



September 26, 2014

**PAYSTUB RI<sup>SM</sup> IS NOW LIVE**  
**THIS WILL BE YOUR LAST PAPER ADVICE!**  
**PLEASE REGISTER**

STATE EMPLOYEES ENROLLED IN DIRECT DEPOSIT HAVE ACCESS TO THEIR PAYROLL INFORMATION VIA THE INTERNET AT: <http://www.PaystubRI.RI.Gov>. PAYSTUB RI<sup>SM</sup> CAN BE ACCESSED FROM ANY DEVICE WITH INTERNET ACCESS. IF YOU DO NOT HAVE INTERNET ACCESS, THERE ARE KIOSKS WITHIN THE HR SERVICE CENTERS THAT HAVE A DESKTOP LINK TO PAYSTUB RI<sup>SM</sup> FOR YOUR CONVENIENCE.

TODAY'S PAPER ADVICE IS THE LAST TO BE DISTRIBUTED. AFTER TODAY, YOU WILL NO LONGER RECEIVE YOUR PAPER ADVICE; HOWEVER, YOU ALWAYS HAVE THE OPTION OF PRINTING A COPY FROM PAYSTUB RI<sup>SM</sup> IF YOU WISH.

IF YOU ARE NOT CURRENTLY ENROLLED IN DIRECT DEPOSIT AND WOULD LIKE TO HAVE ACCESS TO THIS SERVICE, PLEASE CONTACT YOUR AGENCY'S PAYROLL OFFICE TO COMPLETE A DIRECT DEPOSIT AUTHORIZATION FORM.

**HOW TO REGISTER:**

IF YOU ARE CURRENTLY ENROLLED IN DIRECT DEPOSIT, YOU WILL NEED YOUR UNIQUE EMPLOYEE ID NUMBER FOR THE INITIAL REGISTRATION. TO ENHANCE INFORMATION SECURITY, THE EMPLOYEE ID NUMBER IS BEING USED INSTEAD OF YOUR SOCIAL SECURITY NUMBER.

YOUR UNIQUE EMPLOYEE ID HAS BEEN PRINTED ON YOUR CURRENT ADVICE IN THE NEW EMPLOYEE ID SECTION. **PLEASE BE SURE TO USE THE EMPLOYEE ID PRINTED ON THE 9/12/14 OR 9/26/14 PAY ADVICE.**



Voucher No.	Account	Employee ID	Name		Distribution Code	
<b>State of Rhode Island and Providence Plantations</b>			Earnings and Deductions	Current Period	Pre Tax	Year-To- Date
<b>STATEMENT OF EARNINGS AND DEDUCTIONS DIRECT DEPOSIT RECEIPT</b>						

GO TO: <http://www.PaystubRI.RI.Gov> AND CLICK THE "SIGN UP NOW" BUTTON. ENTER YOUR LAST NAME (EXACTLY AS IT APPEARS ON YOUR PAYCHECK), YOUR UNIQUE EMPLOYEE ID NUMBER AND YOUR DATE OF BIRTH. CLICK "CONTINUE".

ON THE NEXT SCREEN, CONFIRM YOUR IDENTITY BY CLICKING THE "YES, CONTINUE" BUTTON. IF THE NAME AND AGENCY INFORMATION IS NOT CORRECT, CLICK THE "NO" BUTTON AND CONTACT YOUR AGENCY'S PAYROLL OFFICE.

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ENTER YOUR EMAIL ADDRESS. YOU MAY USE ANY VALID EMAIL ADDRESS, WORK OR PERSONAL. YOUR EMAIL ADDRESS WILL BE USED AS YOUR USERNAME. IF YOU DON'T HAVE AN EMAIL ADDRESS, CLICK THE "I DON'T HAVE EMAIL" BOX. YOUR USERNAME WILL BE YOUR UNIQUE EMPLOYEE ID NUMBER.

CHOOSE A PASSWORD. RE-ENTER THE PASSWORD. CLICK THE "SIGN UP" BUTTON. YOUR ACCOUNT IS NOW ESTABLISHED AND READY TO USE. IF YOU USED AN EMAIL ADDRESS, A VERIFICATION EMAIL WAS SENT TO CONFIRM YOUR EMAIL ADDRESS.

IF YOU HAVE ANY ISSUES REGISTERING, PLEASE EMAIL [doa.acctcontrol@doa.ri.gov](mailto:doa.acctcontrol@doa.ri.gov) FOR ASSISTANCE.

### HOW TO USE THE SYSTEM:

ON THE SIGN IN PAGE, ENTER YOUR EMAIL ADDRESS (OR UNIQUE EMPLOYEE ID NUMBER) AND PASSWORD.

TO VIEW YOUR MOST RECENT PAYSTUBS, CLICK ON THE "HOME" OR "PAYROLL INFORMATION" LINKS IN THE NAVIGATION AREA ON THE LEFT SIDE OF YOUR SCREEN. EACH PAYSTUB WILL BE POSTED AND AVAILABLE FOR VIEWING AT MIDNIGHT ON THE EFFECTIVE PAY DATE.

TO VIEW A PAYSTUB RECORD, CLICK ON THE "VIEW" BUTTON NEXT TO THAT RECORD.

YOU CAN VIEW OR PRINT YOUR PAYSTUB, OR SAVE A COPY TO YOUR LOCAL COMPUTER. PAYSTUB RECORDS ARE DISPLAYED AS A PDF DOCUMENT. A PDF READER SUCH AS ADOBE ACROBAT READER (<http://get.adobe.com/reader/>) IS REQUIRED TO VIEW OR PRINT YOUR PAYSTUB.

WHEN YOU ARE DONE VIEWING YOUR PAYSTUB, HIT THE "BACK" BUTTON ON YOUR BROWSER TO RETURN TO THE PREVIOUS PAGE. IT IS IMPORTANT TO ALWAYS SECURELY SIGN OUT OF THE SYSTEM WHEN YOU ARE FINISHED. CLICK THE "SIGN OUT" LINK TO EXIT THE SYSTEM.

A DETAILED GUIDE TO USING PAYSTUB RI<sup>SM</sup>, AS WELL AS ALL PREVIOUSLY COMMUNICATED NOTICES ARE AVAILABLE AT:

<http://controller.admin.ri.gov/Communications/PaystubRI.php>