

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.

A screenshot of a web browser displaying the Research Foundation of CUNY website. The browser's address bar shows the URL. The website header includes the logo and navigation links. The main content area features a welcome message, a photo of a woman, and several service descriptions. A red-bordered box contains a notice about financial systems. At the bottom, there is a 'Quick Links' dropdown menu, a 'Space Utilization Survey' link, a VeriSign secure site logo, and contact information.

researchfoundationcuny | celebrating 40 years of service

Home | About RF | News & Events | Applying for Awards | Managing Your Awards

Welcome

the
Research Foundation
of The City University of New York

flexible, fund accounting for true financial accountability

extensive, hands-on customer service to large, diverse populations

efficient, flexible, high volume, cost-effective administrative services including finance, HR/benefits, and payroll

[Click Here](#) to find out about our services

Due to Financial Systems upgrade, the web financial reports will not be updated with the latest information starting Friday May 7th thru Sunday May 9th 2004. Please plan accordingly.

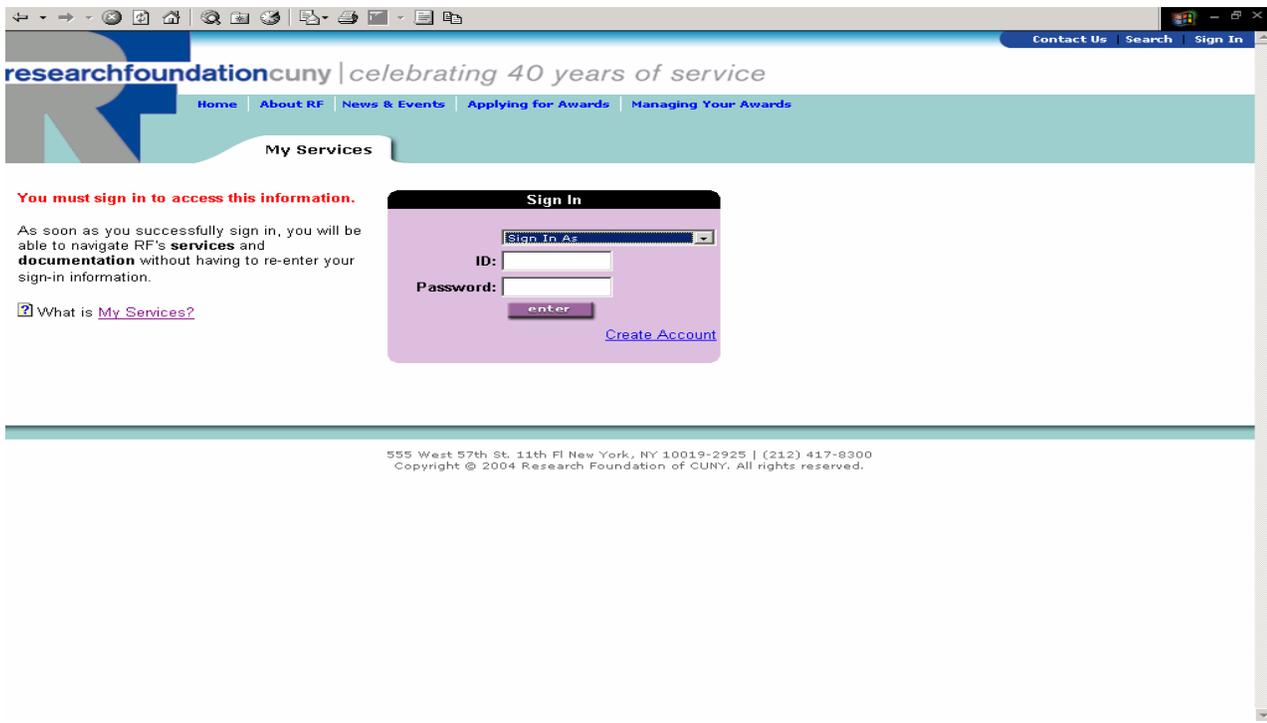
Quick Links
Quick Links
CUNY Web Site
The Virtual Office
E-Services
E-PAF Calculator

Space Utilization Survey

VeriSign
SECURE SITE
RESEARCH FOUNDATION

555 West 57th St. 11th Fl New York, NY 10019-2925 | (212) 417-8300
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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**”.



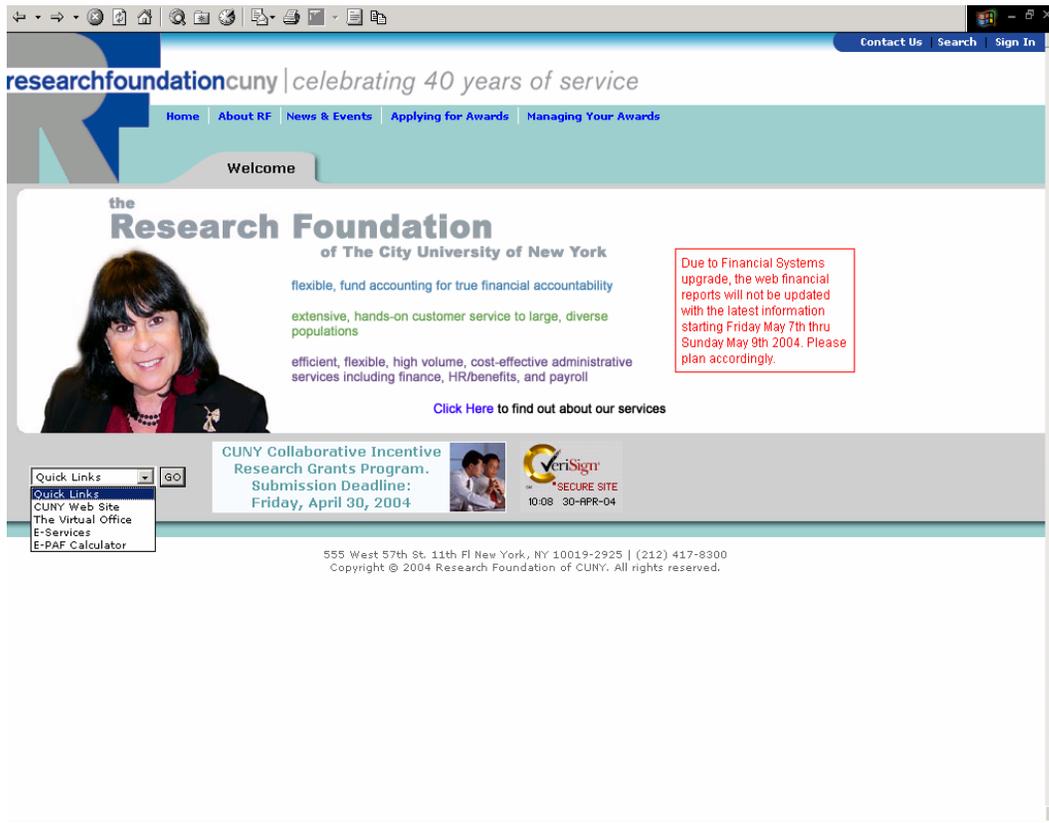
The E-Services page will appear.
Scroll down the ‘Online Services’ section and click on ‘Paystubs’.

The screenshot shows the website for researchfoundationcuny, celebrating 40 years of service. The header includes navigation links: Home, About RF, News & Events, Applying for Awards, and Managing Your Awards. A secondary navigation bar features E-Services. The main content area is organized into several sections:

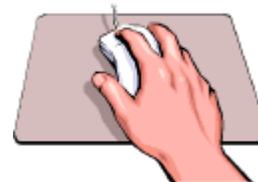
- Directories & Searches**
 - [RFCUNY Search](#)
 - [RFCUNY Central Office Directory](#)
- Online Services**
 - [Online Services](#)
 - [Personnel Vacancy Notice \(PVN\)](#)
 - [Personnel Action Form \(PAF\)](#)
 - [E-PAF Calculator](#)
 - [Timesheets](#)
 - [Paystubs](#)
 - [PSC-CUNY E-Application](#)
 - [Space Utilization Survey](#)
 - [Computer-Based Training \(CBT\) Programs for Research With Experimental Subjects](#)
 - [Affiliates](#)
- Forms**
 - [Downloadable Forms](#)
- Web Reports**
 - [Monthly Financial Reports for Project Directors](#)
 - [Sept 11th Fund Web Reports](#)
- Login Information**

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.

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

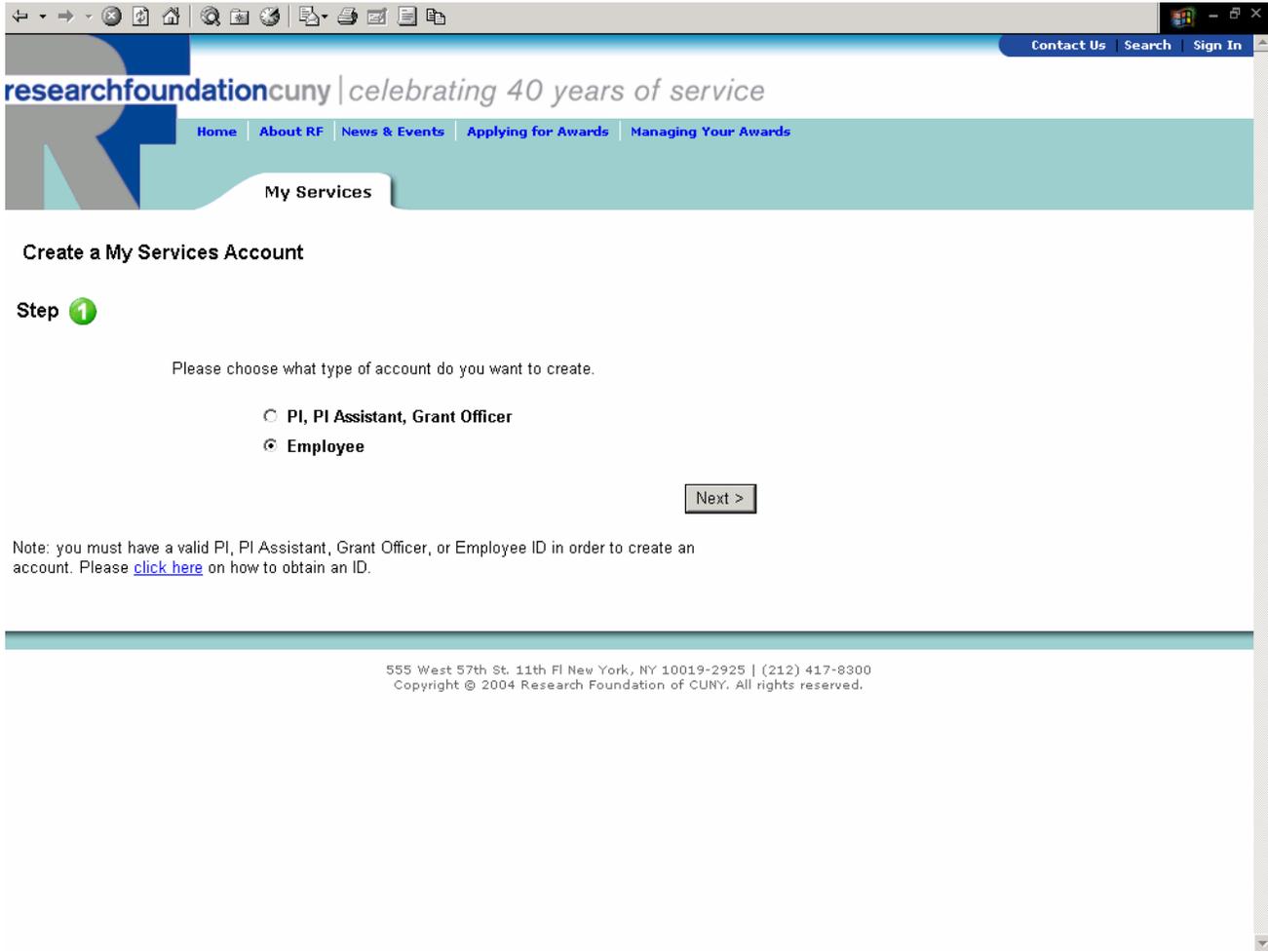
Sign In As

ID:

Password:

[Create Account](#)

Follow the on-screen steps to set up your account.



The screenshot shows a web browser window displaying the Research Foundation of CUNY website. The header includes the logo and navigation links: Home, About RF, News & Events, Applying for Awards, and Managing Your Awards. A 'My Services' tab is active. The main content area is titled 'Create a My Services Account' and shows 'Step 1' with a green circle containing the number 1. Below this, a message asks the user to choose an account type. Two radio buttons are present: 'PI, PI Assistant, Grant Officer' (unselected) and 'Employee' (selected). A 'Next >' button is located to the right. A note at the bottom states: 'Note: you must have a valid PI, PI Assistant, Grant Officer, or Employee ID in order to create an account. Please [click here](#) on how to obtain an ID.' The footer contains the address: '555 West 57th St. 11th Fl New York, NY 10019-2925 | (212) 417-8300' and the copyright notice: 'Copyright © 2004 Research Foundation of CUNY. All rights reserved.'

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).

researchfoundationcuny | celebrating 40 years of service

Home | About RF | News & Events | Applying for Awards | Managing Your Awards

My Services

Create a My Services Account

Step 2

Please enter your Employee ID and a new password.

Employee ID:

Last 4 digits of your Social Security ID: *

New Password:

Confirm Password:

* We need you to provide this information in order for us to ensure the best security.

Next >

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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 .

Home | About RF | News & Events | Applying for Awards | Managing Your Awards

My Services

Create a My Services Account

Step **3**

Please fill in some required information.

Your Name: STEIN, BEN

Email Address:

Below are 6 Questions. Please answer **at least 2**. The purpose for this section is when you forget your password, Client Services can help you reset your password.

1. What is your favorite color?
2. What is your mother's maiden name?
3. What is your father's first name?
4. What is your pet's name?
5. What is the name of your high school?
6. What year did you graduate from high school?

*Indicates require fields

Finish >

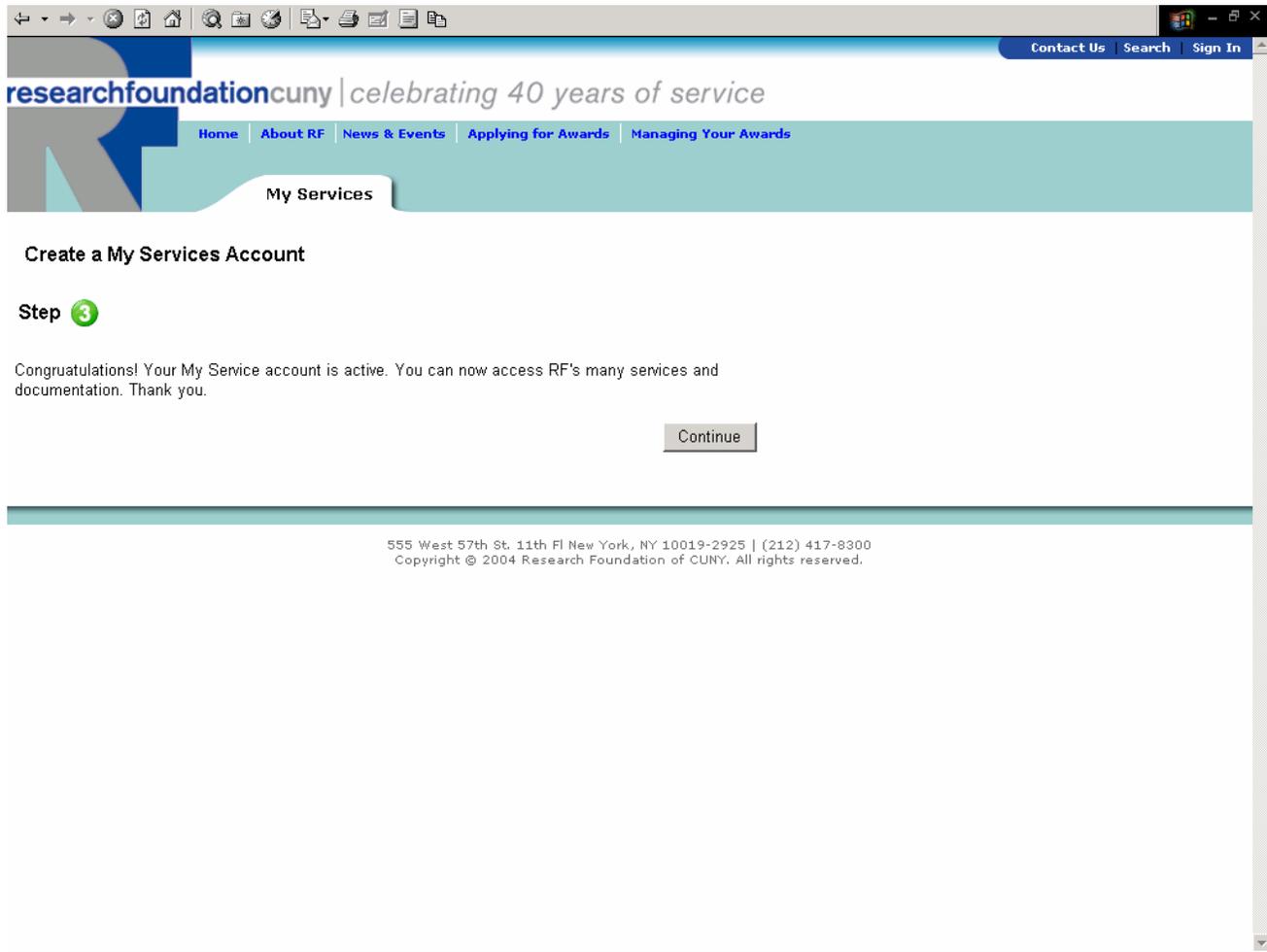
Step **3**

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**.

researchfoundationcuny

e-PayStubs

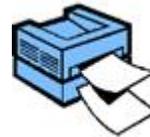
Check Number	Employee Name	Payment Date	Check Amount
888888	BEN STEIN	12/23/02	0.00
999999	BEN STEIN	12/11/02	892.19

[List Pay Stubs](#)
[Timesheets](#)
[RF Homepage](#)

[Signout](#)

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.

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
GR#=99999000110	0	1750.00	44825.00	GARNISHMENT	100.00	1200.00
TOTAL PAY	0	1750.00	44825.00	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

Welcome to The Research Foundation of The City University of New York - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.rfcuny.org/home/default.aspx> Go Links »

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Home About RF News & Events Applying for Awards Managing Your Awards

Contact Us Search Edit Profile Sign Out

Welcome COURET, ESTHER

the
Research Foundation
of The City University of New York

flexible, fund accounting for true financial accountability

extensive, hands-on customer service to large, diverse populations

efficient, flexible, high volume, cost-effective administrative services including finance, HR/benefits, and payroll

Click Here to find out about our services

Quick Links GO

Special Offer from Dell

VeriSign
*SECURE SITE
UNIVERSITY OF N

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Internet

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

researchfoundationcuny | celebrating 40 years of service

Home | About RF | News & Events | Applying for Awards | Managing Your Awards

My Services

STEIN, BEN

[Change Password](#)

Email Address:

Below are 6 Questions. Please answer **at least 2**. The purpose for this section is when you forget your password, Client Services can help you reset your password.

1. What is your favorite color?
2. What is your mother's maiden name?
3. What is your father's first name?
4. What is your pet's name?
5. What is the name of your high school?
6. What year did you graduate from high school?

Change Password - Microsoft Internet ...

New Password

Confirm Password Type your password again here.

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.

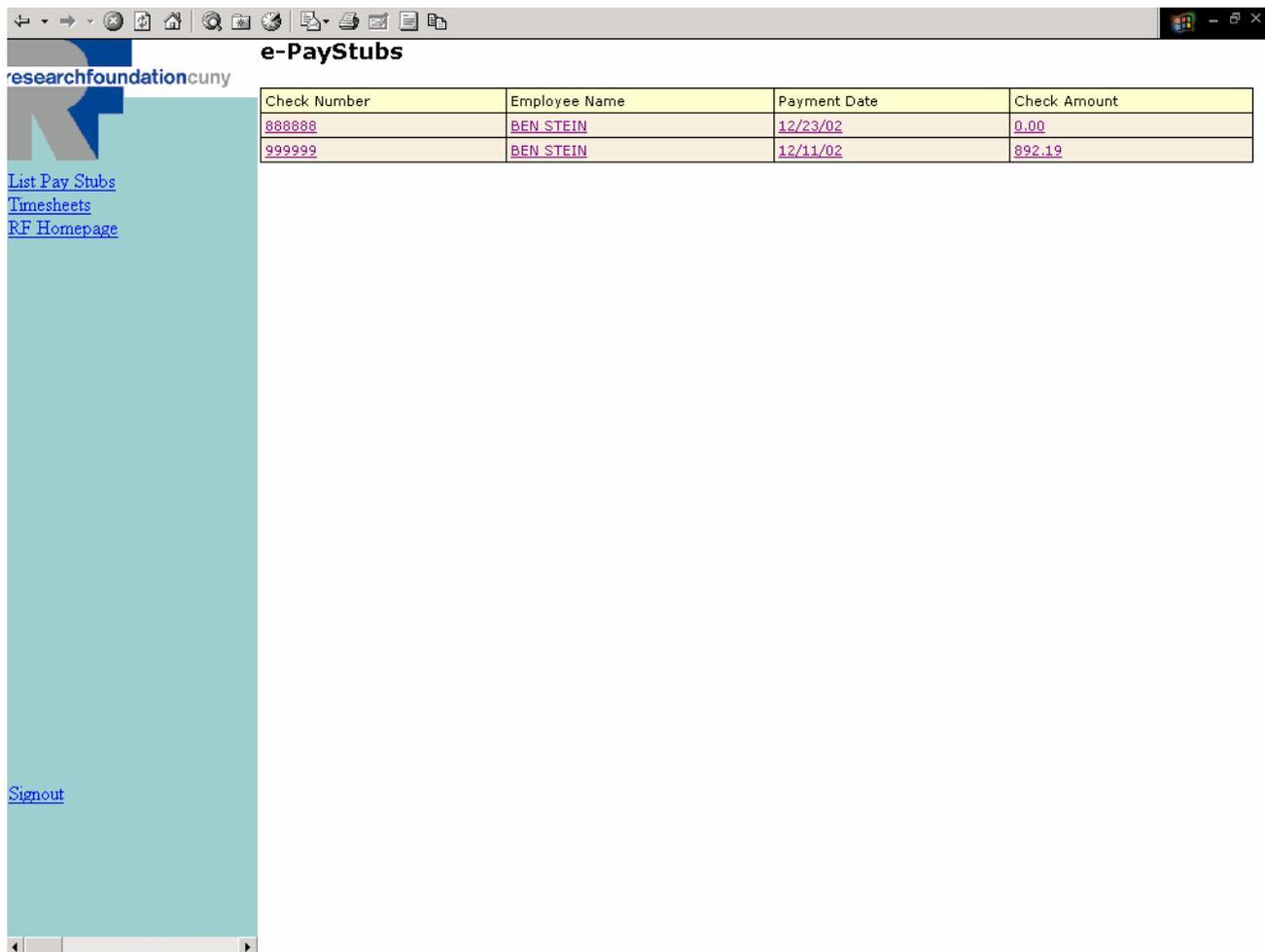
IMPORTANT!!!
CHOOSE A PASSWORD THAT YOU WILL EASILY REMEMBER.

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

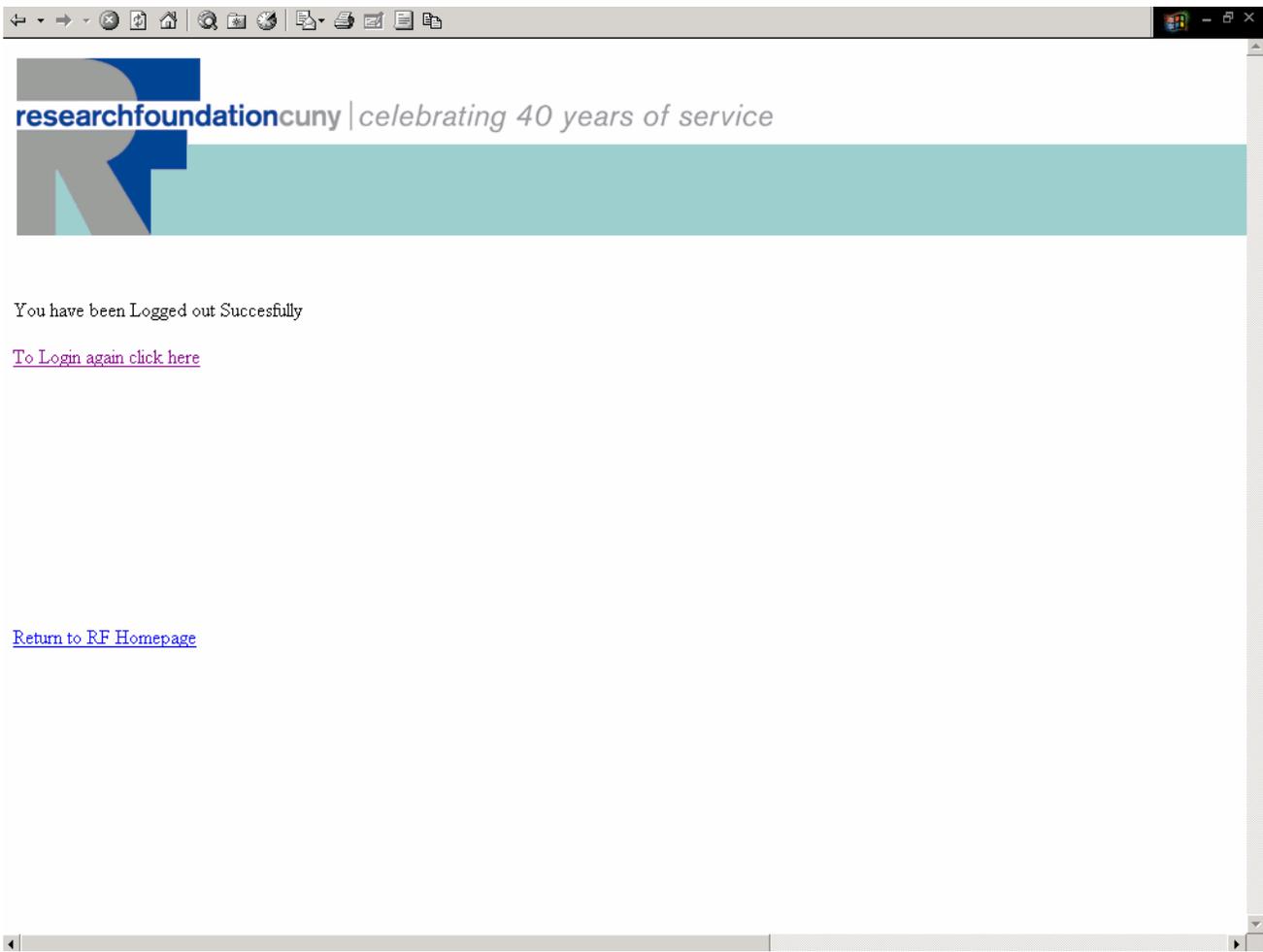
CLICK ON [Sign out](#) LOCATED ON THE LOWER LEFT SIDE OF THE SCREEN, TO EXIT THE SYSTEM.



The screenshot shows a web browser window displaying the 'e-PayStubs' interface. The browser's address bar shows 'researchfoundationcuny'. The page title is 'e-PayStubs'. On the left side, there is a navigation menu with links: 'List Pay Stubs', 'Timesheets', 'RF Homepage', and 'Signout'. The main content area displays a table with the following data:

Check Number	Employee Name	Payment Date	Check Amount
888888	BEN STEIN	12/23/02	0.00
999999	BEN STEIN	12/11/02	892.19





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

EMPLOYEE NO.	EMPLOYEE NAME	PERIOD ENDING	DATE PAID
031956	BEN STEIN	12/15/02	12/23/02

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	105.24	2776.28
GR#=99999000110	0	0.00	3500.00	FEDERAL S-00	294.84	7708.12
GR#=99999000110	0	1750.00	21000.00	FICA-HI	24.61	649.29
GR#=99999000110	0	0.00	875.00	STATE NY S-00	82.63	2160.38
GR#=99999000110	0	0.00	200.00	NEW YORK CITY	49.51	1241.72
TOTAL PAY	0	1750.00	46575.00	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	487.07
	0	0.00	0.00	SRA	60.00	1020.00
	0	0.00	0.00	E-FUND DIR DEP	892.19	28833.61
	0	0.00	0.00	NET PAY	0.00	0.00
	0	0.00	0.00		0.00	0.00
	0	0.00	0.00		0.00	0.00

VOID - NOT A CHECK

Voucher Number
888888

Amount
0.00

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.

researchfoundationcuny

EMPLOYEE NO. 031956 EMPLOYEE NAME BEN STEIN PERIOD ENDING 12/15/02 DATE PAID 12/23/02

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	105.24	2776.28
GR#=99999000110	0	0.00	3500.00	FEDERAL S-00	294.84	7708.12
GR#=99999000110	0	1750.00	21000.00	FICA-HI	24.61	649.29
GR#=99999000110	0	0.00	875.00	STATE NY S-00	82.63	2160.38
GR#=99999000110	0	0.00	200.00	NEW YORK CITY	49.51	1241.72
TOTAL PAY	0	1750.00	46575.00	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	487.07
	0	0.00	0.00	SRA	60.00	1020.00
	0	0.00	0.00	E-FUND DIR DEP	892.19	28833.61
	0	0.00	0.00	NET PAY	0.00	0.00
	0	0.00	0.00		0.00	0.00
	0	0.00	0.00		0.00	0.00

VOID - NOT A CHECK

Voucher Number **888888**

Amount **0.00**

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 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.

