HR Self Service, Direct Deposit and Pay Cards

The RF now has an online access to change your address, enroll in direct deposit, make adjustments to your federal tax withholdings and contact information. You can also view your pay stubs and W-2 statements through the RF website.

Your annual form W-2 statement will be available online each January.

To get started, you’ll first need to create a password and validate your account.

1. Go to www.rfsuny.org/selfservice
2. Click “Set up your Account”
3. Use your Research Foundation Employee Number provided at the top of your pay stub and follow the instructions to validate your account and create a password.

After your account is setup, you’ll access your pay information at www.rfsuny.org Click “Login” at the top of the home page. Once you have logged in using your Research Foundation website user name and password the “Self Service” link will be available in the Business Application section of the internal site.

HOW DIRECT DEPOSIT WORKS

Direct Deposit is a program that electronically deposits your paycheck into your checking or savings account or a Kay2Payroll card (Key Bank) at any financial institution that is a member of the New York Automated Clearinghouse (NYACH).

Employees can sign up for the Key2Payroll Card. The Key2Payroll card is a prepaid debit card issued by KeyBank providing you with secure, convenient access to your money. To enroll in the Key2Payroll card you must go to Human Resources Services, 390 Administration Building.

Employees may also sign up for direct deposit. They can deposit part of their check into a financial institution and receive the remaining balance in the form of a payroll check or an employee may request a deposit be made to more than one financial institution. To enroll in Direct Deposit you must access the Research Foundation HR Self Service at www.rfsuny.org/selfservice. You must receive your first paycheck in order to set up your account (see page 2) before you can enroll in Direct Deposit.

Under normal conditions, funds will be available by 11:00 AM payday. The employee’s financial institution is responsible for ensuring the timing of payroll deposits.

Late submission of attendance records or Lost Time can result in cancellation of direct deposit.