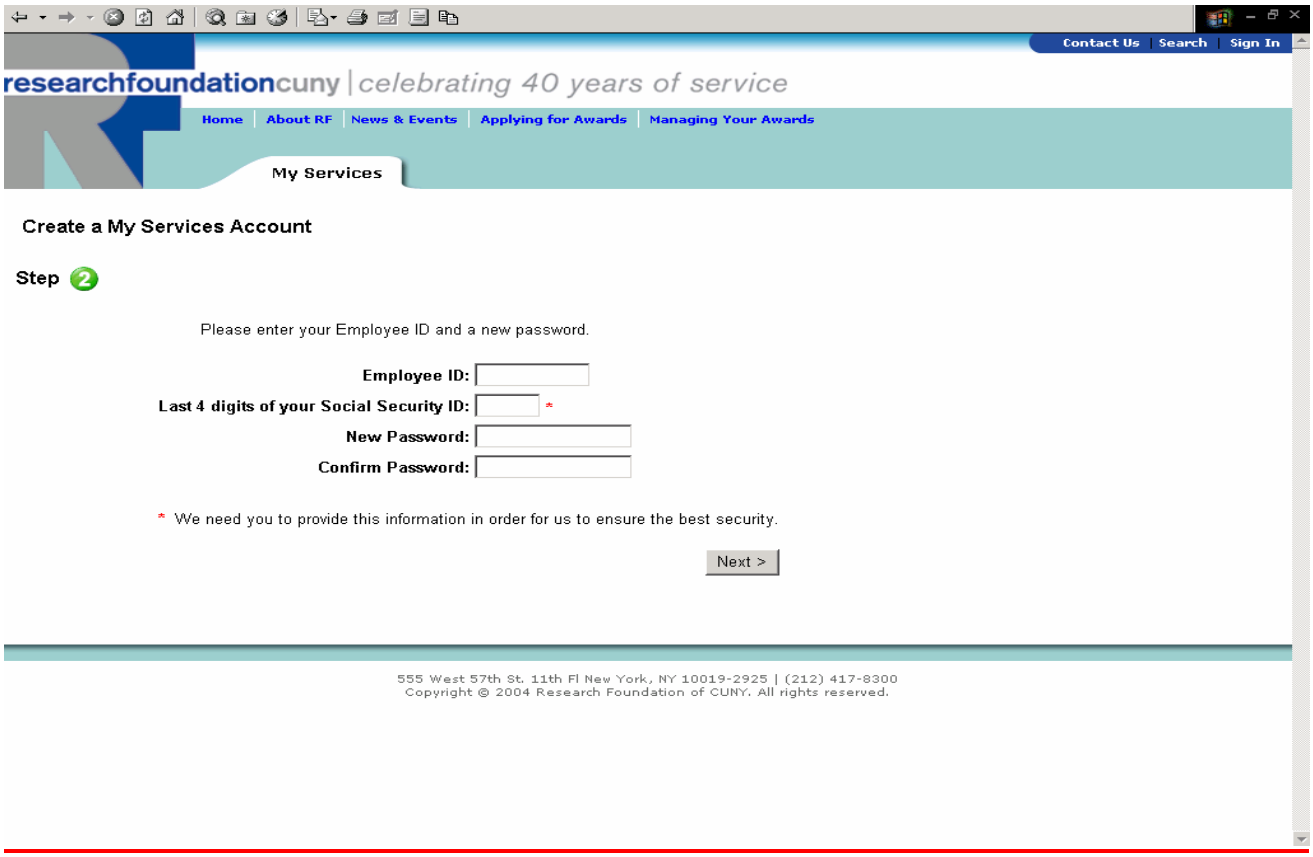
Choose ‘Employee’ for the type of account you wish to create and click Next ›.

You will need your Employee ID number in order for you to proceed.

The Employee ID number is the six digit number beginning with a 0 which is located at the top of your paystub, next to your name. The number is also available from your Project Director.

## THIS IS WHERE YOU WILL CREATE YOUR OWN PERSONAL ACCOUNT.

**Note:**
**Once you have initialized this screen, it will not appear again. If your email address changes, please use the Edit profile process to update your information (see page 14 of this guide).**



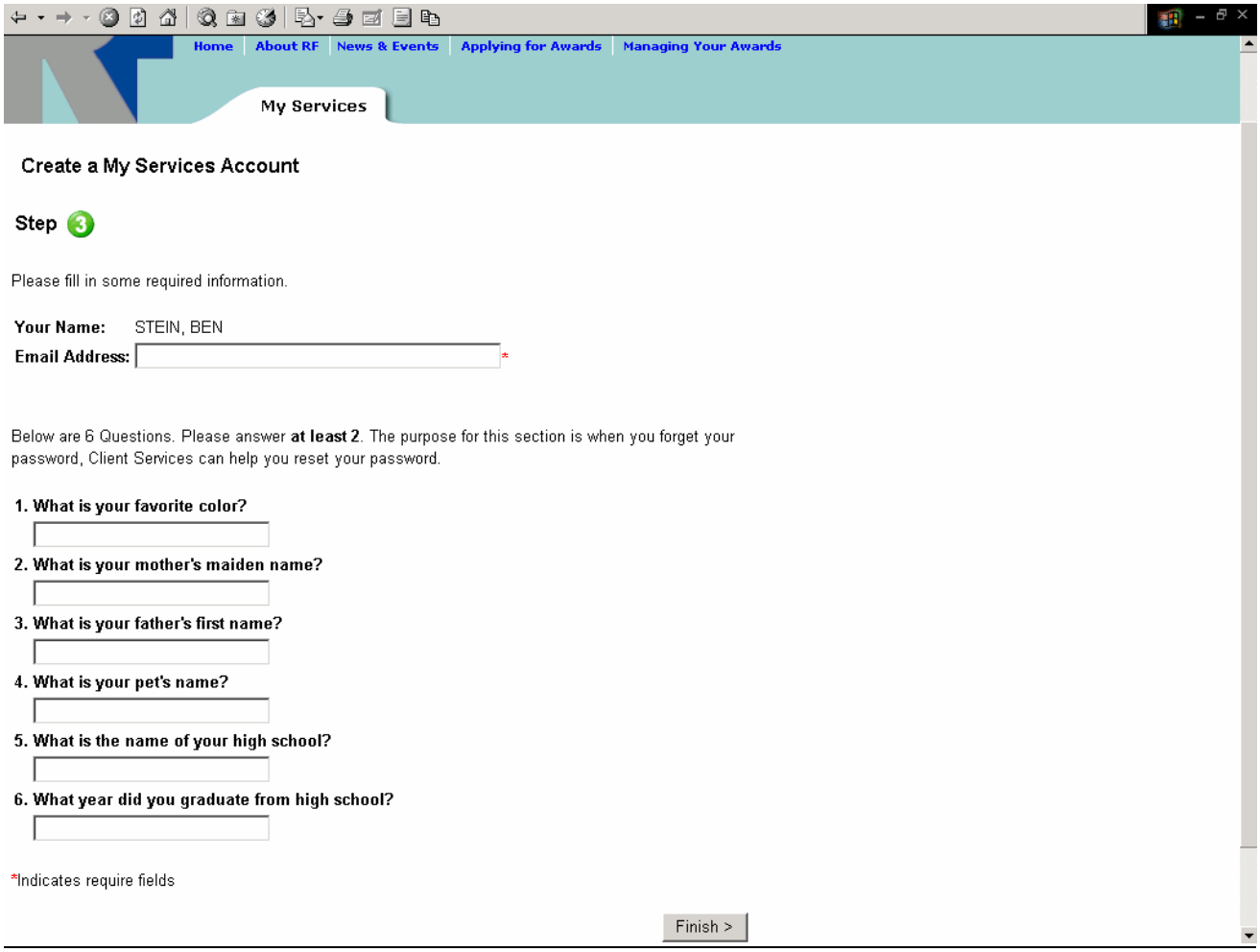

**Step 2**

- **In the "Employee ID" field, type your Employee ID#.**
- **Type the last four (4) digits of your Social Security #.**
- **Type in a password of your choice (from 5 to 10 characters).**
- **Confirm your password by retyping it.**

**Note: Please choose a password that you will remember. To change your password in the future, see P. 14 of this guide.**

**The system is case sensitive so please remember if you used upper or lower case letters to create your password and always use the same.**

**Click** Next ›.



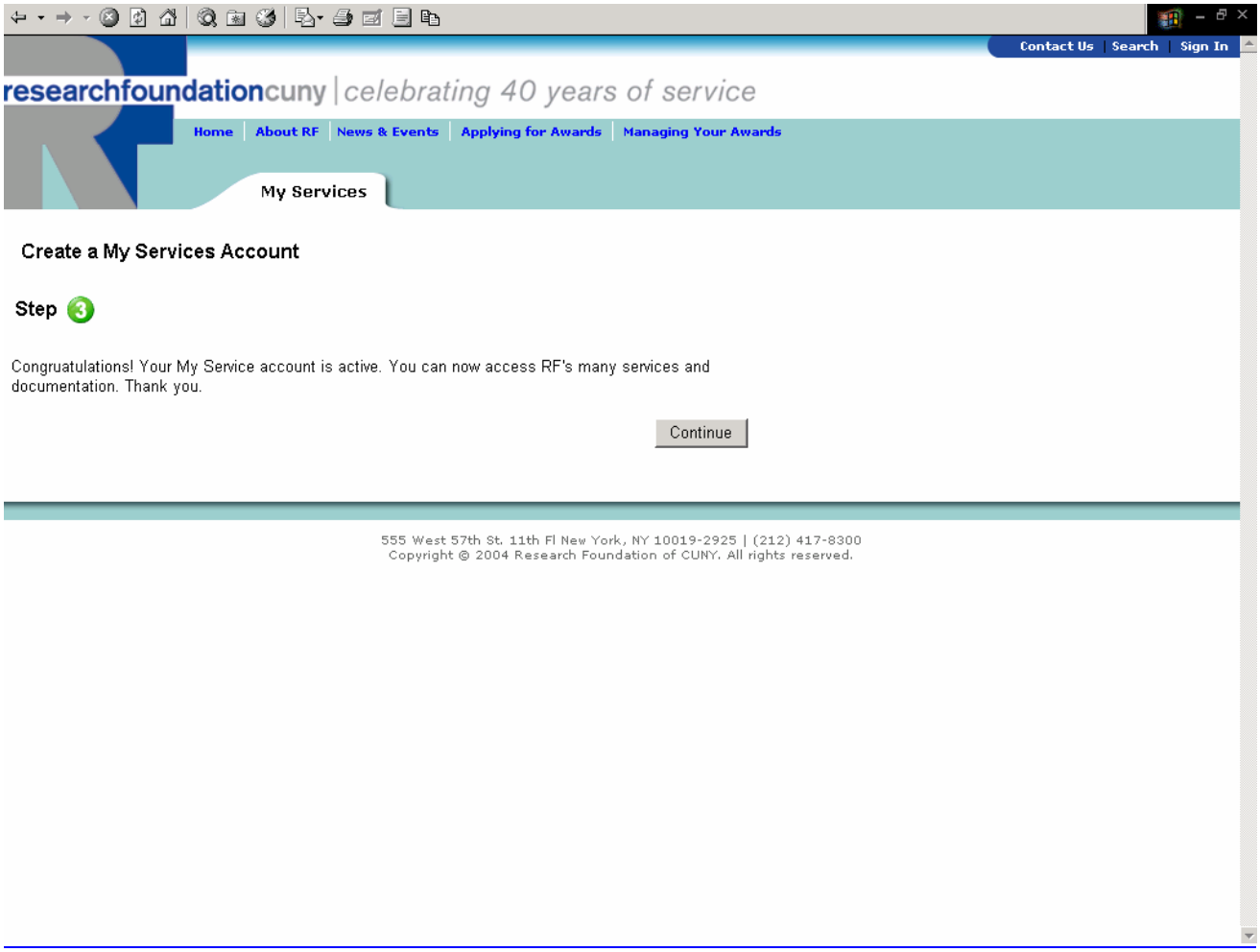

## Step 3

Enter your e-mail address.

**Note:** ***In order for this system to work effectively, we must have your email address so that we may contact you, if necessary, and send you alerts.***

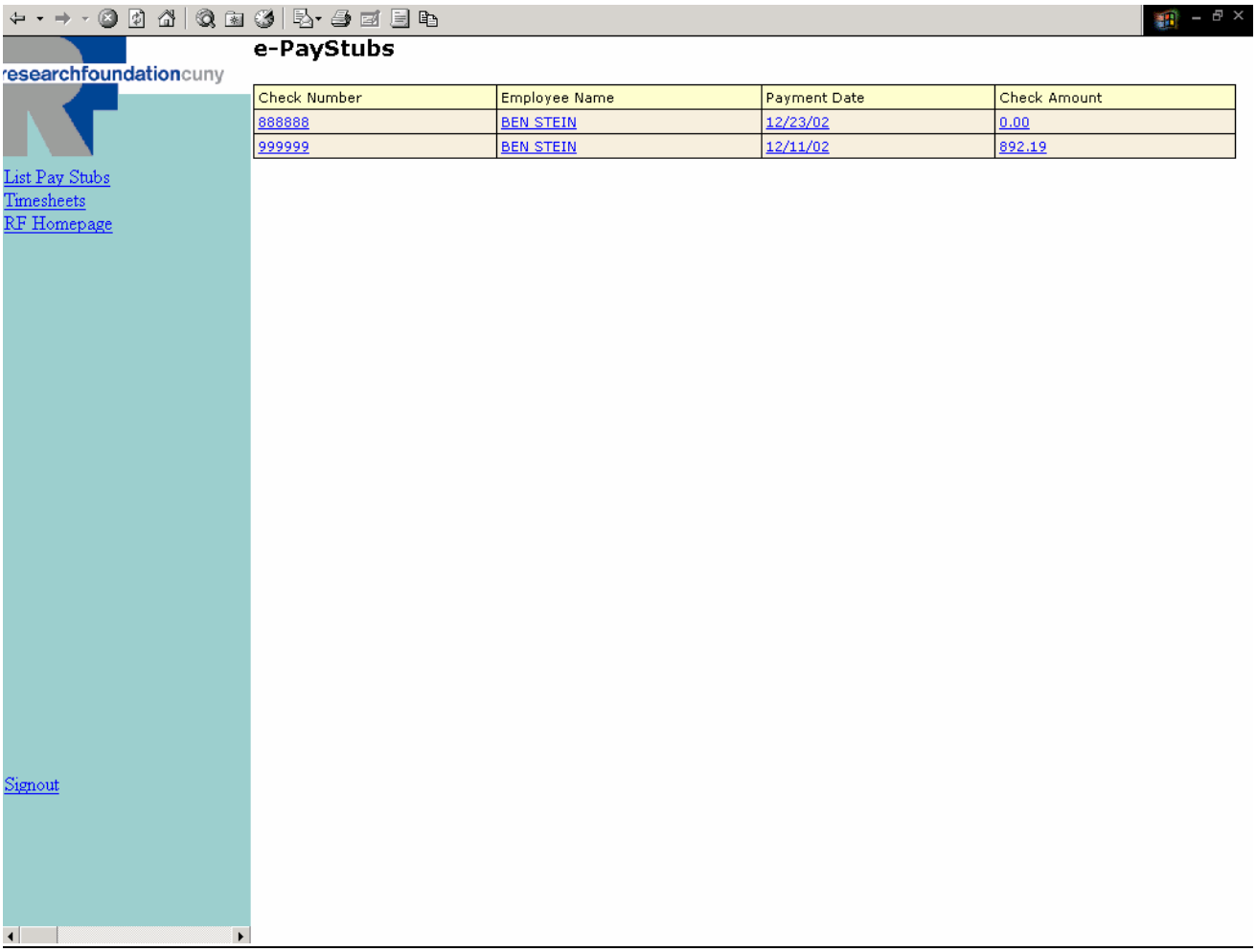
For security purposes, please type in answers to at least 2 of the 6 questions so that your Client Services Representative may identify you in case you forget your password.

Click Finish ›.



**Click Continue to enter the e-PAYSTUB system.**

**Once you have created your account in the above noted manner, you can enter the system anytime either by using Quick Links (where you choose your application first and then sign in), or by clicking on Sign In at the top right corner of the RF home page. If you use the Sign In method, you sign in first and then go to Managing Your Awards › E-Services › Paystubs.**




**On this screen, you will see a list of every pay period for which a deposit advice in your name was issued since the advent of e-PayStubs.**

***THIS IS A PRINTABLE LIST.***

**To see an actual pay stub,**
**click on the check number you are interested in seeing.**

## YOU ARE NOW LOOKING AT YOUR ACTUAL PAY STUB.

researchfoundationcuny

List Pay Stubs
Timesheets
RF Homepage

Signout

researchfoundationcuny

| EMPLOYEE NO. | EMPLOYEE NAME | PERIOD ENDING | DATE PAID |
|---|---|---|---|
| 031956 | BEN STEIN | 12/01/02 | 12/11/02 |

| EARNINGS | | | | TAXES AND DEDUCTIONS | | |
|---|---|---|---|---|---|---|
| Description | Current Hours | Current Amount | Y-T-D Amount | Description | Current | YTD |
| GR#=99999000110 | 0 | 0.00 | 21000.00 | FICA-OASDI | 102.97 | 2671.04 |
| GR#=99999000110 | 0 | 0.00 | 3500.00 | FEDERAL S-00 | 284.92 | 7413.28 |
| GR#=99999000110 | 0 | 1750.00 | 19250.00 | FICA-HI | 24.08 | 624.68 |
| GR#=99999000110 | 0 | 0.00 | 875.00 | STATE NY S-00 | 80.11 | 2077.75 |
| GR#=99999000110 | 0 | 0.00 | 200.00 | NEW YORK CITY | 48.08 | 1192.21 |
| TOTAL PAY | 0 | 1750.00 | 44825.00 | GARNISHMENT | 100.00 | 1200.00 |
| | 0 | 0.00 | 0.00 | EBC PPO PRE EE | 36.77 | 441.24 |
| | 0 | 0.00 | 0.00 | ER EBC PPO | 297.52 | 3570.24 |
| | 0 | 0.00 | 0.00 | ER-TIAA TIER 2 | 140.00 | 2940.00 |
| | 0 | 0.00 | 0.00 | TIAA 3% TIER 2 | 52.50 | 1102.50 |
| | 0 | 0.00 | 0.00 | CHARITY | 18.38 | 468.69 |
| | 0 | 0.00 | 0.00 | SRA | 60.00 | 1020.00 |
| | 0 | 0.00 | 0.00 | DIR DEP-OTHER | 50.00 | 900.00 |
| | 0 | 0.00 | 0.00 | NET PAY | 892.19 | 28833.61 |
| | 0 | 0.00 | 0.00 | | 0.00 | 0.00 |
| | 0 | 0.00 | 0.00 | | 0.00 | 0.00 |

VOID - NOT A CHECK

Voucher Number

999999

Amount

892.19

DEPOSITED TO THE ACCOUNT OF:

BEN STEIN
1 ELM STREET
ANYWHERE, NY 11111

Total: 892.19

NON NEGOTIABLE

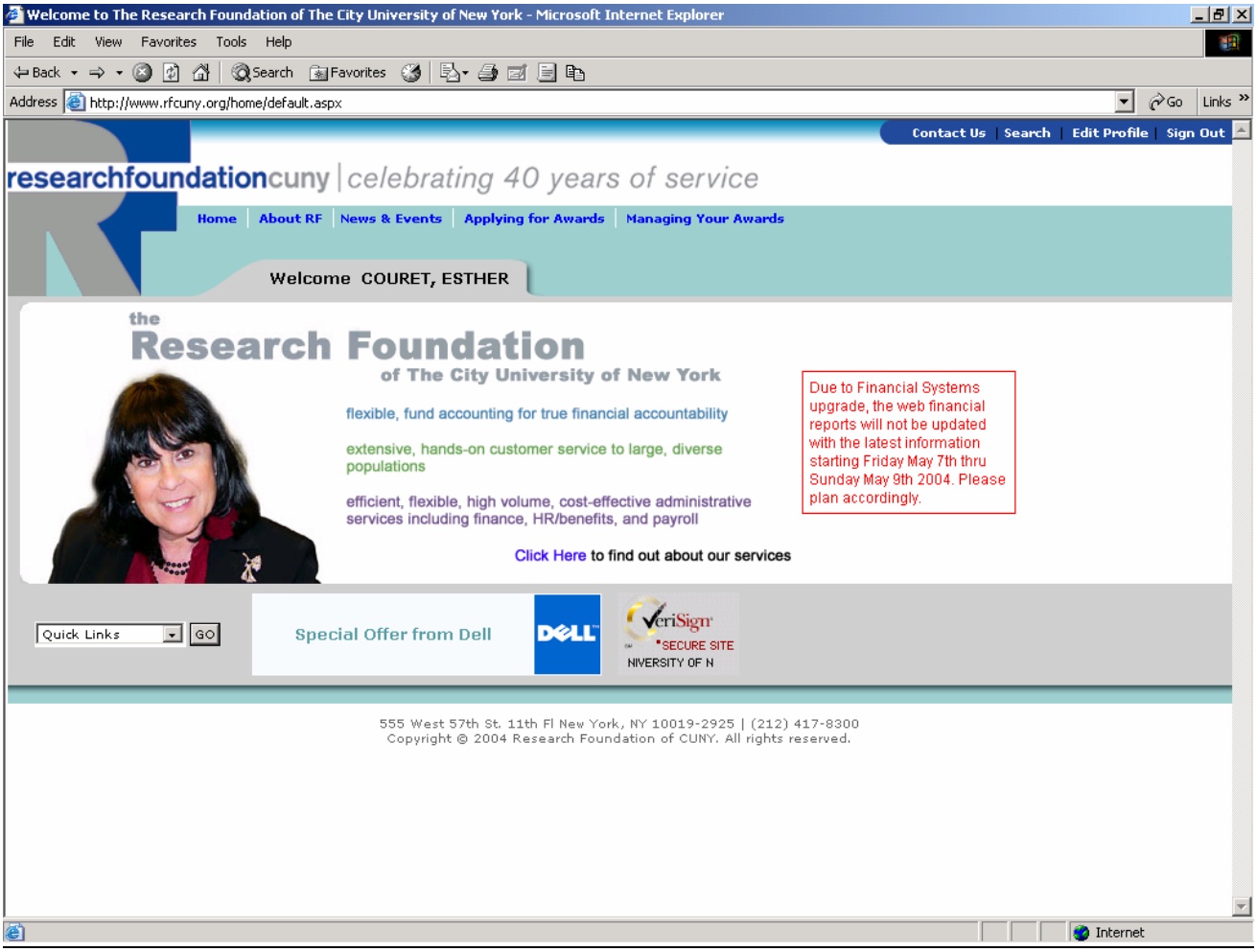
---

*THIS, TOO, IS A PRINTABLE PAGE.*

1. **To return to the list of deposit advices, click List Pay Stubs in the blue column on the left of the screen, or use your back arrow. You may then choose another pay stub to view by clicking on the corresponding check number, or you may print the list.**

2. **If you have completed your viewing/printing and wish to exit the system, click on Sign Out, located at the bottom-left of the blue column in the above screen.**

# How to Change Your Password and Email Address

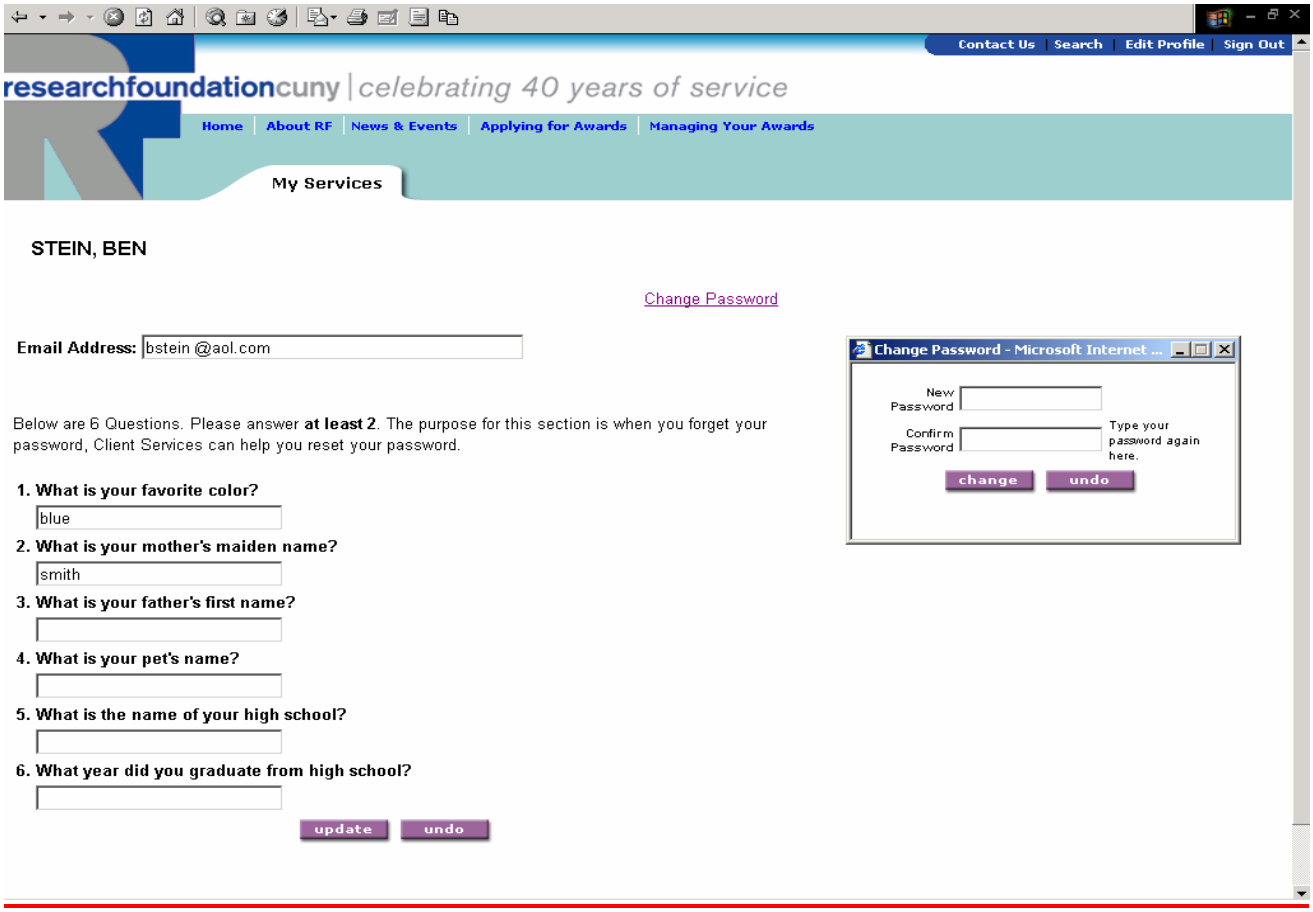



## NOTE:

**IF YOU CHANGE YOUR E-PAYSTUB PASSWORD, YOUR E-TIMESHEET PASSWORD WILL ALSO CHANGE (and vice versa).**

**Go to the RF Website WWW.RFCUNY.ORG and Click Edit Profile located at the top right corner of the page.**

# THIS IS THE SCREEN THAT BEGINS THE PROFILE EDITING PROCESS




**To change your password, click Change Password at the top of the screen. The Change Password box will appear on the right side of the screen. Type the "New Password" (Alpha and/or Numeric, with a minimum of 5 characters, remembering that the system is case sensitive). In the "Confirm Password" box, re-type the new password to confirm it.**

**Click on the Change bar to save your new password.**

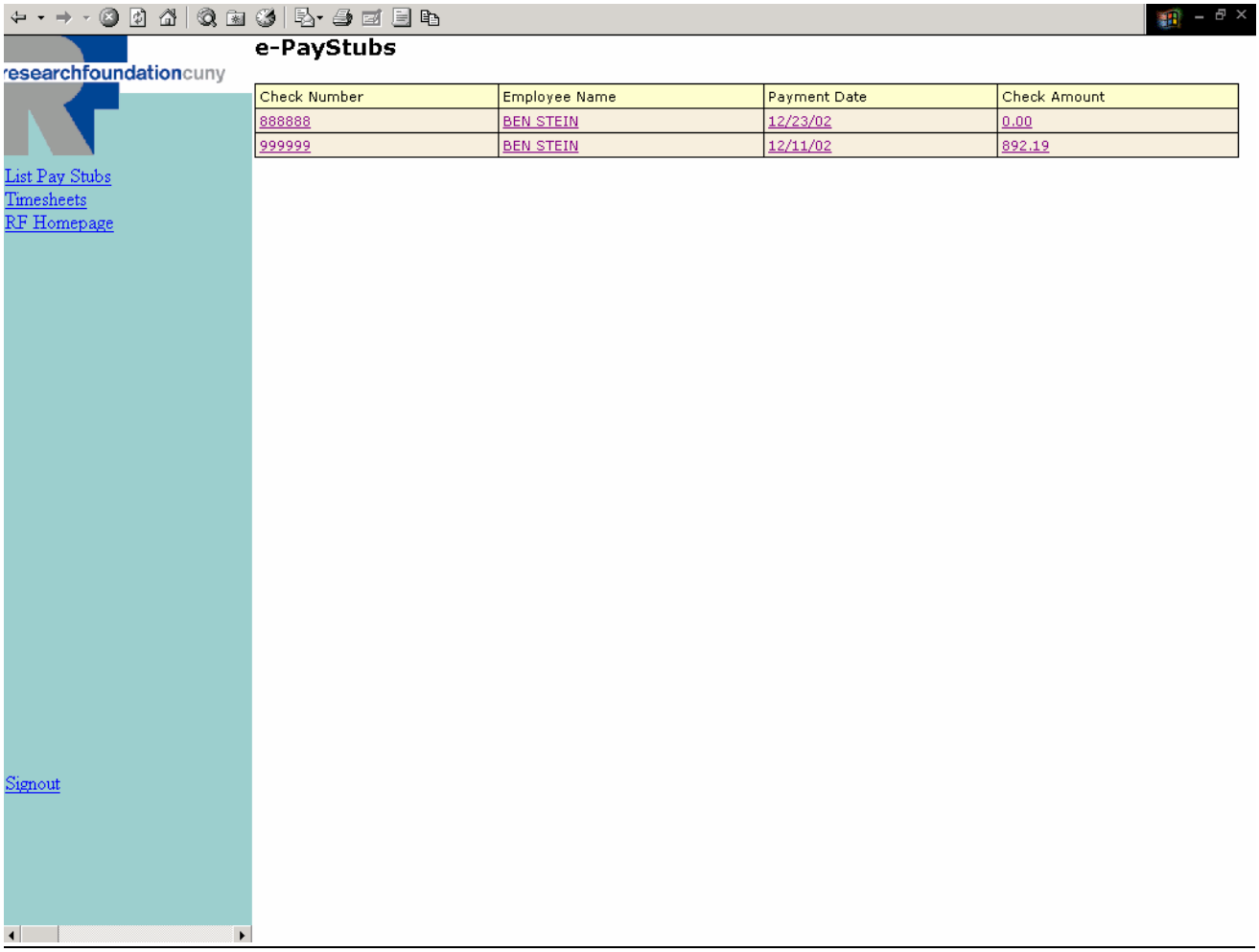
**IMPORTANT!!!**
**CHOOSE A PASSWORD THAT YOU WILL EASILY REMEMBER.**

**To change your email address or identification answers, type the changes and click Update at the bottom of the screen.**

**NOTE:** ***LOG OUT AND BACK IN USING YOUR NEW PASSWORD TO BE SURE YOUR PROFILE WAS UPDATED. IF YOU FORGET YOUR PASSWORD OR IF YOU HAVE ANY QUESTIONS, CALL YOUR CLIENT SERVICES REPRESENTATIVE.***

## HOW TO LOG OUT

**CLICK ON Sign out LOCATED ON THE LOWER LEFT SIDE OF THE SCREEN, TO EXIT THE SYSTEM.**



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You have been Logged out Succesfully

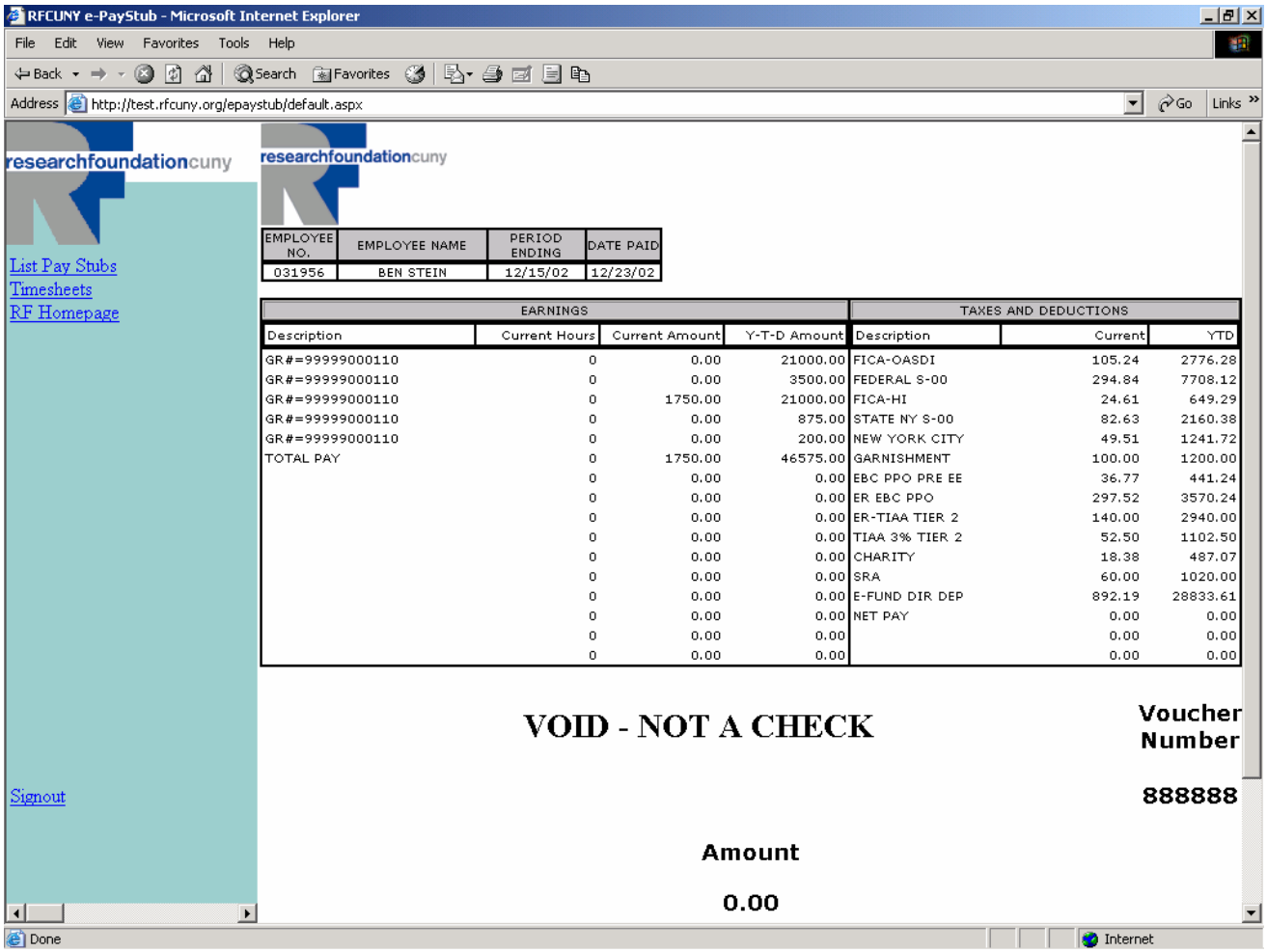
To Login again click here

Return to RF Homepage

**ONCE YOU HAVE SIGNED OFF OF THE SYSTEM, THE ABOVE SCREEN WILL APPEAR CONFIRMING THE SIGN-OFF.**

**You may log in again by clicking on "To Login again click here" or you can go back to the Research Foundation Website homepage by clicking on "Return to RF Homepage".**

# HOW TO READ YOUR PAYSTUB




**COLUMN HEADINGS**

**EMPLOYEE NO.- This is your Employee ID# and acts as your identification number for all of your transactions with the RF.**
**Y-T-D- Means Year To Date and is the cumulative amount for each line to the current date of the pay stub from the first day paid in the current year.**

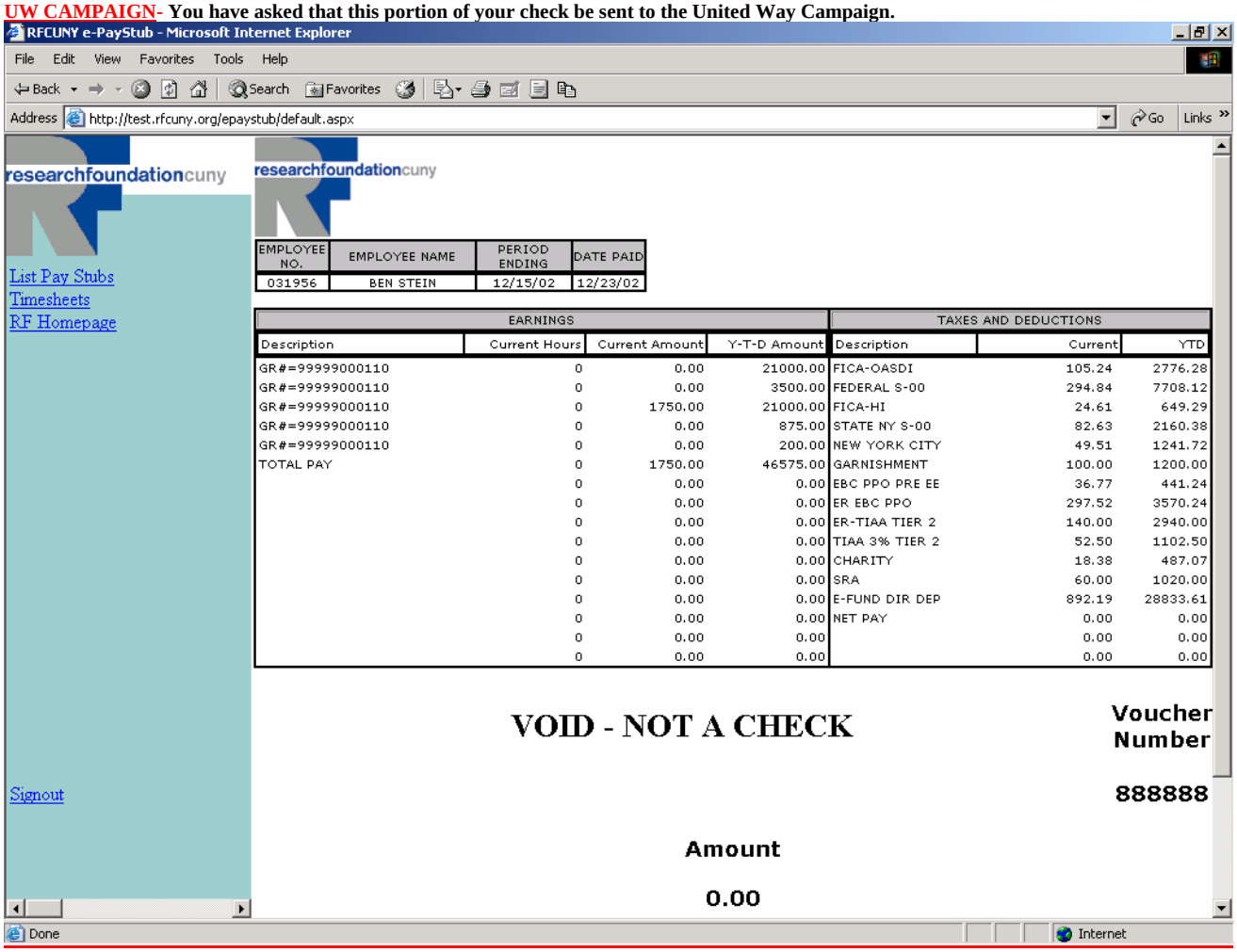
**IN THE LEFT-HAND COLUMN:**

**GR#- Is the Grant, Project or Account number from which you are being paid**
**FLEXSPEND REIMB- This is the amount being reimbursed to you after you provide your medical expense statements.**
**TRANSIT REIMB- This is the amount being reimbursed to you after you provide your transit expense statements.**
**PARKING REIMB This is the amount being reimbursed to you after you provide your parking expense statements.**
**DEP CARE REIMB- This is the amount being reimbursed to you after you provide your dependent care expense statements**

**IN THE RIGHT-HAND COLUMN:**

**FICA- Stands for Federal Insurance Contributions Act and the amount represents your Social Security payroll taxes (Statutory)**
**OASDI - Stands for Old Age and Survivors Disability Insurance**
**FICA-HI- Stands for Health Insurance-Medicare Deductions (Statutory)**
**FEDERAL S-00- Refers to the status you claimed on your W-4 for your Federal taxes and how many dependents you have claimed. (Above, the employee**
**chose Single and 0 dependents**

**STATE NY S-00 refers to the status you claimed on your W-4 for your State taxes and how many dependents you have claimed.**
**NEW YORK CITY- Refers to the amount of money being taken out of your pay for NYC taxes.**
**GARNISHMENT – If your salary is being garnished for child support, lien(s), taxes, etc., the amount of the Garnishment will appear here. If there is more than one garnishment, each will be listed separately with IRS being first and child support second, etc.**
**EBC- Is Empire Blue Cross and Blue Shield PPO-stands for Preferred Provider Organization (the level of coverage chosen)**
**PRE- Means that the premium for the health insurance is paid with pre-tax dollars.**
**POST- Means that the premium for the health insurance is paid with post-tax dollars, at your request.**
**EE- Stands for Employee (the portion paid by the employee) ER stands for Employer (the portion paid by the RF on your behalf)**
**TIAA- (TIAA CREF) is our retirement provider's name .**
**TIER- refers to the level of the pension plan in which you are a participant.**
**UW CAMPAIGN- You have asked that this portion of your check be sent to the United Way Campaign.**




**SRA- Supplemental Retirement Annuity-This is the amount you have chosen to save in your voluntary retirement account.**
**E-FUND-This is a service that the RF provides to employees who do not have bank accounts and have asked RF to provide one for the. purpose of Direct Deposit of salary. If an employee has E-FUND, the n the amount showing at the bottom will be zero ($0.00), because. the system sees it as a deduction when we transfer the funds to the account. Please see the amount listed in the Current column under E-FUND for the net pay.**
**DIR DEP- stands for Direct Deposit**
**NET PAY- This amount represents your salary after all of the deductions have been taken out.**
**DENTAL- This will appear if you have dental coverage and are NOT covered by EBC/BS for basic health coverage.**
**GHI- Stands for Group Health Incorporated and is one of our Health Care Providers. This will appear if you have chosen GHI as your provider.**
**HMO- Stands for Health Maintenance Organization and refers to the type of health coverage you have chosen.**
**LTC- Stands for Long Term Care**
**WAIVER- This means that you have chosen not to take medical coverage and are receiving instead the amount shown.**
**FLEX SPENDING- This means that you have signed up for the pre-tax dollars deduction toward unreimbursed medical expenses.**
**TRANSIT DEDUCTION- You have signed up for the pre-tax dollars deduction toward commuter transit expenses.**
**PARKING DEDUCTION- You have signed up for the pre-tax dollars deduction toward commuter parking expenses**
**DEPENDENT CARE- You have signed up for the pre-tax dollars deduction toward dependent care expenses.**

**VOID-NOT A CHECK- The check was Direct Deposited or sent to E-FUND. The pay stub being viewed is an exact duplicate of the actual check**

**FOR ALL OTHER QUESTIONS REGARDING NOTATIONS ON YOUR PAYSTUB, CONTACT YOUR CLIENT SERVICES REPRESENTATIVE.**