



August 15, 2014

**THE DEPARTMENT OF ADMINISTRATION IS EXCITED TO ANNOUNCE THAT PAYSTUB RI WILL BE COMING TO STATE EMPLOYEES.**

**Why am I receiving this notice?**

This notice is to make you aware that Paystub RI is coming and to provide general information regarding this new service. Additional information on roll out dates and how to utilize the tool will be forthcoming.

**What is Paystub RI?**

Paystub RI is a web-based tool for State employees to securely access their payroll information via the Internet.

**What are the benefits of Paystub RI to me?**

You will have the flexibility to access your payroll information at a time and place that is convenient to you. Paystub RI will be available to employees 24 hours a day, seven days a week. Also, the payroll information regarding each pay period will be accessible to you for three years.

**Who is eligible to use Paystub RI?**

State employees who have their net pay deposited directly into their bank account will be eligible and automatically enrolled in the system. If you do not currently participate in direct deposit, please contact your agency's payroll office to enroll.

**Is it secure?**

Yes, you will have a unique login and password. Also, your social security number and bank account information are not maintained within this application.

**Will I still receive a paper advice?**

There will be a transition period where you will still receive the paper advice and have access to Paystub RI. After this transition period is complete, you will no longer receive the paper advice; however, you always have the option of printing a copy from the application. The transition period will begin in September of 2014. More information regarding the specific rollout dates will be forthcoming.