



September 12, 2014

PAYSTUB RISM IS NOW LIVE

EFFECTIVE TODAY, STATE EMPLOYEES ENROLLED IN DIRECT DEPOSIT HAVE ACCESS TO THEIR PAYROLL INFORMATION VIA THE INTERNET AT: <http://www.PaystubRI.RI.Gov>.

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 ADVISE IN THE NEW EMPLOYEE ID SECTION. PLEASE BE SURE TO USE THE EMPLOYEE ID PRINTED ON THE 9/12/14 PAY ADVISE.

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

GO TO [HTTP://WWW.PAYSTUBRI.RI.GOV](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.

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 FOR ASSISTANCE.

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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.

IT IS IMPORTANT TO ALWAYS SECURELY SIGN OUT OF THE SYSTEM WHEN YOU ARE FINISHED. CLICK THE "SIGN OUT" LINK TO EXIT THE SYSTEM.

ADDITIONAL INFORMATION:

09/26/14 WILL BE THE LAST PAY DATE PAPER ADVICES WILL BE DISTRIBUTED. AFTER 09/26/14, YOU WILL NO LONGER RECEIVE YOUR PAPER ADVICE; HOWEVER, YOU ALWAYS HAVE THE OPTION OF PRINTING A COPY FROM PAYSTUB RISM IF YOU WISH.

PAYSTUB RISM 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 RISM FOR YOUR CONVENIENCE.

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.

A DETAILED GUIDE TO USING PAYSTUB RISM, AS WELL AS ALL PREVIOUSLY COMMUNICATED NOTICES ARE AVAILABLE AT:

[HTTP://CONTROLLER.ADMIN.RI.GOV/COMMUNICATIONS/PAYSTUBRI.PHP](http://CONTROLLER.ADMIN.RI.GOV/COMMUNICATIONS/PAYSTUBRI.PHP)