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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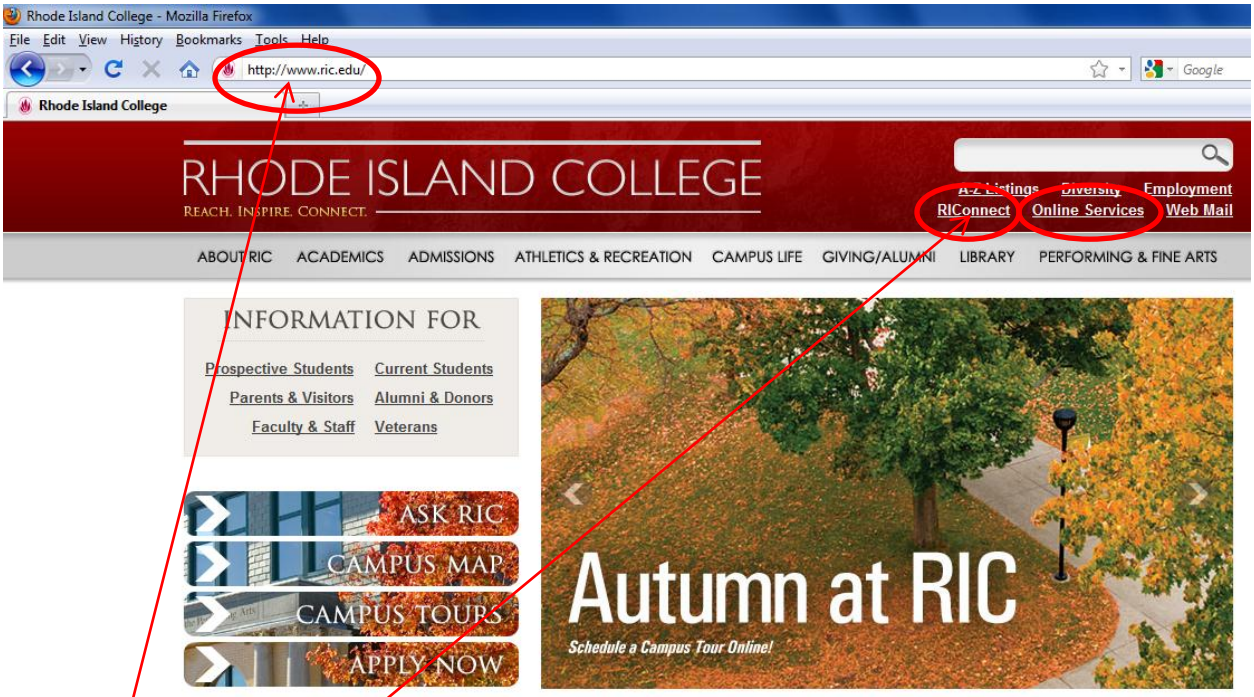
Purpose

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)

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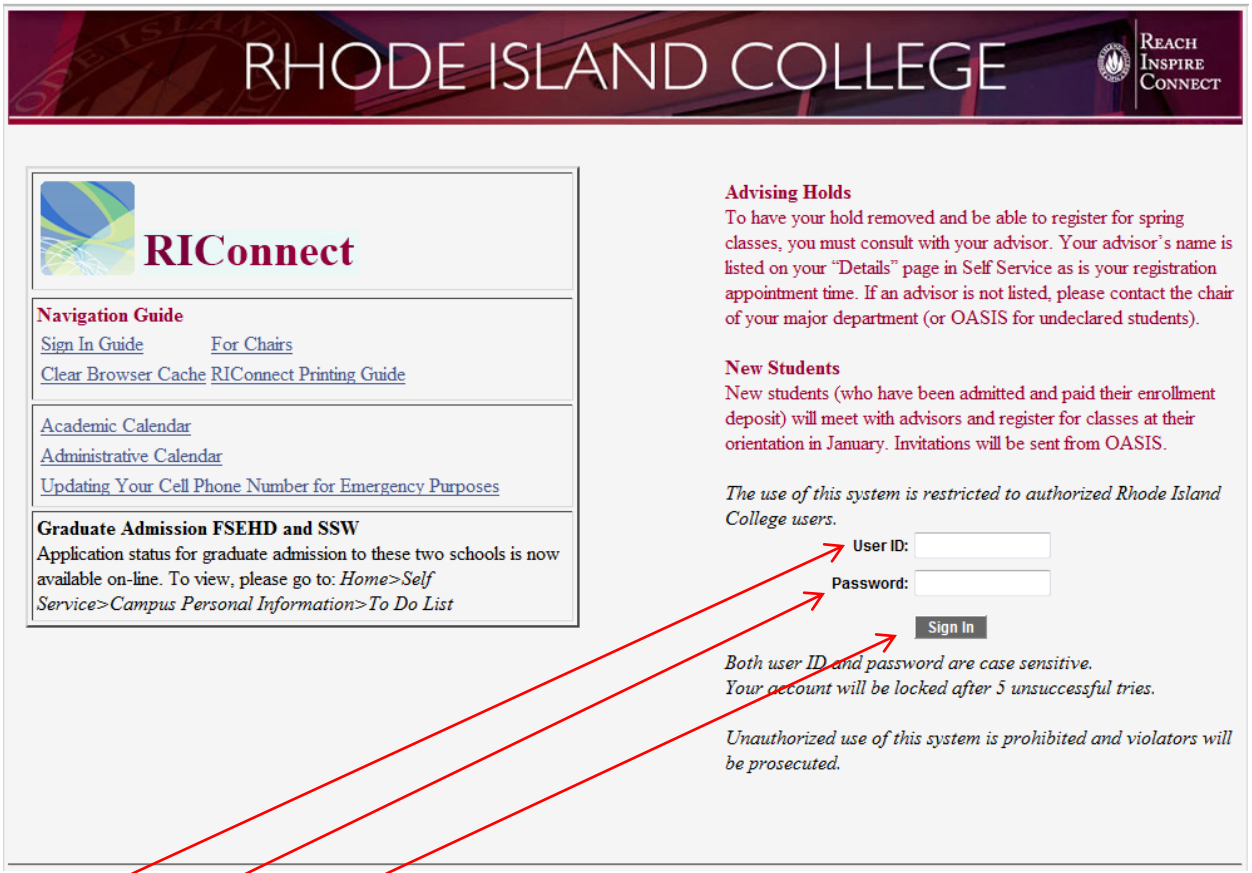
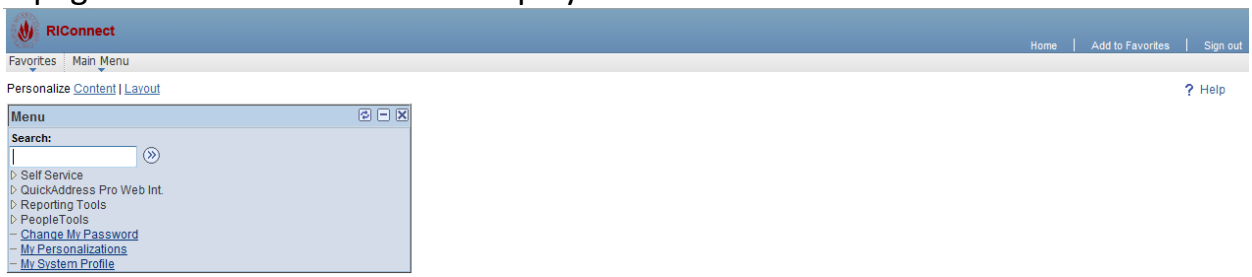


Step 4 – Enter **User ID**: _____ (Enter assigned user id).
Step 5 – Enter **Password**: _____ (Enter assigned password).
Step 6 – Click ***Sign In*** button.

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.

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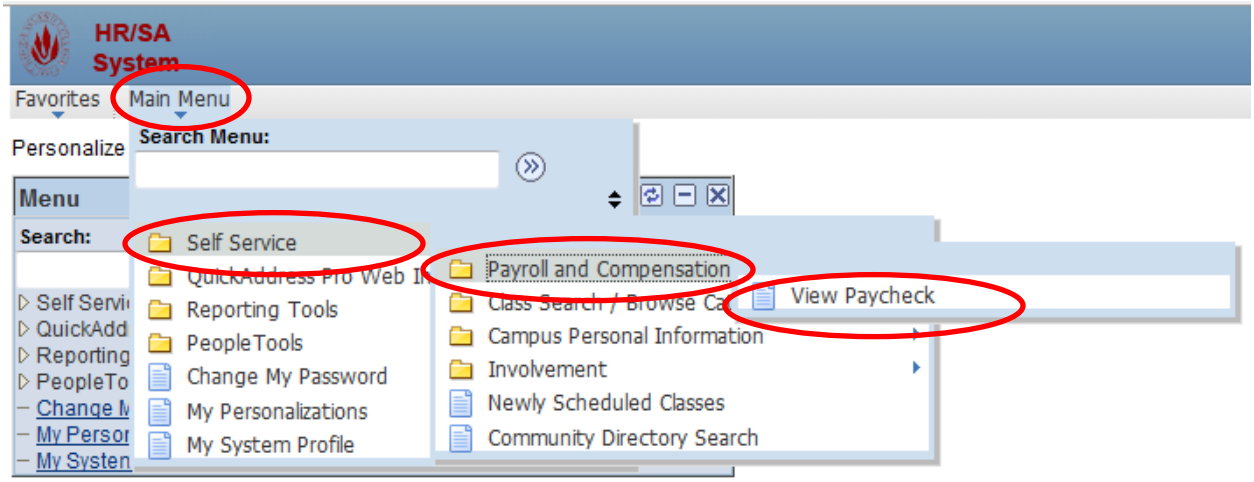
This will bring you to the view paycheck page.



View Paycheck Page

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

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).

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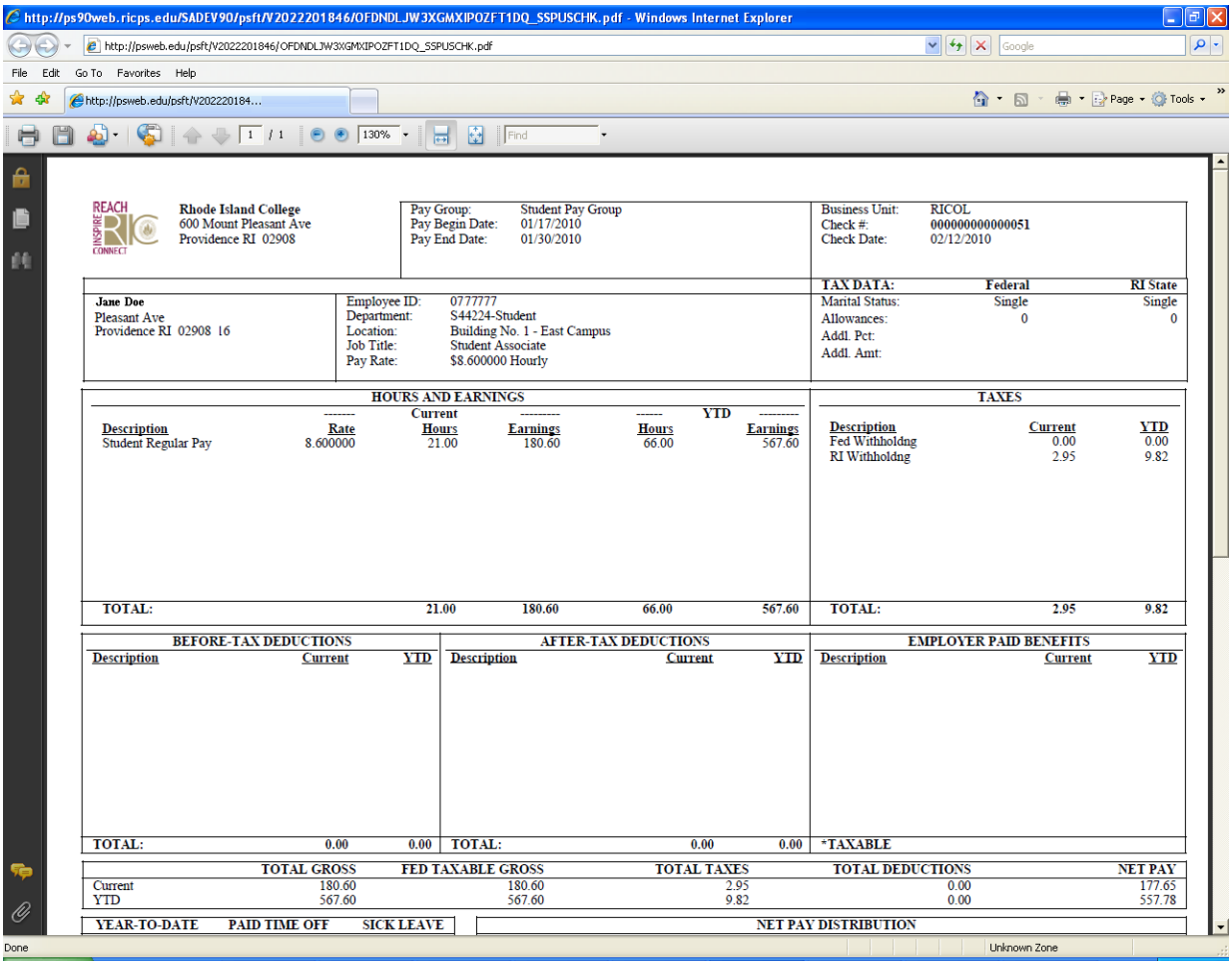
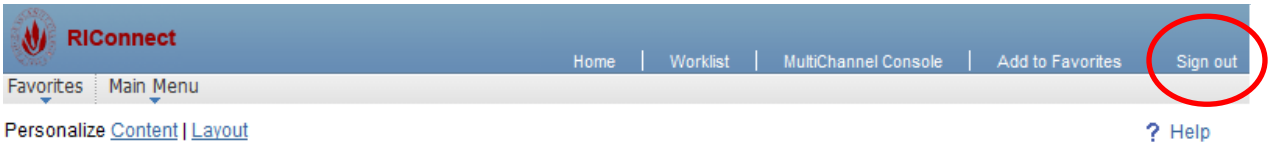


Sign Out

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.



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