

Paperless Payroll Service Begins Friday, May 30 for Direct Deposit Employees

What Is It?

Please note that on Friday, May 30, all employees who currently use direct deposit service for their paychecks will no longer receive a printed pay stub.

How Does It Work?

All employees are invited to participate in this new convenient and efficient service. Instead of getting a pay stub, direct deposit employees can access their paycheck information through **my.ramapo.edu**, through the employee self-service feature. The website is password protected and only the employee will have access to payroll information. Here is how to use the website and access your information:

Nine Easy Steps

1. At **my.ramapo.edu** log onto the My Ramapo/Luminis using the user name and password you use on your e-mail account.
2. Click on the **Employee Resources** tab.
3. Click on the **Web Self Service** link at the top center of the page.
4. Click on the **This link will take you to Web Self Service** link at the top center of the page.
5. Click on the **Employee** section link.
6. Click on the **Pay Information** link.
7. Click on the **Pay Stub** link.
8. Click on the **Display** link to see the current year.
9. Click on the **Pay Stub Date** link of the paycheck you wish to view.

What If I Would Like More Information or Training?

If you wish, training sessions on how to use my.ramapo.edu are also available. All sessions will be held in C-114-ITV, across from the EOF office on the

following dates: Monday, June 2 at 2 p.m. and Thursday, June 5 at 9 a.m. To register, please go to <http://phobos.ramapo.edu/training/>

What Are The Benefits of A Paperless Payroll Service and Direct Deposit?

1. Paperless pay means eliminating paperwork.
2. This effort is part of Ramapo College's commitment to sustainable practices.
3. The decision to move to a "paperless" system is in keeping with other campus-wide initiatives to provide green benefits and cost savings for the College.
4. It's simple and easy to use.
5. It's safe and secure, and provides you with easy access to your payroll information.
6. It reduces costs.
7. It delivers faster, more convenient employee service.
8. You can easily see current or past pay stubs, personal information, direct deposit arrangements, and your W-4 withholding statement.
9. It allows you the opportunity to make your personal contribution to the College's sustainable efforts when you go paperless.
10. Paperless pay's time has come of age. Shouldn't you join in?

What Should I Do If I Don't Have Computer Access On My Job?

For employees who do not have access to a computer during the course of their workday, computer labs are available at the following locations:

A-210, A-218, A-239, B-114, B-118, B-127, BC-140A, BC-142, BC-308, C-111, C-216, D-103, D-212, E-112, E-113, E-114, E-217, E-233, G-115, G-117, G-210, G-243, G-303, G-306, G-308, G-403, G-404, G-406, G-411, H-105, H-114, H-123, H-Lobby, Library 1 and Library 2, OSS, and the Bradley Center 223.

This Sounds Great! But, I Don't Have Direct Deposit. How Can I Sign Up?

If you are not currently enrolled in the direct deposit program, but are interested, we encourage you to contact the Payroll Office. Upon request, current direct deposit employees may choose to opt out of the new paperless payroll service and continue to receive printed pay stubs. Both requests can be made directly to the Payroll Office at payroll@ramapo.edu, or by calling extension 7782.

Please consider going paperless and joining Ramapo's Green Way to Pay.