

IMPORTANT PAYROLL NOTICE

DIRECT DEPOSIT AND LIVE CHECK INFORMATION

Direct Deposit Information

Please be aware that it can take up to three (3) paychecks before the direct deposit will take effect, after you have signed up for direct deposit. If after the third paycheck you do not receive your pay by direct deposit, please contact the Payroll Office at 276-8696.

Pay Stub Information

To access Rensselaer Self Service Pay Information navigate the following path:

<http://rss.rpi.edu>

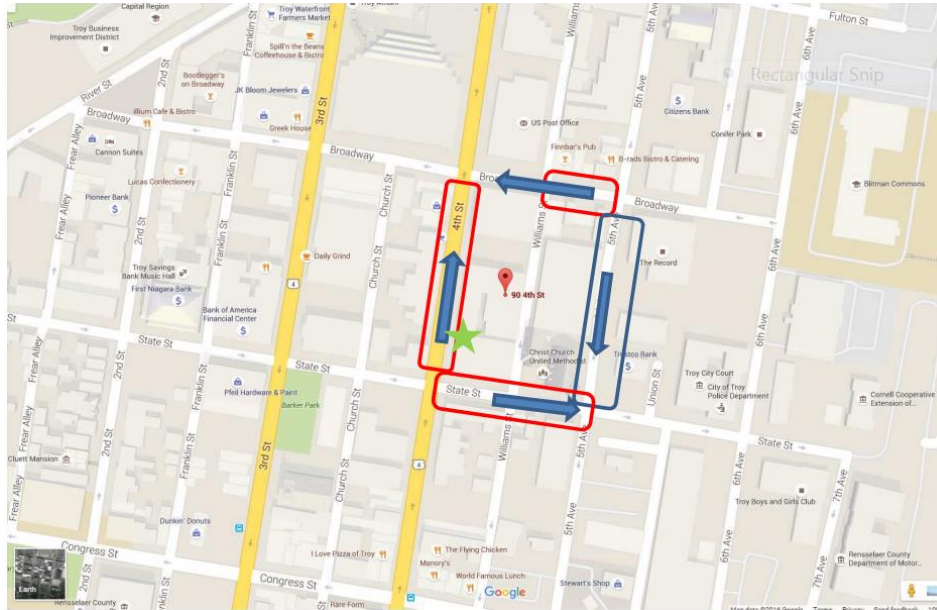
Enter your ID (RIN) and PIN (your six digit date of birth mmddyy).


If you have never logged into the system please click on Human Resources Contact Form to request that your account be enabled and to receive your PIN.


- Human Resources/Payroll Menu
- Pay Information
- Pay Stub
- Choose the pay stub information you wish to review


Picking up Your Paycheck

Until direct deposit starts, live checks are issued. Live checks are available for pickup at the Payroll Office located on the 4th floor of the Proctor's Building at 90 4th Street, Troy, NY. Call 276-8696 for directions, parking and hours. * Building Entrance is at the opposite end of the Marquee, towards State Street



 4 hour metered parking on 5th Avenue (meters accept credit cards). This is the best option for parking, and there are usually plenty of spaces available.

 2 hour un-metered parking on 4th Street, Broadway (limited to 15 minutes in front of Post Office), and State Street.

 **Building Entrance** **There is a loading zone parking area on 4th Street directly in front of the entrance to the Proctor's Building.

For more information, visit the Disbursements Operations Department of the Division of Finance:

<http://finance.rpi.edu/update.do?artcenterkey=133>

IMPORTANT PAYROLL INFORMATION for FACULTY

- Faculty members are paid semimonthly. Pay days are the 15th of the month and the last business day of the month (or the Friday prior if these dates fall on a weekend.)
- New Faculty members academic year salary is paid over 21 pay periods (Aug. 16 - June 30) the first year of employment. Starting in the second year of employment, Faculty are paid over 24 pay periods (July 1 – June 30). It is likely that the amount per pay period will be lower the second year because the academic year salary is being spread and paid over more pay periods.

Example:

First year salary \$50,000 / 21 pay periods = \$2,380.95 per pay period
Second year salary \$51,250 / 24 pay periods = \$2,135.42 per pay period

- Faculty summer supplemental pay is remitted over the period 6/1 – 8/31 (six pay periods). If a transaction form is received in payroll after the June 15th deadline, supplemental pay will be remitted over the remaining pay periods indicated on transaction form. Absolutely no retro payments are processed for summer supplemental pay.
- Payroll checks must be picked up at the payroll office in the Proctors Building. We encourage faculty members to enroll in direct deposit (direct deposit statements may be viewed electronically via Employee Self-Service at <http://rss.rpi.edu>)