



**RHODE ISLAND
COLLEGE**

PeopleSoft RIConnect: View Paycheck

Last Update: 12/7/2011

**For PeopleSoft access & password help
call the PeopleSoft Helpdesk at extension
9873.**

**For Paycheck information help call the
RIC Payroll Office at extension 8146.**

The information contained
herein is intended to be used
solely by Rhode Island
College and its employees.

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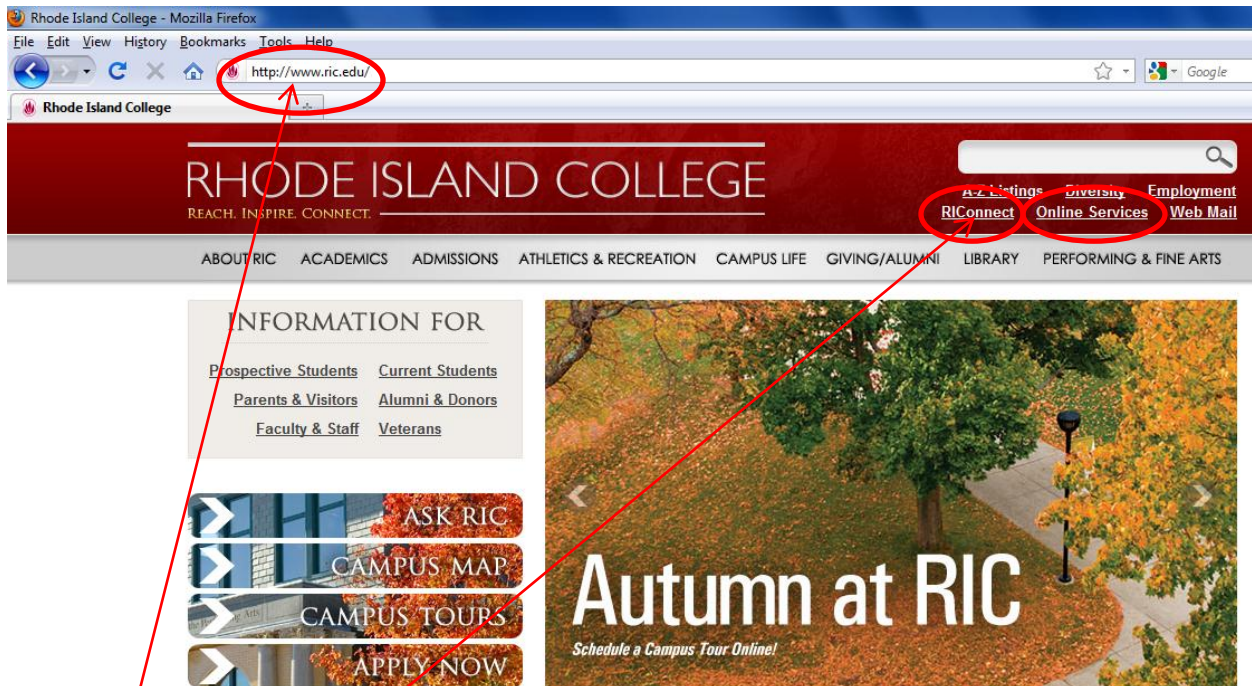
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Purpose

To view the latest 18 months of pay check information. For biweekly employee payrolls, the tax data and the leave accrual data will be blank.

View Paycheck

Sign In



Step 1 – Open a web browser, supported browsers include Mozilla FireFox 3.6 and up, Microsoft Internet Explorer 7 and up and Safari 4 and up.

Step 2 - In your web browser, type in the address line: www.ric.edu (This is the Rhode Island College home page)

Step 3- Click: **RICONnect**

Or Click: **ONLINE Services** (select the For RIC Students And Faculty Access link)



RICConnect

Navigation Guide

[Sign In Guide](#) [For Chairs](#)
[Clear Browser Cache](#) [RICConnect Printing Guide](#)

[Academic Calendar](#)
[Administrative Calendar](#)
[Updating Your Cell Phone Number for Emergency Purposes](#)

Graduate Admission FSEHD and SSW

Application status for graduate admission to these two schools is now available on-line. To view, please go to: [Home>Self Service>Campus Personal Information>To Do List](#)

Advising Holds

To have your hold removed and be able to register for spring classes, you must consult with your advisor. Your advisor's name is listed on your "Details" page in Self Service as is your registration appointment time. If an advisor is not listed, please contact the chair of your major department (or OASIS for undeclared students).

New Students

New students (who have been admitted and paid their enrollment deposit) will meet with advisors and register for classes at their orientation in January. Invitations will be sent from OASIS.

The use of this system is restricted to authorized Rhode Island College users.

User ID:

Password:

Sign In

*Both user ID and password are case sensitive.
 Your account will be locked after 5 unsuccessful tries.*

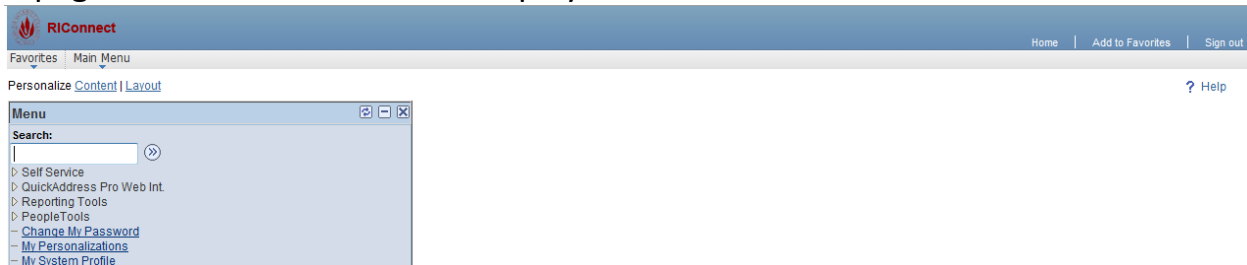
Unauthorized use of this system is prohibited and violators will be prosecuted.

Step 4 – Enter **User ID:** _____ (Enter assigned user id).

Step 5 – Enter **Password:** _____ (Enter assigned password).

Step 6 – Click **Sign In** button.

A page similar to below will be displayed.

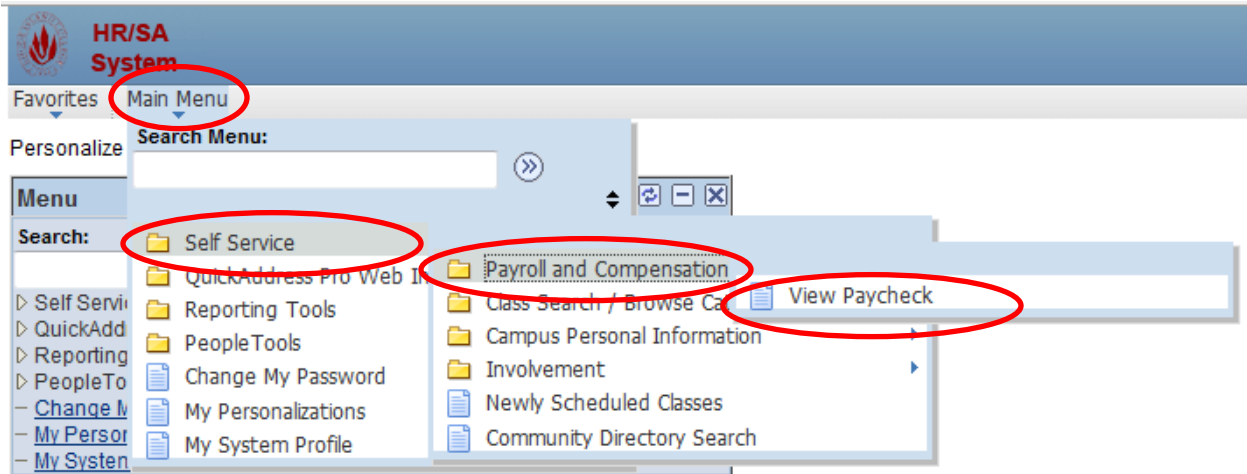


Navigation

From Main Menu: Self Service > Payroll and Compensation > View Paycheck

Depending on where you press on the menu, your view of the navigation will vary. This example uses the "breadcrumbs" at the top with the floating menus.

This will bring you to the view paycheck page.



View Paycheck Page

- 1) Select the *Check Date* you would like to view.

View Paycheck

Jane Doe

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

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
2010-02-12	Rhode Island College	01/17/2010	01/30/2010	\$177.65	000051	<input checked="" type="checkbox"/>
2010-01-15	Rhode Island College	12/20/2009	01/02/2010	\$169.37	000054	<input checked="" type="checkbox"/>
2009-12-31	Rhode Island College	12/06/2009	12/19/2009	\$169.37	000038	<input checked="" type="checkbox"/>

- 2) This will open a new window (or tab depending on settings) with the payroll advice in a PDF format. Please be aware that the new window may be blocked by pop-up blockers. Disable the pop-up blocker or allow the RIC domain(s).

http://ps90web.ricps.edu/SADEV90/psft/V2022201846/OFDNDLJW3XGMXIP0ZFT1DQ_SSPUSCHK.pdf - Windows Internet Explorer


http://psweb.edu/psft/V2022201846/OFDNDLJW3XGMXIP0ZFT1DQ_SSPUSCHK.pdf

File Edit Go To Favorites Help

http://psweb.edu/psft/V202220184...

130%

Find



Rhode Island College
600 Mount Pleasant Ave
Providence RI 02908

Pay Group: Student Pay Group Pay Begin Date: 01/17/2010 Pay End Date: 01/30/2010	Business Unit: RICOL Check #: 000000000000051 Check Date: 02/12/2010
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Jane Doe Pleasant Ave Providence RI 02908 16	Employee ID: 077777 Department: S4424-Student Location: Building No. 1 - East Campus Job Title: Student Associate Pay Rate: \$8.600000 Hourly	TAX DATA: Federal: Single RI State: Single Marital Status: Single Allowances: 0 Addl. Pct.: Addl. Amt.:
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HOURS AND EARNINGS						TAXES		
Description	Rate	Current Hours	Current Earnings	YTD Hours	YTD Earnings	Description	Current	YTD
Student Regular Pay	8.600000	21.00	180.60	66.00	567.60	Fed Withholding	0.00	0.00
						RI Withholding	2.95	9.82
TOTAL:		21.00	180.60	66.00	567.60	TOTAL:	2.95	9.82

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
TOTAL:			TOTAL:			*TAXABLE		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	180.60	180.60	2.95	0.00	177.65
YTD	567.60	567.60	9.82	0.00	557.78

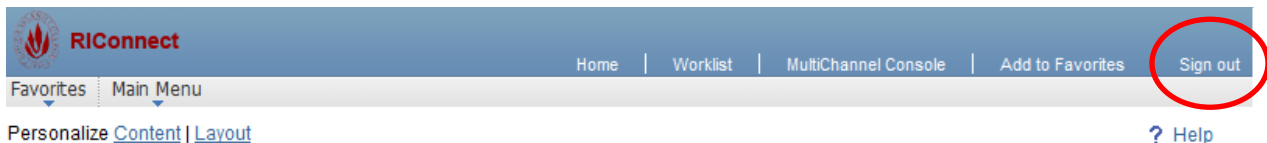
YEAR-TO-DATE	PAID TIME OFF	SICK LEAVE	NET PAY DISTRIBUTION

Done

Unknown Zone

Sign Out

Once you are finished reviewing your pay checks you should close all pdf windows and sign out of RIconnect. Press the Sign Out hyperlink in the upper right hand side. You should also close the web browser.



RIconnect

Home | Worklist | MultiChannel Console | Add to Favorites | **Sign out**

Favorites Main Menu

Personalize [Content](#) | [Layout](#) ? Help