# 2014 EMPLOYEE SELF SERVICE GUIDE

The Research Foundation for The State University of New York

# CONTENTS

Click any topic below to go directly to that page.



## OTHER LINKS IN THIS GUIDE

This Guide contains hyperlinks to help you navigate within the Guide, out to the Oracle Employee Self Service website, and to other external sites.

Active links appear in ORANGE.

On any page, click > RETURN TO CONTENTS in the footer to return to this page.

In sections 2, 3, 4 and 5, click on the Oracle navigation path to go directly to that task in the Employee Self Service site.

Example:

GO TO: Employee Self Service Home > Main Menu > Employee Self Service > My Benefits

If you have pop-up blockers enabled, you may need to turn them off to gain access to some sections of Employee Self Service.

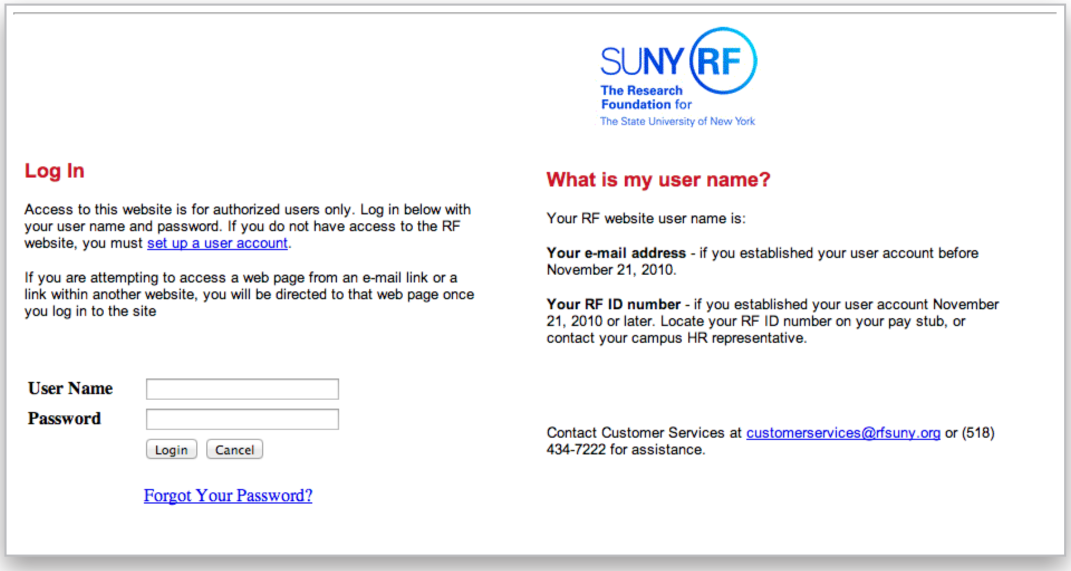
# HOW TO USE SELF SERVICE How to Access, Log In and Navigate Employee Self Service

You can access Employee Self Service from anywhere you have Internet access. You will need your user name and password. If you are a first-time user, you will need to set up an Employee Self Service account. You should have received a Welcome Email with a link.

1. Go to https://portal.rfsuny.org/selfservice
2. Click **Login** in the upper right corner of the screen.

   ***Tip!*** *Bookmark https://portal.rfsuny.org/selfservice for easy future access.*
3. Enter your Research Foundation ID Number as your user name.
4. Enter your password.

   ***Tip!*** *If you have forgotten your password, click "Forgot Your Password" on the login screen. Your information will be emailed to you.*




## Site Availability

The Employee Self Service website undergoes daily planned system maintenance, from 6:00 to 6:30 p.m. and 2:00 to 4:00 a.m. EST. If you attempt to log in during these times, you will encounter a message that reads, "Employee Self Service Unavailable."

## Log Out to Protect Your Personal Information!

When you've completed your session, click **Logout** in the list of links in the upper right corner of the screen. This will help prevent unauthorized access to your information.

**If you need help with your Employee Self Service account, contact Customer Services at customerservices@rfsuny.org or 518-434-7222.**

# HOW TO USE SELF SERVICE How to Access, Log In and Navigate Employee Self Service

## THE MAIN MENU

### Buttons

You will find the following buttons throughout the site. Other buttons may appear depending on the section you are in.

**Apply** – Enters and saves information you have provided.

**Back** – Lets you return to a previous page to change or review entered information.

**Cancel** – Cancels changes you have entered and prevents them from being submitted or applied.

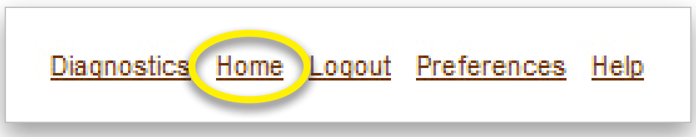
**Next** – Moves you to the next step in a process.

**Printable Page** – Presents the current page in a printer-friendly format. To print the page, use your browser's print function.

**Update** – Takes you to a page where you can edit information.


### Home Link

Click **Home** in the navigation at the bottom right of any page to return to the Employee Self Service home page.



# BENEFITS Enrollment Guidelines

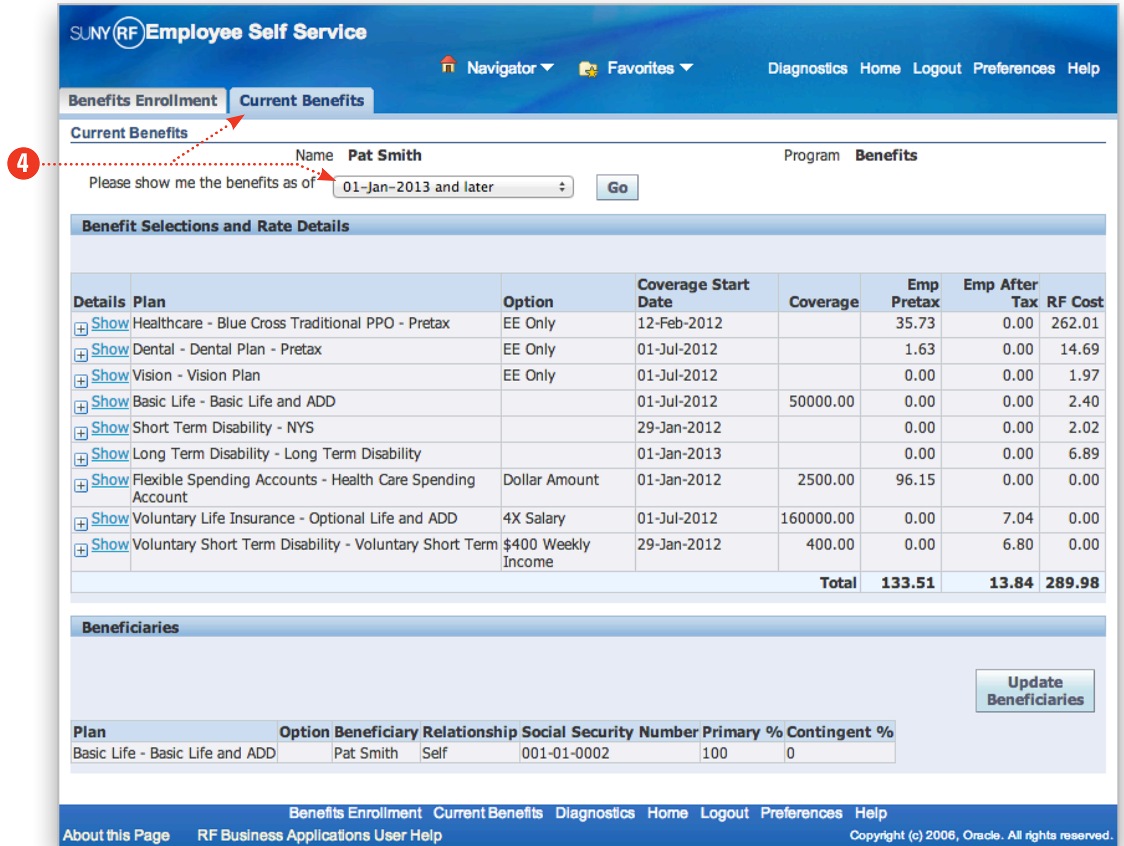
Click on any web address in the table to go directly to that website.

| BENEFIT | IS ENROLLMENT REQUIRED? | CAN I ENROLL ON SELF SERVICE? | IS PAPER ENROLLMENT AN OPTION? |
|---|---|---|---|
| Health Insurance<br>Dental Insurance<br>Vision Insurance | Yes, even if you are electing to decline coverage. | Yes, during the initial 60 days of eligible employment, marriage or birth/adoption of a child; and annually during Open Enrollment. Enrollment at any other time must be done via paper enrollment form. | Yes. Use the RF Benefits Enrollment form. |
| Basic Life and AD&D Coverage | No, coverage is automatic. | Yes and no. Coverage is automatic, so you will not have to enroll, but you may designate or change beneficiaries during the initial 60 days of eligible employment and annually during Open Enrollment. Beneficiary changes at any other time must be made via paper enrollment form. | Yes and no. Coverage is automatic, so you will not have to enroll, but you may designate or change beneficiaries using the RF Benefits Enrollment form. |
| Optional Life and AD&D Coverage | Yes. | Yes, during the initial 60 days of eligible employment. At any other time, coverage and beneficiary changes must be made via paper enrollment form. | Yes. Use the RF Benefits Enrollment form. Evidence of insurability is also required for coverage increases and late enrollments. |
| Optional Dependent Life and AD&D Coverage | Yes. | Yes, during the initial 60 days of eligible employment. At any other time, coverage changes must be made via paper enrollment form. | Yes. Use the RF Benefits Enrollment form and Optional Dependent Life Enrollment form. Evidence of insurability is required for dependent or spouse coverage greater than $20,000 and for coverage changes. |
| NY State Disability | No, coverage is automatic. | No, coverage is automatic. | No, coverage is automatic. |
| Voluntary Short-Term Disability | Yes. | Yes, during the initial 60 days of eligible employment. At any other time, coverage changes must be made via paper enrollment form. | Yes. Use the RF Benefits Enrollment form and Voluntary Short-Term Disability Enrollment form. Evidence of insurability is also required for coverage increases and late enrollments. |
| Long-Term Disability | No, coverage is automatic. | No, coverage is automatic. | No, coverage is automatic. |
| Basic Retirement | No. Contributions begin automatically after you satisfy the eligibility requirements. | No. However, you should log on to the vendor website (www.tiaa-cref.org/rfsuny) to designate your beneficiary and/or if you would like to choose an investment option other than the default (age-based target date fund). | No. However, you should log on to the vendor website (www.tiaa-cref.org/rfsuny) to designate your beneficiary and/or if you would like to choose an investment option other than the default (age-based target date fund). |
| Optional Retirement | Yes. | Yes, at any time during the year. However, you should log on to the vendor website (www.tiaa-cref.org/rfsuny) to designate your beneficiary and/or if you would like to choose an investment option other than the default (age-based target date fund). | Yes. Use the RF Salary Reduction Agreement form. However, you should log on to the vendor website (www.tiaa-cref.org/rfsuny) to designate your beneficiary and/or if you would like to choose an investment option other than the default (age-based target date fund). |
| Deferred Compensation (special eligibility rules apply) | Yes. | No. Paper enrollment form only. | Yes. Complete the voluntary salary deferral agreement and the TIAA-CREF enrollment form. |
| Long-Term Care Insurance | Yes. | Yes, but log in via the carrier website (www.ltcbenefits.com).<br>Password: trfsunyltc | No. |
| Health and Dependent Care Flexible Spending Accounts | Yes. | Yes, during the initial 60 days of eligible employment and annually during Open Enrollment. At any other time, coverage changes must be made via paper enrollment form. | Yes. Use the Flexible Spending Account Enrollment form. |
| RF Ride Transit and Parking Benefit | Yes. | Yes, but log in via the vendor website (www.wageworks4me.com). | No. |

# BENEFITS How to View Your Benefits

GO TO: Employee Self Service Home > Main Menu > Employee Self Service > My Benefits

1. **Accept** the Legal Disclaimer verifying that you are providing accurate information and click **Next**.
2. On the Dependents and Beneficiaries page, you can review your dependent and beneficiary information. If you need to update this information see *How to Enroll in or Make Changes to Benefits* on the next page. Click **Next**.
3. Select the program you wish to review and click **Next**.
4. Click the **Current Benefits** tab and use the drop-down menu to select the effective date of the benefits you would like to review.
5. Click **Go**.



# BENEFITS How to Enroll in or Make Changes to Benefits

GO TO: Employee Self Service Home > Main Menu > Employee Self Service > My Benefits

1. **Accept** the Legal Disclaimer verifying that you are providing accurate information and click **Next**.
2. On the Dependents and Beneficiaries page, you can add or update your dependent and beneficiary information.

   **To add dependents and/or beneficiaries:**

   ***Tip!*** *Before getting started, be sure you have your dependent's or beneficiary's full legal name, date of birth and Social Security number (if one has been assigned).*

   a. Click **Add Another Person**.

   b. Enter information in all the required (*) fields following the guidelines below. Social Security numbers are required unless your dependent has not yet been issued one.

   **If you are a new employee**, the relationship start date is your date of hire.

   **If you have a new child**, the relationship start date is your child's date of birth/adoption.

   **If you are adding a spouse**, the relationship start date is your date of marriage.

   If you have dependent changes for any other reason, contact your campus Benefits Office.

   c. Click **Apply** at the bottom of the screen to save your changes.

   d. Repeat these steps to add more dependents or beneficiaries.

*Continues next page >>*

2a


! *Be very careful to enter your correct relationship start date. An error in this early step will create issues throughout your enrollment process that may force you to re-start or disqualify your enrollment.*

**When you add dependents any time after initial or open enrollment ends, your new dependents will need to be certified. When off-cycle changes are necessary to your dependents list due to birth, adoption, or marriage, you must submit legal documentation for the changes. Acceptable proof includes marriage and birth certificates or adoption documentation.**

**Your campus Benefits Office must receive certification of your dependent changes before coverage will be effective.**

# BENEFITS How to Enroll in or Make Changes to Benefits *Continued*

**To update information for a current dependent and/or beneficiary:**

a. Click the pencil icon in the row in which the person's name appears.

b. Update the information as needed.

c. Click **Apply** at the bottom of the screen to save your changes.

d. Repeat these steps to update more dependents and beneficiaries.

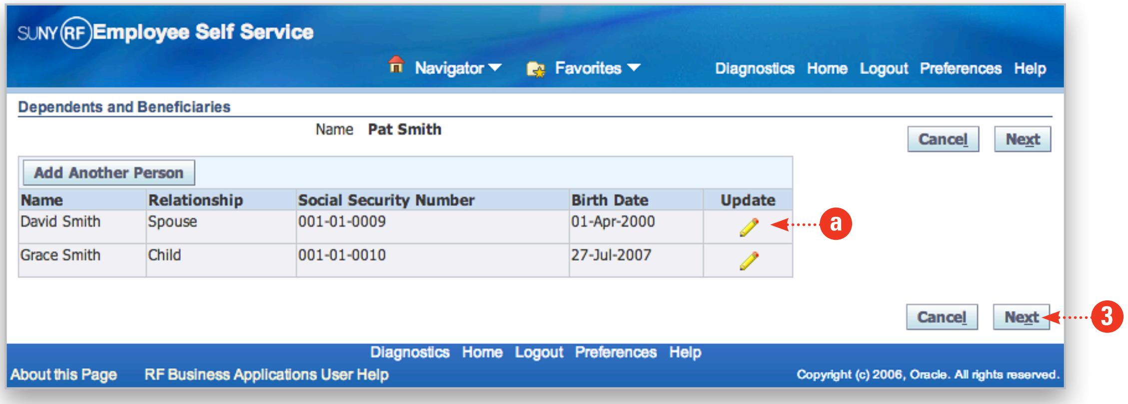
3. When you are finished adding/updating your dependents and beneficiaries, click **Next**.

4. Select the **Benefits** program for the following benefits.

| Enrolling In … | Choose Program Name … |
|---|---|
| Medical, Dental, Vision, Voluntary Life and AD&D Insurance, Voluntary Short-term Disability, Flexible Spending Accounts<br>***Note:** Basic Life and AD&D, Short-term Disability, and Long-term Disability are automatic benefits and do not require enrollment.* | Benefits |
| Long-term Care and Parking Benefit | See carrier website to enroll, you will not be able to enroll here. |

5. Click **Next**.

*Continues next page >>*

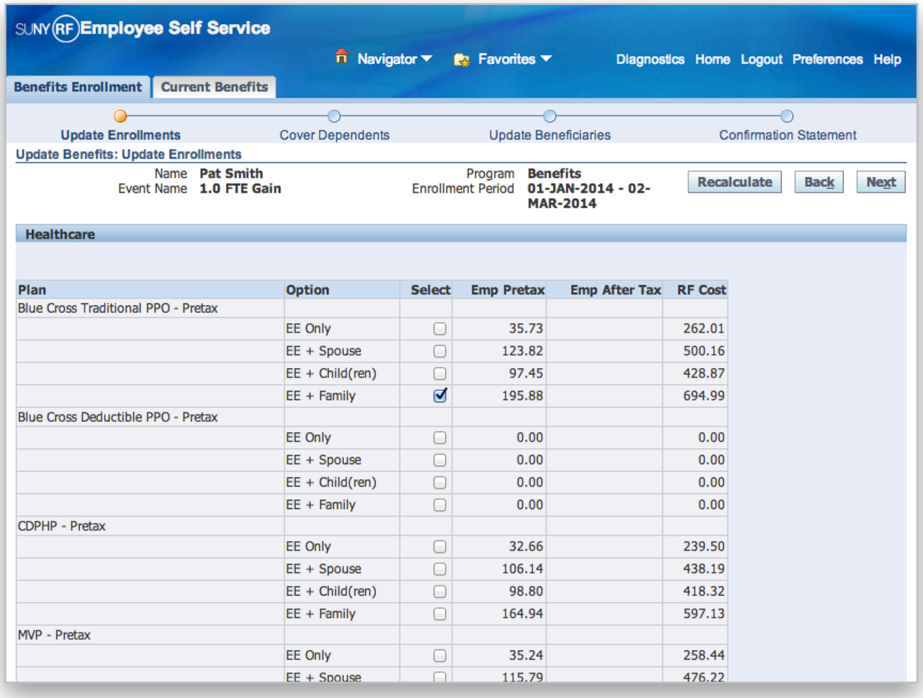


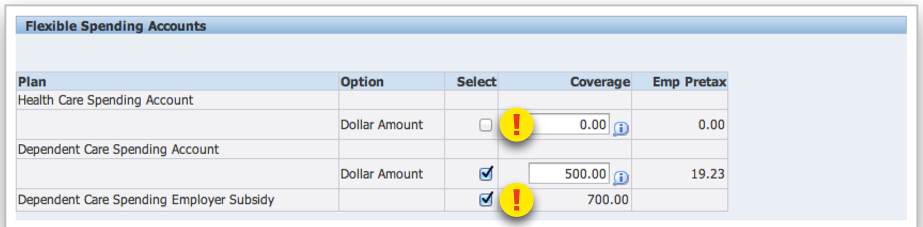
6. On the Benefits Enrollment page is a summary of your current benefit elections. All newly eligible employees will default to “Waived” for Health, Dental and Vision coverage. To make your elections, click **Update Benefits** on the bottom right. For more information about your options, visit www.rfsuny.org/benefits.

7. Use the checkboxes and fields to enter your elections for each benefit. Benefit levels with a certificate icon next to them require certification. Also, some benefits are provided to you automatically at no charge. You will not be able to change those elections.

   ***Tip!*** *Select the pre-tax option to ensure your benefits are exempt from taxes.*

**If you don’t see the benefit options you’re looking for, make sure you have added all your dependents and their birth dates. If you go back to add dependents or beneficiaries, your Benefits Enrollment changes will not be saved. If you are not eligible for a certain option and you think you should be, contact your campus Benefits Office.**




*Your Dependent Care and/or Health Care Spending elections must be entered annually. The amount you enter for dependent care should not include the employer subsidy. To receive the subsidy, you must check the Dependent Care Spending Employer Subsidy box.*

8. When you’re ready to elect coverages for specific dependents, click **Next**.

*Continues next page >>*

9. Use the checkboxes to designate which dependents receive which coverages.
10. Once you have made your elections, click **Next**.
11. On the Beneficiary Selection page, update your beneficiary designations. Click **Recalculate** to ensure your totals do not exceed 100%.

    ***Tip!*** *If you would like some or all of your benefits to go to your estate, assign the percentage to your own name.*

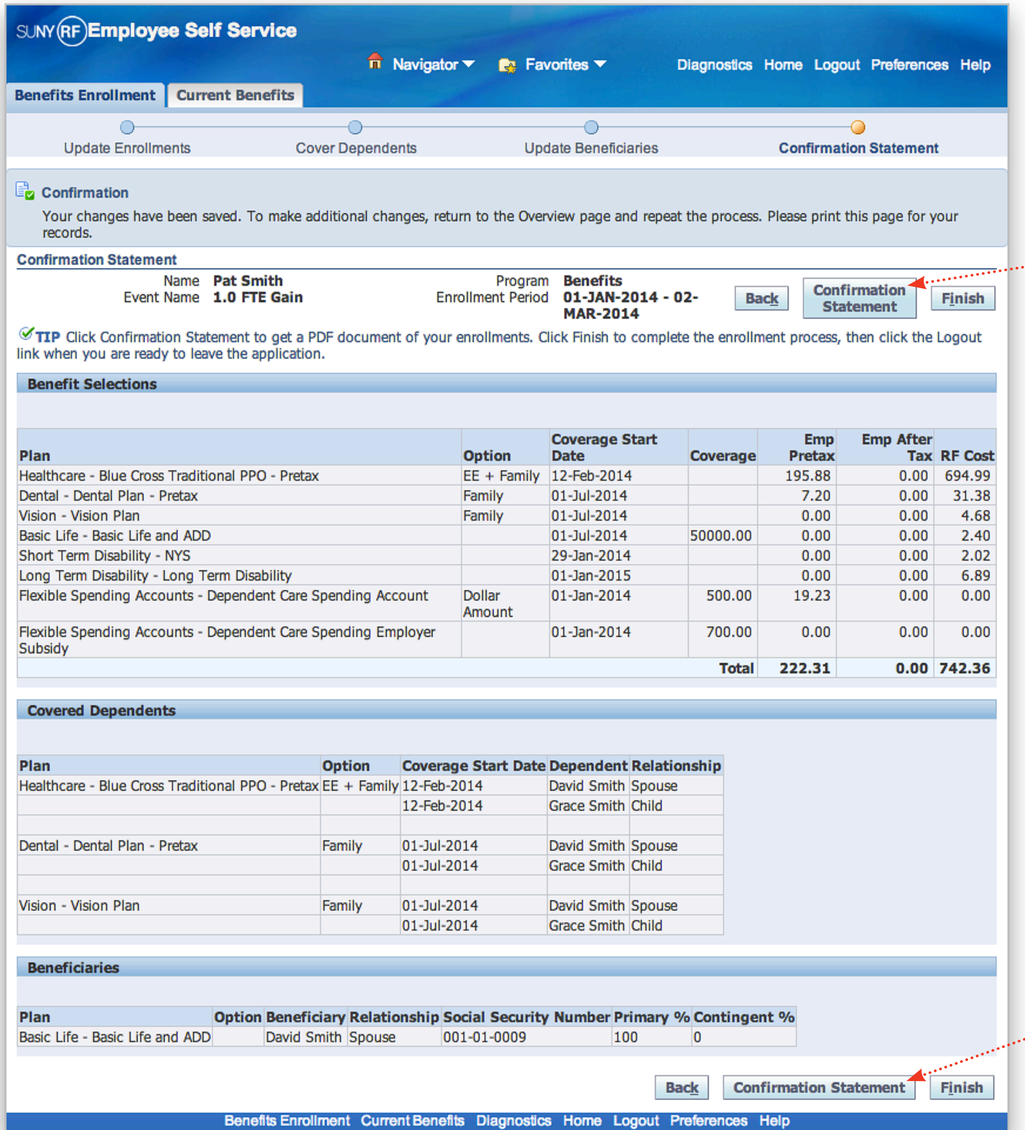
12. Once you have entered your beneficiary designations, click **Next**.
13. On the Confirmation Statement, you can review your elections to confirm they are accurate.
    a. **To print your Confirmation Statement**, click **Confirmation Statement**, and then use your browser's print function.

    ! *You will not have a chance to review your confirmation statement again, so be sure to print it now for future reference.*

    b. **To make changes to your elections**, click **Back**.
    c. **To complete the enrollment process**, click **Finish**.

**On the Confirmation Statement page, you may see warnings indicating that proper certification is required before coverage can begin for your dependents. Please contact your campus Benefits Office for more details.**

***Tip!*** *To enroll in Optional Retirement, click the* ***Change Program*** *tab at the top of the page to switch the benefits program to Optional Retirement and start at step 3 in the Optional Retirement section.*



SUNY RF Employee Self Service

Navigator Favorites Diagnostics Home Logout Preferences Help

Benefits Enrollment | Current Benefits

Update Enrollments — Cover Dependents — Update Beneficiaries — Confirmation Statement

**Confirmation**

Your changes have been saved. To make additional changes, return to the Overview page and repeat the process. Please print this page for your records.

**Confirmation Statement**

Name **Pat Smith** Program **Benefits**
Event Name **1.0 FTE Gain** Enrollment Period **01-JAN-2014 - 02-MAR-2014**

Back | Confirmation Statement | Finish

**TIP** Click Confirmation Statement to get a PDF document of your enrollments. Click Finish to complete the enrollment process, then click the Logout link when you are ready to leave the application.

**Benefit Selections**

| Plan | Option | Coverage Start Date | Coverage | Emp Pretax | Emp After Tax | RF Cost |
|---|---|---|---|---|---|---|
| Healthcare - Blue Cross Traditional PPO - Pretax | EE + Family | 12-Feb-2014 | | 195.88 | 0.00 | 694.99 |
| Dental - Dental Plan - Pretax | Family | 01-Jul-2014 | | 7.20 | 0.00 | 31.38 |
| Vision - Vision Plan | Family | 01-Jul-2014 | | 0.00 | 0.00 | 4.68 |
| Basic Life - Basic Life and ADD | | 01-Jul-2014 | 50000.00 | 0.00 | 0.00 | 2.40 |
| Short Term Disability - NYS | | 29-Jan-2014 | | 0.00 | 0.00 | 2.02 |
| Long Term Disability - Long Term Disability | | 01-Jan-2015 | | 0.00 | 0.00 | 6.89 |
| Flexible Spending Accounts - Dependent Care Spending Account | Dollar Amount | 01-Jan-2014 | 500.00 | 19.23 | 0.00 | 0.00 |
| Flexible Spending Accounts - Dependent Care Spending Employer Subsidy | | 01-Jan-2014 | 700.00 | 0.00 | 0.00 | 0.00 |
| | | | Total | 222.31 | 0.00 | 742.36 |

**Covered Dependents**

| Plan | Option | Coverage Start Date | Dependent | Relationship |
|---|---|---|---|---|
| Healthcare - Blue Cross Traditional PPO - Pretax | EE + Family | 12-Feb-2014 | David Smith | Spouse |
| | | 12-Feb-2014 | Grace Smith | Child |
| | | | | |
| Dental - Dental Plan - Pretax | Family | 01-Jul-2014 | David Smith | Spouse |
| | | 01-Jul-2014 | Grace Smith | Child |
| | | | | |
| Vision - Vision Plan | Family | 01-Jul-2014 | David Smith | Spouse |
| | | 01-Jul-2014 | Grace Smith | Child |

**Beneficiaries**

| Plan | Option | Beneficiary | Relationship | Social Security Number | Primary % | Contingent % |
|---|---|---|---|---|---|---|
| Basic Life - Basic Life and ADD | | David Smith | Spouse | 001-01-0009 | 100 | 0 |

Back | Confirmation Statement | Finish

Benefits Enrollment Current Benefits Diagnostics Home Logout Preferences Help

# BENEFITS How to Enroll in or Make Changes to Optional Retirement

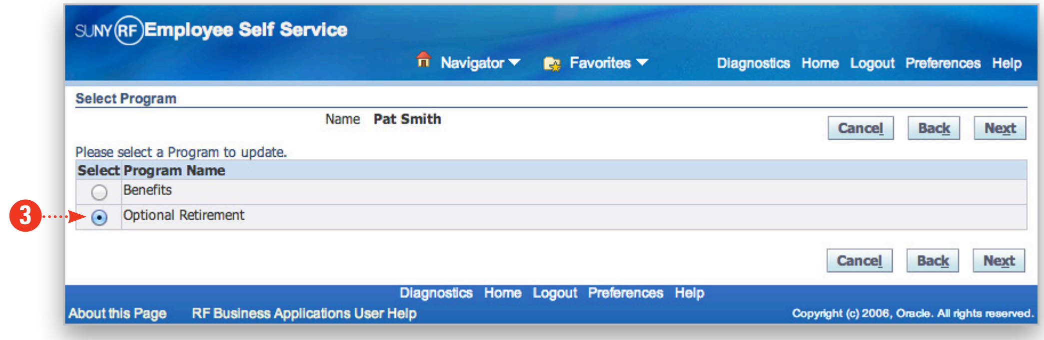
GO TO: Employee Self Service Home > Main Menu > Employee Self Service > My Benefits

1. **Accept** the Legal Disclaimer verifying that you are providing accurate information and click **Next**.
2. On the Dependents and Beneficiaries page, click **Next**.
3. Select the **Optional Retirement** program and click **Next**.
4. On the Benefits Enrollment page is a summary of your current Optional Retirement election (stated as a percentage of gross pay). To enroll or update this amount, click **Update Benefits** on the bottom right.
5. Enter the percent of gross pay you would like to contribute and click **Next**.
6. Click **Next** again as there are no covered dependents for this program and beneficiaries must be designated at TIAA-CREF.
7. On the Confirmation Statement, you can review your elections to confirm they are accurate.
   a. **To print your Confirmation Statement**, click **Confirmation Statement**, and then use your browser's print function.

   ! *You will not have a chance to review your confirmation statement again, so be sure to print it now for future reference.*

   b. **To make changes to your elections**, click **Back**.
   c. **To complete the enrollment process**, click **Finish**.

This deduction will take place immediately, and be processed in the first pay period to be run after you have made your election.




**Note that you can review your dependent and beneficiary information, but all beneficiaries for Optional Retirement must be managed at TIAA-CREF.**

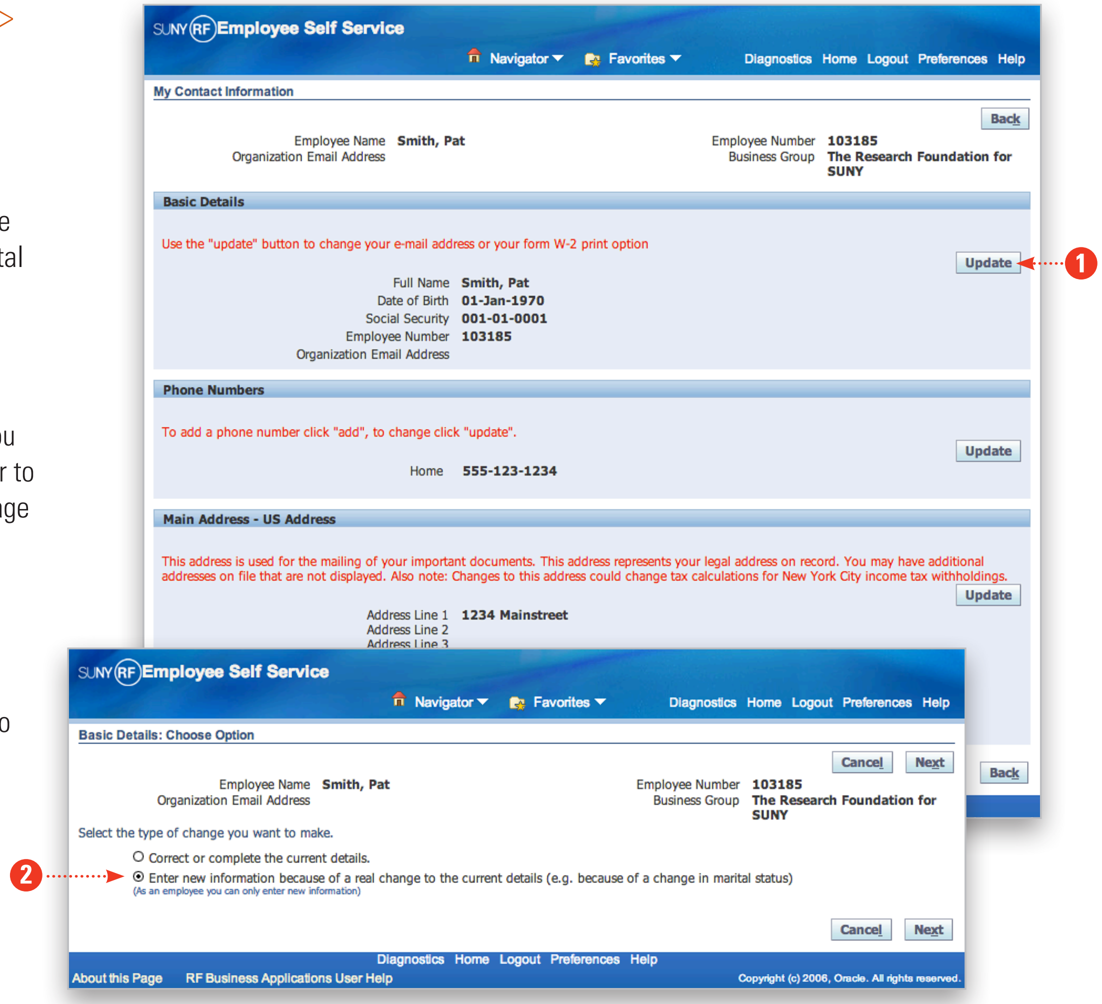
# CONTACT INFORMATION

## How to Update Your Email Address, Phone Number and/or Main Address

GO TO: Employee Self Service Home > Main Menu > Employee Self Service > My Contact Information

**To Update Your Email Address:**

1. Click **Update** in the Basic Details section.
2. Select "Enter new information because of a real change to the current details (e.g. because of a change in marital status)" and click **Next**.
3. Update your email address and click **Next**.
4. You will be taken to the My Contact Information: W-2 Distribution Option page. If you want to change how you receive your W-2 as a result of your email change, refer to *How to Change the Way You Receive Your W-2* on page 4.2. Otherwise, click **Next**.
5. On My Contact Information: Review page, confirm your changes are accurate. To make changes, click **Back**. To continue, click **Submit**.
6. On the Confirmation page, click **Return to Overview** to return to the My Contact Information page.



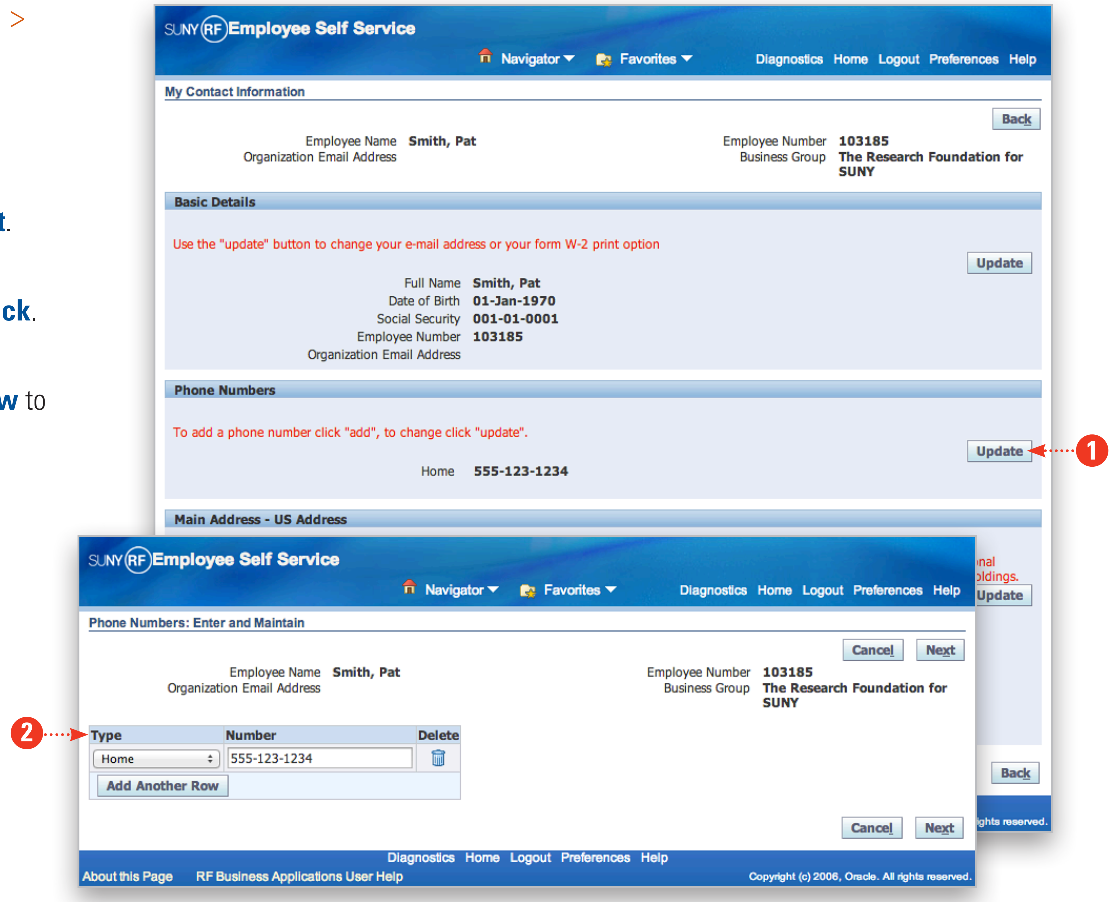
# CONTACT INFORMATION

## How to Update Your Email Address, Phone Number and/or Main Address

GO TO: Employee Self Service Home > Main Menu > Employee Self Service > My Contact Information

**To Update Your Phone Number(s):**

1. Click **Update** in the Phone Numbers section.
2. Update your phone numbers as needed and click **Next**.
3. On the My Contact Information: Review page, confirm your changes are accurate. To make changes, click **Back**. To continue, click **Submit**.
4. After the Confirmation page, click **Return to Overview** to return to the My Contact Information page.



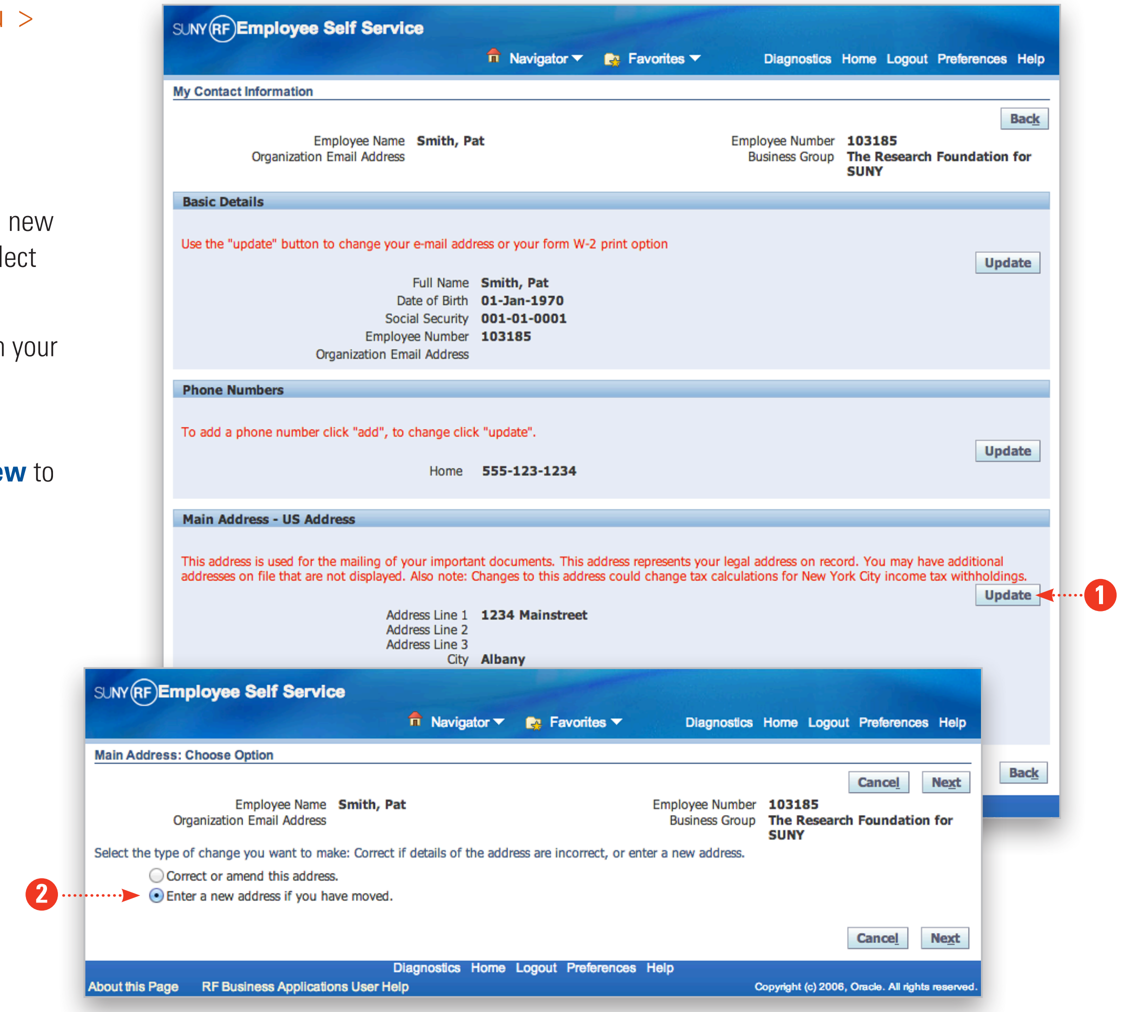
# CONTACT INFORMATION

## How to Update Your Email Address, Phone Number and/or Main Address

GO TO: Employee Self Service Home > Main Menu > Employee Self Service > My Contact Information

**To Update Your Main Address:**

1. Click **Update** in the Main Address section.
2. To make any changes to your address, select "Enter a new address if you have moved." Note that you cannot select "Correct or amend this address." Click **Next**.
3. On the My Contact Information: Review page, confirm your changes are accurate. To make changes, click **Back**. To continue, click **Submit**.
4. After the Confirmation page, click **Return to Overview** to return to the My Contact Information page.






SUNY RF

# 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)**

   a. **To add a new bank account for direct deposit**, click **Add Deposit Payment** and enter bank account information.

   b. **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)**

   c. **To add a check payment**, click **Add Check Payment** and enter the amount for that check.

   d. **To update the amount on an existing check**, click the pencil icon in the row in which the check appears.

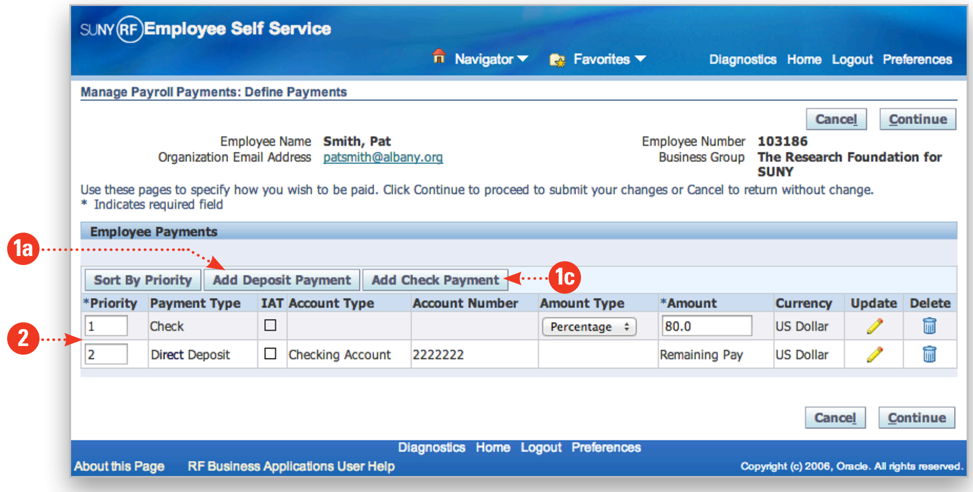
   e. Click **Apply**.

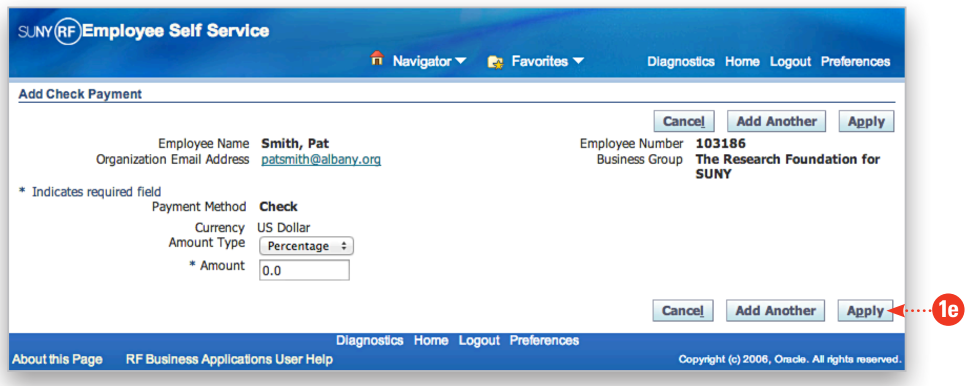
   Check changes will take place immediately with the next payroll.

   ***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.



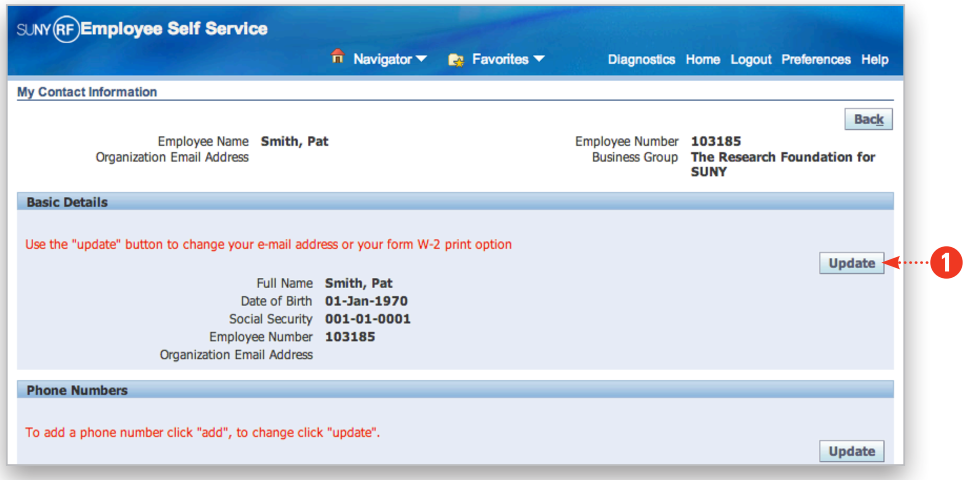
# PAYROLL

## How to Change the Way You Receive Your W-2

GO TO: Employee Self Service Home > Main Menu > Employee Self Service > My Contact Information

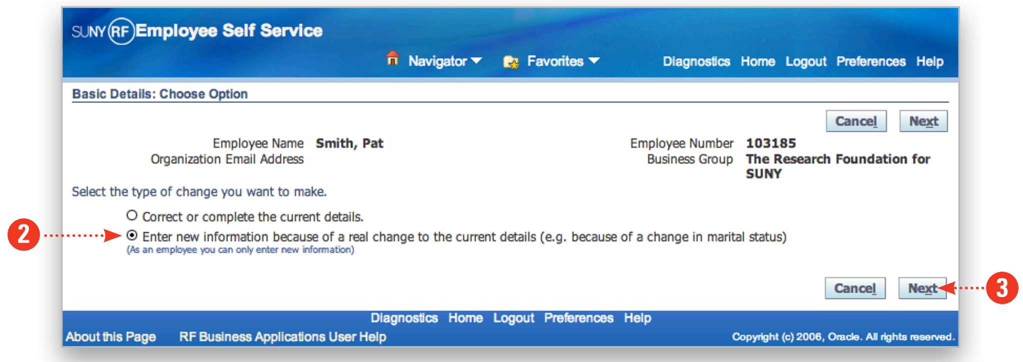
***Tip!*** *See How to Review Your W-2 Online on page 4.4.*

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




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 >>*



# PAYROLL

## 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:**

   a. Use the pull-down menus to change your Online and Paper preferences.

   b. Click **Apply**.

   **If you see "No results are found":**

   c. Click **Add**.

   d. On the Self Service Preference for Person page, click the magnifying glass icon next to the Document Type field.

   e. On the Select and Search pop-up, select "W-2" and click **Select**.

   f. Use the pull-down menus to change your Online and Paper preferences.

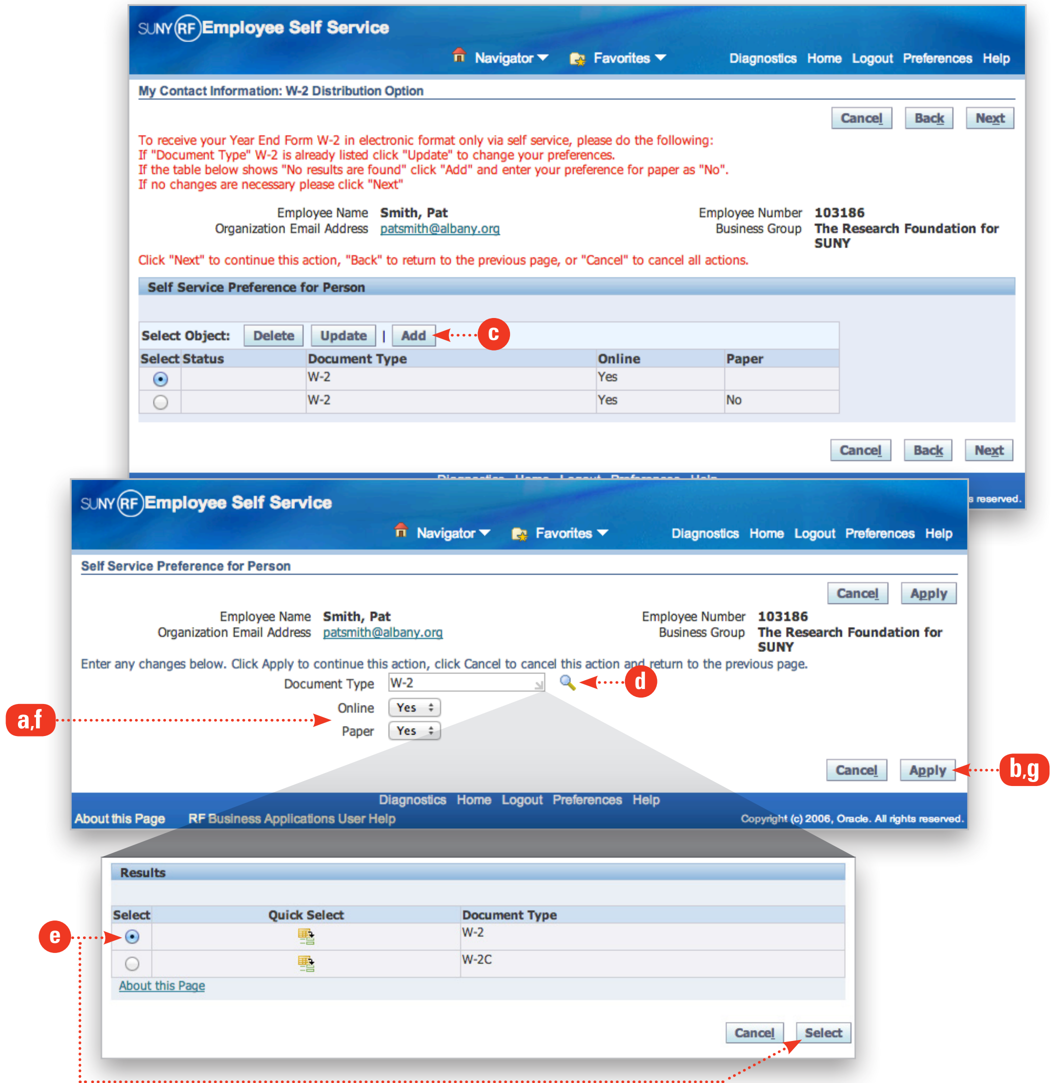
   g. Click **Apply**.

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.



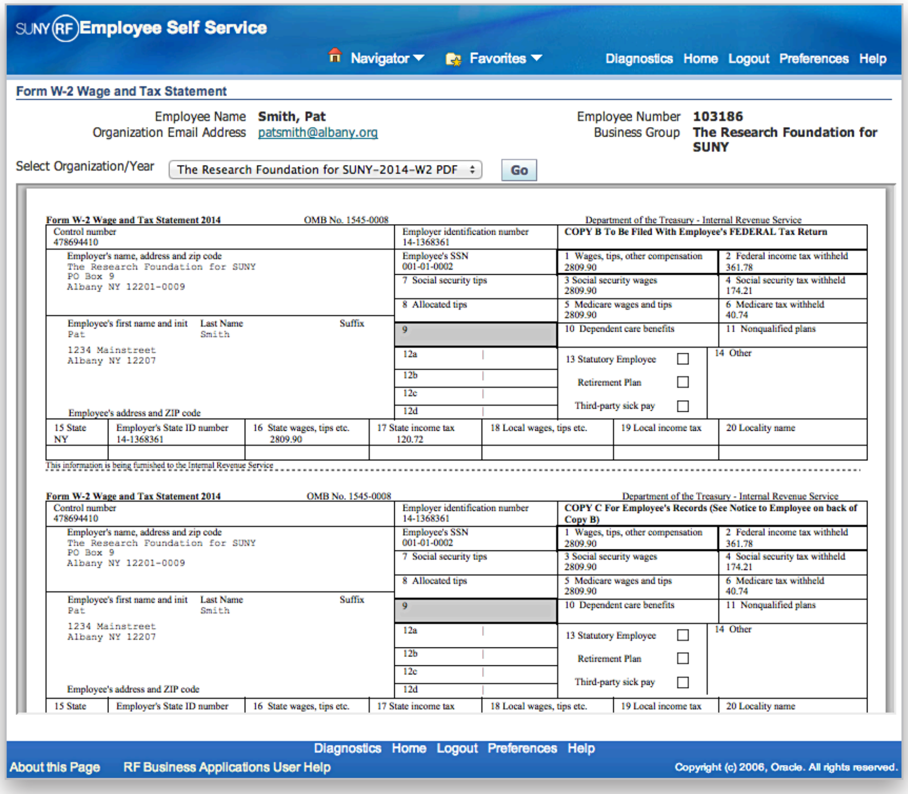
# PAYROLL

## 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 RF

# PAYROLL

## How to Review Your Payslip Online

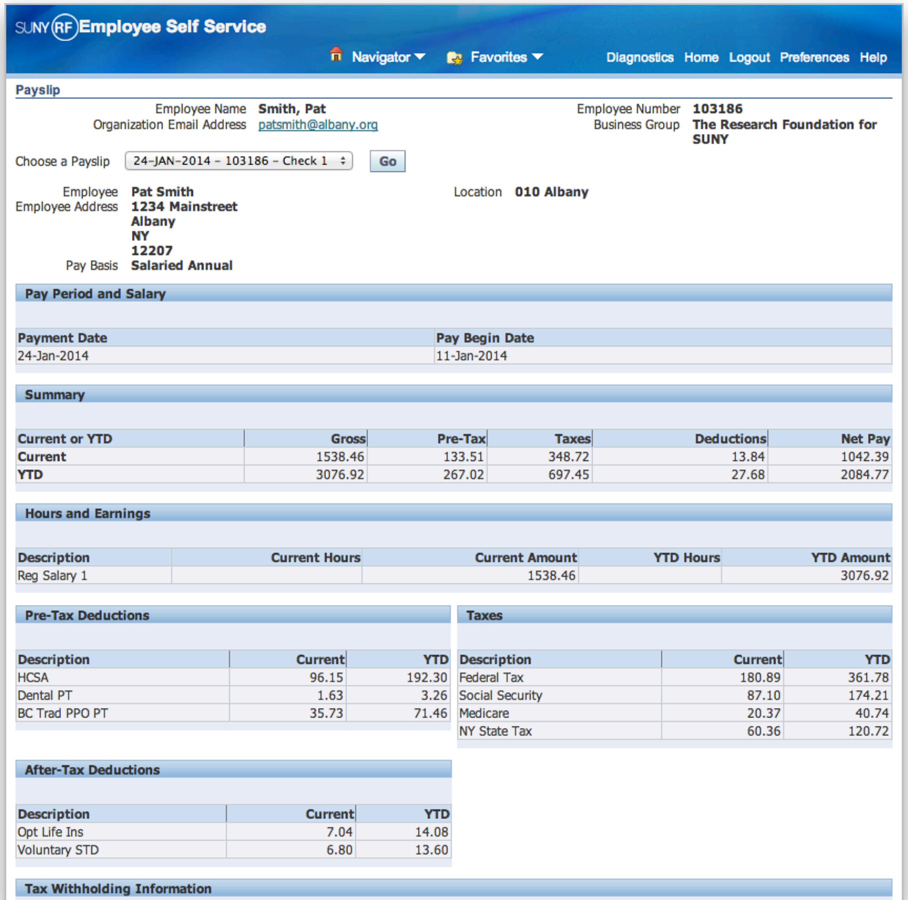
GO TO: Employee Self Service Home > Main Menu > Employee Self Service > My Payslip

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 RF Employee Self Service

Navigator Favorites Diagnostics Home Logout Preferences Help

Payslip

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

Choose a Payslip 24-JAN-2014 - 103186 - Check 1 Go

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

**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**



SUNY RF

# PAYROLL

## 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.

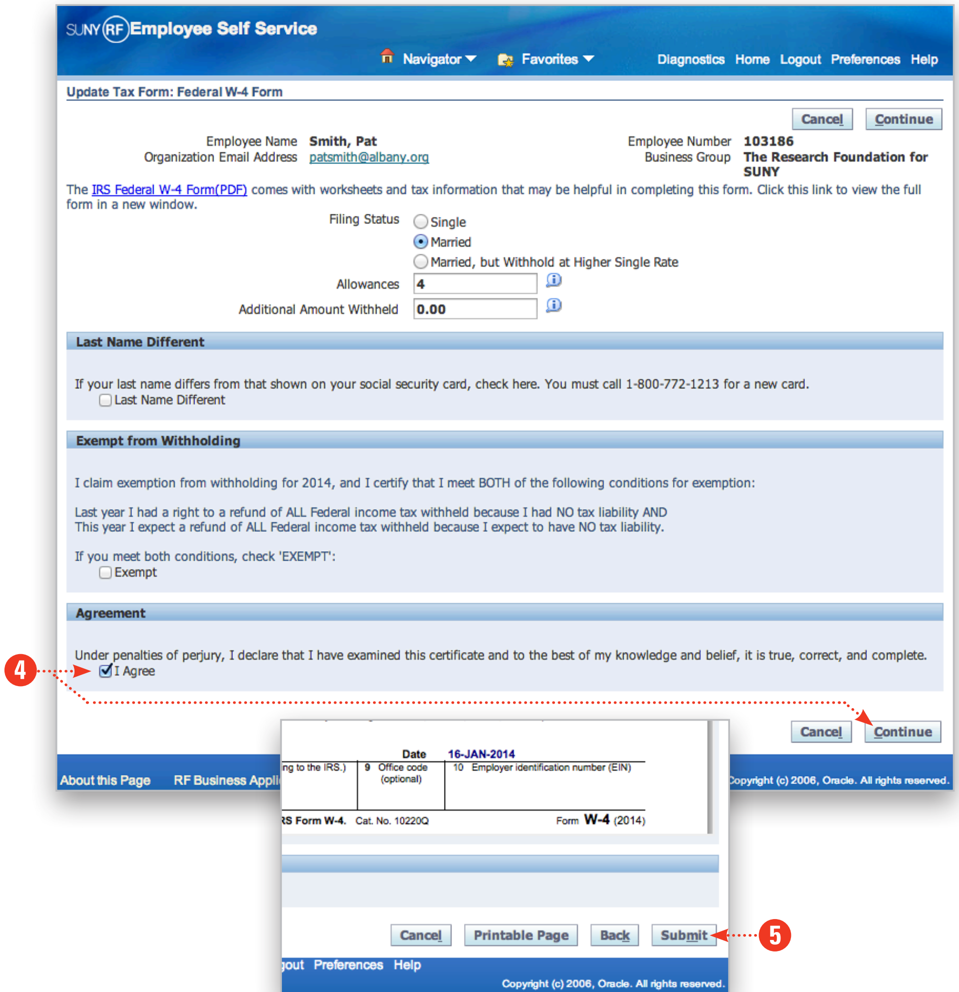
**To update your state tax withholding information:**

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.*



# ACKNOWLEDGMENTS AND CERTIFICATIONS

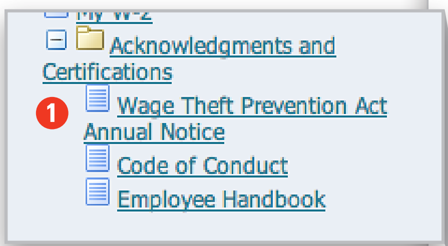
## How to Acknowledge and Certify Required Documents

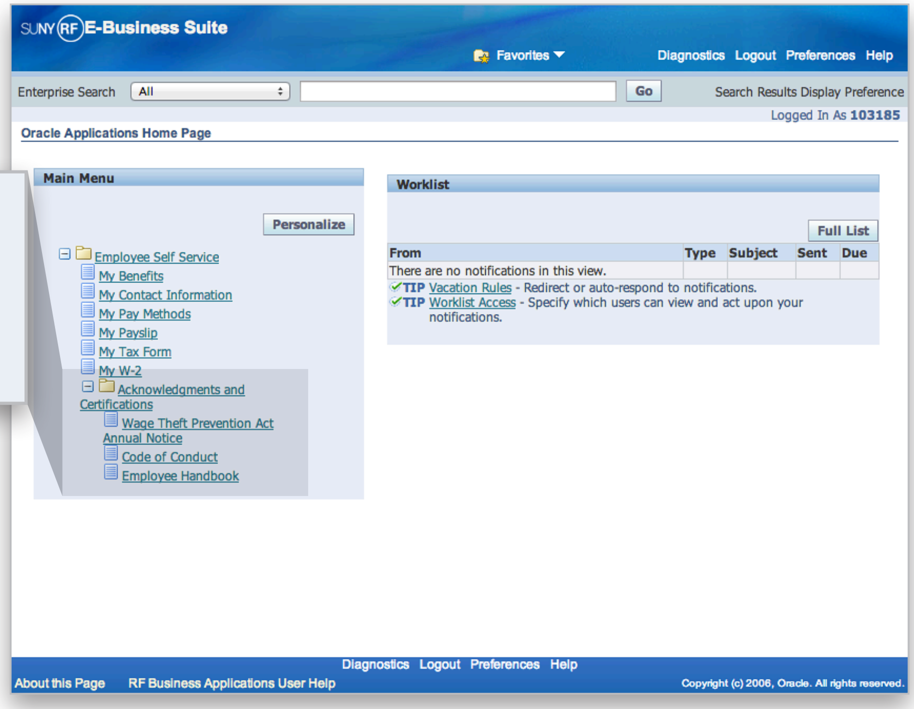
From time to time you will receive emails from the RF asking you to certify that you have reviewed important documents, such as the RF's Code of Conduct. Instructions should be provided in those emails. You may also acknowledge and certify documents by following the steps below.

GO TO: Employee Self Service Home > Main Menu > Employee Self Service > Acknowledgments and Certifications

1. A list will appear below the folder. Click the notification that applies to you; the email notification you received will indicate which document you need to review and acknowledge.

*Continues next page >>*



# ACKNOWLEDGMENTS AND CERTIFICATIONS

## How to Acknowledge and Certify Required Documents

2. A new screen will open with a description of the document you need to read. Read it and then follow the instructions.
3. Click the link to open the document.
4. After you have read it, return to the previous page and click the button next to Select Object.
5. On the pop-up screen, click **Yes** to acknowledge that you have read the document.

   ***Tip!*** *Before submitting your certifications, double check to make sure that you have certified the* ***current year's*** *form. The notices are often provided annually, so if the wrong year is indicated, you will be asked to certify the current year's notice again.*

6. Click **Next**, then you must click **Submit** to finalize your acknowledgment for the notices that require it. Otherwise, the Employee Self Service system will not record your action and you will be prompted to revisit the site to take appropriate action.

***Tip!*** *In the future, when you receive email notifications about acknowledging documents, click the link within the email to go straight to Employee Self Service, and follow the steps above after logging in.*