

Direct Deposit Enrollment

All employees are encouraged to enroll in Direct Deposit for electronic deposit of their paycheck. Employees can enroll in direct deposit after the first day of employment. Opting to receive a paper check may result in a delay in receiving the paycheck due to processing requirements.

How To Enroll in Direct Deposit:

1. Go to RFCUNY website at www.rfcuny.org
2. Log in using your RFCUNY 6-digit ID and password.
3. Under Electronic Tools tab, select “**My Payroll & Benefits.**”
4. On top left, select “Employee Service” then select “Payroll Information”, followed by “Direct Deposit”.
5. Follow the instructions to enroll.

Direct Deposit Enrollment Window:

- Direct deposit enrollment is available seven days a week from 4:30 a.m. until 8:45 p.m.
- Enrollment completed prior to 3 p.m. on the Thursday after timesheets are due, will receive direct deposits for the upcoming payroll.
- Enrollment completed after 3 p.m. on the Thursday after timesheets are due will receive direct deposits for the following payroll.

Other Helpful Payroll and Timesheet Related Resources:

- Learn about RFCUNY timesheet due dates, pay periods, and payroll cycles here:
www.rfcuny.org/RFWebsite/electronic-tools/calendar/
- For answers to questions, please email HRPayroll@rfcuny.org.