



Welcome to SUNY Upstate Medical University. As an employee of the Research Foundation for SUNY at Upstate, you will be offered a very competitive set of benefits which are among the best in the greater Central New York area. Some of the valuable benefits include:

- Excellent health, dental and vision insurance
- Flexible Spending Account Program
- Employer-paid life and optional insurance benefit
- Employer-paid long term disability

**You will be required to enroll in a benefits program on-line via the Research Foundation Central Office web site Employee Self-Service link.** Access and log-in information is explained in greater detail in the attached *Guide to Employee Self-Service*. As a first time user, you will need to set up your Self-Service Research Foundation User account (which differs from your Upstate self-serve account) after you receive a "Welcome" e-mail which will include a link to the Research Foundation Self-Serve portal. To establish your access to the Research Foundation Self-Service portal, you will need a user name which will be your RF ID number (which differs from your SUNY Upstate ID number which is found on your ID badge) that is located on your pay stub and will be provided in the "Welcome" e-mail.

You should receive this initial e-mail from the RF approximately 2-3 weeks from your start date. **It is very important that after you receive this e-mail that you go to the RF web site Portal to enroll in your benefits immediately to avoid any lapse in coverage (i.e. health insurance after waiting period). If for some reason you do not receive this e-mail within this time frame, please contact Susan Gasiorowski at 464-4945. Please note if you fail to enroll in your benefits in a timely manner such will delay your coverage.**

We wish you a successful and fulfilling career with the Research Foundation for SUNY at Upstate.

From: RF Human Resources  
Sent:  
To:  
Subject: View Your RF Pay Information Online

First Name: New  
Last Name: Acknowledge  
User Name: (Research Foundation ID Number)  
Location: Central Office

Welcome! You now have online access to Employee Self Service, which enables you to sign up for your benefits, change your contact information, update your tax withholdings and update the way you receive your pay.

You can also view your paystub on-line. If you use direct deposit, you will not receive paper versions. If you prefer a check, an electronic version of your paystub will be available online in addition to your paper copy. Your annual Form W-2 will be available online each January.

Getting started is easy - Employee Self Service is available in the Employee Center on the RF website so you can access your information by logging in with your username and password from anywhere, anytime!

ALREADY HAVE A USER NAME AND PASSWORD FOR THE RF WEBSITE?

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If you already have a Research Foundation website username and password, go to [www.rfsuny.org/selfservice](http://www.rfsuny.org/selfservice) and click "Access Employee Self Service".

FIRST TIME USER?

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If this is your first time logging into the RF website, you will need to setup an account before you can access Employee Self Service. Go to [www.rfsuny.org/selfservice](http://www.rfsuny.org/selfservice), click "Set up Your Account", and follow the instructions for creating an account.

IMPORTANT! As a new user, the "Research Foundation ID Number" provided at the top of this email is your "User Name" for the Research Foundation website. This number can also be found on your pay stub. When you create your account you will select your own password.

TWO EASY WAYS TO FIND HR SELF SERVICE ON THE RF WEBSITE

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1. Go to [www.rfsuny.org/selfservice](http://www.rfsuny.org/selfservice) and click "Log In to Employee Self Service". You will want to bookmark this page for easy access in the future.
  2. On the RF website ([www.rfsuny.org](http://www.rfsuny.org)) home page choose "Employee Center" under "Working at the RF" at the top of the page.

QUESTIONS?

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If you have questions, contact Customer Services at <mailto:CustomerServices@rfsuny.org> or (518) 434-7222.

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DID YOU KNOW?

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You can also access RF benefit information on the public website by going to [www.rfsuny.org/benefits](http://www.rfsuny.org/benefits).

Please do not reply to this message. This e-mail is an automated notification, which is unable to receive replies.