

PAYROLL

How to Choose or Update the Way You Receive Your Pay

GO TO: [Employee Self Service Home](#) > [Main Menu](#) > [Employee Self Service](#) > [My Pay Methods](#)

1. Choose your payment method(s):

Direct Deposit(s)

- To add a new bank account for direct deposit, click **Add Deposit Payment** and enter bank account information.
- To update information for a current direct deposit account, click the pencil icon in the row in which the account appears.

New or changed bank accounts will be verified before initiating payroll deposits and you may receive a check until that happens.

Tip! Make sure you have the bank account number, routing number and bank name and address for any new account(s). You can find this information on a check for that account.

Check Payment(s)

- To add a check payment, click **Add Check Payment** and enter the amount for that check.
- To update the amount on an existing check, click the pencil icon in the row in which the check appears.
- Click **Apply**.

Check changes will take place immediately with the next payroll.

Tip! To delete a direct deposit or check, click the trash can icon on the row you wish to remove.

Continue adding or updating your pay methods as needed.

2. Set your pay priorities by numbering each Payment Type in the left column on the Manage Payroll Payments screen. The Payment Type with "Remaining Pay" under Amount will always have the lowest priority.

Manage Payroll Payments: Define Payments

Employee Name: **Smith, Pat** Employee Number: **103186**
Organization Email Address: patsmith@albany.org Business Group: **The Research Foundation for SUNY**

Use these pages to specify how you wish to be paid. Click Continue to proceed to submit your changes or Cancel to return without change.
* Indicates required field

Employee Payments

*Priority	Payment Type	IAT	Account Type	Account Number	Amount Type	*Amount	Currency	Update	Delete
1	Check	<input type="checkbox"/>			Percentage ▾	80.0	US Dollar		
2	Direct Deposit	<input type="checkbox"/>	Checking Account	2222222		Remaining Pay	US Dollar		

Add Check Payment

Employee Name: **Smith, Pat** Employee Number: **103186**
Organization Email Address: patsmith@albany.org Business Group: **The Research Foundation for SUNY**

* Indicates required field

Payment Method: **Check**
Currency: US Dollar
Amount Type: Percentage ▾
* Amount: 0.0

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How to Change the Way You Receive Your W-2

GO TO: [Employee Self Service Home](#) > [Main Menu](#) > [Employee Self Service](#) > [My Contact Information](#)

Tip! See [How to Review Your W-2 Online](#) on page 4.4.

1. In the Basic Details section, click **Update** on the far right.

SUNY RF Employee Self Service

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My Contact Information Back

Employee Name **Smith, Pat** Employee Number **103185**
Organization Email Address Business Group **The Research Foundation for SUNY**

Basic Details

Use the "update" button to change your e-mail address or your form W-2 print option

Full Name **Smith, Pat**
Date of Birth **01-Jan-1970**
Social Security **001-01-0001**
Employee Number **103185**
Organization Email Address

Update 1

Phone Numbers

To add a phone number click "add", to change click "update".

Update

2. Select "Enter new information because of a real change to the current details (e.g. because of a change in marital status)." The first option, "Correct or complete the current details" is only available to Payroll administrators.

3. Click **Next**.

4. In the Other section, confirm your email address is accurate or update your email address.

5. Click **Next**.

Continues next page >>

SUNY RF Employee Self Service

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Basic Details: Choose Option Cancel Next

Employee Name **Smith, Pat** Employee Number **103185**
Organization Email Address Business Group **The Research Foundation for SUNY**

Select the type of change you want to make.

Correct or complete the current details.
 Enter new information because of a real change to the current details (e.g. because of a change in marital status)
(As an employee you can only enter new information)

2

Cancel Next **3**

Diagnostics Home Logout Preferences Help

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How to Change the Way You Receive Your W-2 *Continued*

6. To choose an electronic or paper W-2, look in the Self Service Preference for Person box under Document Type.

If W-2 is listed there:

- Use the pull-down menus to change your Online and Paper preferences.
- Click **Apply**.

If you see "No results are found":

- Click **Add**.
 - On the Self Service Preference for Person page, click the magnifying glass icon next to the Document Type field.
 - On the Select and Search pop-up, select "W-2" and click **Select**.
 - Use the pull-down menus to change your Online and Paper preferences.
 - Click **Apply**.
7. Click **Next**.
8. On the My Contact Information page, verify that all the information is accurate, and then click **Submit**.
- !** *If you do not click Submit, your changes will not be applied.*
9. On the Confirmation page, click **Return to Overview** to go back to your Contact Information summary.

My Contact Information: W-2 Distribution Option

To receive your Year End Form W-2 in electronic format only via self service, please do the following:
If "Document Type" W-2 is already listed click "Update" to change your preferences.
If the table below shows "No results are found" click "Add" and enter your preference for paper as "No".
If no changes are necessary please click "Next"

Employee Name **Smith, Pat** Employee Number **103186**
Organization Email Address patsmith@albany.org Business Group **The Research Foundation for SUNY**

Click "Next" to continue this action, "Back" to return to the previous page, or "Cancel" to cancel all actions.

Select Status	Document Type	Online	Paper
<input type="radio"/>	W-2	Yes	Yes
<input type="radio"/>	W-2	Yes	No

Self Service Preference for Person

Employee Name **Smith, Pat** Employee Number **103186**
Organization Email Address patsmith@albany.org Business Group **The Research Foundation for SUNY**

Enter any changes below. Click Apply to continue this action, click Cancel to cancel this action and return to the previous page.

Document Type **W-2**

Online **Yes**
Paper **Yes**

Select	Quick Select	Document Type
<input checked="" type="radio"/>		W-2
<input type="radio"/>		W-2C

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How to Review Your W-2 Online

GO TO: [Employee Self Service Home](#) > [Main Menu](#) > [Employee Self Service](#) > [My W-2](#)

Your current year's W-2 will be displayed. W-2's are available for seven years.

To choose a prior year's W-2, adjust the date using the drop-down box. Click [Go](#).

SUNY Employee Self Service

Navigator Favorites Diagnostics Home Logout Preferences Help

Form W-2 Wage and Tax Statement

Employee Name **Smith, Pat** Employee Number **103186**
 Organization Email Address patsmith@albany.org Business Group **The Research Foundation for SUNY**

Select Organization/Year [The Research Foundation for SUNY-2014-W2 PDF](#) [Go](#)

Form W-2 Wage and Tax Statement 2014		OMB No. 1545-0008		Department of the Treasury - Internal Revenue Service				
Control number 478694410		Employer identification number 14-1368361		COPY B To Be Filed With Employee's FEDERAL Tax Return				
Employee's name, address and zip code The Research Foundation for SUNY PO Box 9 Albany NY 12201-0009		Employee's SSN 001-01-0002		1 Wages, tips, other compensation 2809.90	2 Federal income tax withheld 361.78			
Employee's first name and init Last Name Suffix Pat Smith 1234 Mainstreet Albany NY 12207		7 Social security tips		3 Social security wages 2809.90	4 Social security tax withheld 174.21			
		8 Allocated tips		5 Medicare wages and tips 2809.90	6 Medicare tax withheld 40.74			
		9		10 Dependent care benefits		11 Nonqualified plans		
		12a		13 Statutory Employee <input type="checkbox"/>		14 Other		
12b		Retirement Plan <input type="checkbox"/>						
12c		Third-party sick pay <input type="checkbox"/>						
12d								
Employee's address and ZIP code		15 State NY	Employer's State ID number 14-1368361	16 State wages, tips etc. 2809.90	17 State income tax 120.72	18 Local wages, tips etc.	19 Local income tax	20 Locality name

This information is being furnished to the Internal Revenue Service.

Form W-2 Wage and Tax Statement 2014		OMB No. 1545-0008		Department of the Treasury - Internal Revenue Service				
Control number 478694410		Employer identification number 14-1368361		COPY C For Employee's Records (See Notice to Employee on back of Copy B)				
Employee's name, address and zip code The Research Foundation for SUNY PO Box 9 Albany NY 12201-0009		Employee's SSN 001-01-0002		1 Wages, tips, other compensation 2809.90	2 Federal income tax withheld 361.78			
Employee's first name and init Last Name Suffix Pat Smith 1234 Mainstreet Albany NY 12207		7 Social security tips		3 Social security wages 2809.90	4 Social security tax withheld 174.21			
		8 Allocated tips		5 Medicare wages and tips 2809.90	6 Medicare tax withheld 40.74			
		9		10 Dependent care benefits		11 Nonqualified plans		
		12a		13 Statutory Employee <input type="checkbox"/>		14 Other		
12b		Retirement Plan <input type="checkbox"/>						
12c		Third-party sick pay <input type="checkbox"/>						
12d								
Employee's address and ZIP code		15 State NY	Employer's State ID number 14-1368361	16 State wages, tips etc. 2809.90	17 State income tax 120.72	18 Local wages, tips etc.	19 Local income tax	20 Locality name

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How to Review Your Payslip Online

GO TO: [Employee Self Service Home](#) > [Main Menu](#) > [Employee Self Service](#) > [My Payslip](#)

Your most recent payslip will be displayed. Payslips are available for 18 months.

To choose a prior period's payslip:

1. Use the pull-down menu in the Choose a Payslip field.
2. Click **Go**.

***Tip!** You may print your payslip(s) using your browser's print function (if available).*

SUNY Employee Self Service

Navigator Favorites Diagnostics Home Logout Preferences Help

Payslip

Employee Name: **Smith, Pat** Employee Number: **103186**
 Organization Email Address: patsmith@albany.org Business Group: **The Research Foundation for SUNY**

Choose a Payslip:

Employee: **Pat Smith** Location: **010 Albany**
 Employee Address: **1234 Mainstreet Albany NY 12207**
 Pay Basis: **Salaried Annual**

Pay Period and Salary

Payment Date	Pay Begin Date
24-Jan-2014	11-Jan-2014

Summary

Current or YTD	Gross	Pre-Tax	Taxes	Deductions	Net Pay
Current	1538.46	133.51	348.72	13.84	1042.39
YTD	3076.92	267.02	697.45	27.68	2084.77

Hours and Earnings

Description	Current Hours	Current Amount	YTD Hours	YTD Amount
Reg Salary 1		1538.46		3076.92

Pre-Tax Deductions

Description	Current	YTD
HCSA	96.15	192.30
Dental PT	1.63	3.26
BC Trad PPO PT	35.73	71.46

Taxes

Description	Current	YTD
Federal Tax	180.89	361.78
Social Security	87.10	174.21
Medicare	20.37	40.74
NY State Tax	60.36	120.72

After-Tax Deductions

Description	Current	YTD
Opt Life Ins	7.04	14.08
Voluntary STD	6.80	13.60

Tax Withholding Information

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How to Review and Update Your Federal and/or State Tax Withholding

GO TO: [Employee Self Service Home](#) > [Main Menu](#) > [Employee Self Service](#) > [My Tax Form](#)

To update your federal W-4 information:

1. Review your current information under Federal Information (Filing Status, Allowances, Additional Amount Withheld, Federal Income Tax Exemption (FIT Exempt)).
2. To make changes to your federal W-4 information, click **Update**.
3. On the Update Tax Form page, update your information as needed.
4. Click **I Agree** to the perjury statement and click **Continue**.
5. On the My Tax Form page, you will see a completed W-4 form. To submit your form, click **Submit**.

You will receive an email confirmation after you complete your changes. You may print the form or the email confirmation for your records, but you do not need to submit anything to your campus payroll office.

6. On the Confirmation page, click **Return to Overview** to return to the Tax Form page.

To update your state tax withholding information:

1. Click the document link under State Information.
2. Fill out the form online, print it, sign it and take it to your campus payroll office.

Effective Date of Changes

All changes will be effective with the payroll that follows receipt of your changes. If you change your withholdings in a way that does not allow the RF to meet its tax obligations, your changes will be overridden.

Tip! If you are a non-citizen of the United States, you should consult your campus payroll office or tax advisor before changing your withholdings.

The screenshot displays the 'Update Tax Form: Federal W-4 Form' interface. At the top, it shows the SUNY RF logo and navigation options. The main content area includes fields for Employee Name (Smith, Pat), Organization Email Address (patsmith@albany.org), Employee Number (103186), and Business Group (The Research Foundation for SUNY). There are radio buttons for Filing Status (Single, Married, Married, but Withhold at Higher Single Rate) and input fields for Allowances (4) and Additional Amount Withheld (0.00). Below these are sections for 'Last Name Different', 'Exempt from Withholding', and 'Agreement'. A red circle with the number 4 points to the 'I Agree' checkbox in the Agreement section. At the bottom, there is a preview of the W-4 form with a red circle with the number 5 pointing to the 'Submit' button.