

To Employees without current RF website access

The Research Foundation of SUNY (RF) now offers online access to your direct deposit slips, pay check stubs and W-2 tax forms through the RF website.

If you use direct deposit, you'll review your bi-weekly direct deposit slips online and **you will not receive paper versions**. If you receive a printed paycheck, you will continue to receive a printed check bi-weekly but you can also view your pay check stubs online.

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
2. **Click on:** Login button
3. **Go to:** New Users
4. Complete information as directed. Once you submit your information you can click on the self service link on the right.
Link to access your payroll information.

The Research Foundation ID Number (*Employee ID number*) is located inside the pay check or available by contacting the payroll office at payroll@esf.edu

You will need to keep and remember your Employee ID number for future access.

After your initial login, you will be able to access your pay information directly at www.rfsuny.org. Click the Login button in the top right corner and then enter your Research Foundation ID Number and password.

You will also use your Employee ID number and password to access benefits information online if you are eligible for RF benefits. Go to www.rfsuny.org/benefits.

If you have questions regarding your information contact Ellen Brown at 470-6625 or Jeanne Schwebe at 470-6624.

If you have issues getting access, contact Customer Services at customerservices@rfsuny.org or (518) 434-7222.