

# View Paycheck

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**RHODE ISLAND  
COLLEGE**

## PeopleSoft MyRIC Portal

### View Paycheck

**Last Update: 09/01/2016**

MyRIC\_ric\_view\_paycheck

**For MyRIC access & password help call the User Support Services Helpdesk at extension 8803 (off campus: 401-456-8803).**

**For Paycheck information help call the RIC Payroll Office at extension 8146 (off campus: 401-456-8146).**

The information contained herein is intended to be used solely by Rhode Island College and its employees.

# View Paycheck

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## Biweekly Payroll Employees

Please note that the state biweekly payroll paystubs are no longer on MyRIC. As of 09/26/2014 the Paystub RI site will be available for all biweekly payroll employees who use direct deposit ([www.paystubri.gov](http://www.paystubri.gov)). For more information see the Paystub RI Quick Start Guide here: (<http://controller.admin.ri.gov/Communications/PaystubRI.php>) and on the Fac/Staff FAQs tab in the MyRIC portal. You will need your state employee id number to sign up; this id is on the last paper stub you received. If you do not know your state employee id call the Rhode Island College payroll office at extension 8146 (off campus: 401-456-8146).

## Purpose

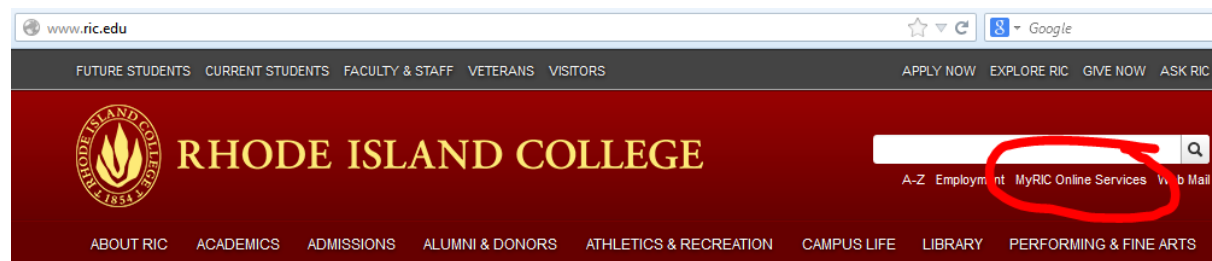
To view the latest 18 months of pay check information. This applies to Rhode Island College monthly payrolls – Chair (CHR), Instructional (INS), Monthly (SPM), and Student (STU).

## View Paycheck

### Sign In: my.ric.edu

Typing my.ric.edu on the URL line will bring you directly to the “Welcome to MyRIC.” login page.

From [www.ric.edu](http://www.ric.edu)... Click the MyRIC Online Services link under the search box. This will take you to the “Welcome to MyRIC.” login page as well.



# View Paycheck



RHODE ISLAND COLLEGE

Welcome to

## MyRIC.

The MyRIC portal is a single access point to all Rhode Island College online services. MyRIC offers Rhode Island College students, faculty and staff secure, personalized and convenient access to PeopleSoft (formerly RIConnect), Webmail, Blackboard, EMS and more. Please take the time to become familiar with the portal and all of the features it has to offer, and look for enhancements in the future.

*The use of this system is restricted to authorized Rhode Island College users. Unauthorized use of this system is prohibited and violators will be prosecuted. Your account will be locked after 5 unsuccessful tries.*

Login

User ID

Password



Forgot password? [Student Help](#) / [Faculty/Staff Help](#)

### Help Topics

- [Sign-in guide](#)
- [MyRIC printing guide](#)

### Announcements

Rhode Island College announces the addition of Frequently Asked Questions (FAQs) to MyRIC!  
MyRIC offers students, faculty, and staff an easy and convenient way to access Rhode Island

### Guest Access

- [Search for classes](#)
- [Browse the course catalog](#)

Enter: User ID & Password and press the LOGIN button.

## Navigation

Once logged into the MyRIC, your default portal will be displayed. On the left hand side will be a selection of quick links. Depending on your role you'll be using the [Staff/Admin](#) or the [Student](#) tab. Click the [View Paycheck](#) link.

Faculty/Staff	Students
Use the <a href="#">Staff/Admin</a> tab	Use the <a href="#">Student</a> tab
Welcome to MyRIC 03/17/2014 HR Payroll Absence Request (BOG/PSA) View My Timesheets (BOG/PSA) <b>View Paycheck</b> Emergency Mobile Number Manager Selfservice Approve Absence Request Approve Timesheet View My Employees Timesheet Maintain Student TimeCards Student Payroll Inquiry Financial Requisition Approval Dean/Chair Help Files Download Academic Advisement Module Assigning Advisor to Student Chair Queries Enrollment Request Transcript Grade Class Roster Master Chair Queries Management Center Grant/ICR/Project Budget Inquiry (Financials)	Welcome to MyRIC 03/17/2014 Student Center Student Center Emergency Mobile Number Holds My Academics View/Cancel Appointment Appointment with Advisor Enrollment Class Search Browse Course Catalog Add Class Class Schedule Drop Class Swap Class Term Information View My Grades Newly Scheduled Classes Campus Finances Accept/Decline Awards Account Inquiry Make A Payment Payment Plan Apply Bookstore Line of Credit View Financial Aid Student Employment <b>View Paycheck</b>

# View Paycheck

## View Paycheck Page

- 1) Select the *Check Date* you would like to view.

### View Paycheck

Jane Doe

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
<b>2010-02-12</b>	Rhode Island College	01/17/2010	01/30/2010	\$177.65	000051	<input checked="" type="checkbox"/>
<a href="#">2010-01-15</a>	Rhode Island College	12/20/2009	01/02/2010	\$169.37	000054	<input checked="" type="checkbox"/>
<a href="#">2009-12-31</a>	Rhode Island College	12/06/2009	12/19/2009	\$169.37	000038	<input checked="" type="checkbox"/>

- 2) This will open a new window (or tab depending on settings) with the payroll advice in a PDF format. Please be aware that the new window may be blocked by pop-up blockers. Disable the pop-up blocker or allow the RIC domain(s).

The screenshot shows a web browser window displaying a payroll advice PDF. The browser address bar shows the URL: [http://ps90web.ricps.edu/SADEV90/psft/V2022201846/OFDNDLJW3XGMXIP0ZFT1DQ\\_SSPUSCHK.pdf](http://ps90web.ricps.edu/SADEV90/psft/V2022201846/OFDNDLJW3XGMXIP0ZFT1DQ_SSPUSCHK.pdf). The PDF content is as follows:

<b>REACH</b> <b>Rhode Island College</b> 600 Mount Pleasant Ave Providence RI 02908		Pay Group: Student Pay Group Pay Begin Date: 01/17/2010 Pay End Date: 01/30/2010	Business Unit: RICOL Check #: 00000000000051 Check Date: 02/12/2010																																
<b>Jane Doe</b> Pleasant Ave Providence RI 02908 16	Employee ID: 0777777 Department: S44224-Student Location: Building No. 1 - East Campus Job Title: Student Associate Pay Rate: \$8.600000 Hourly	<b>TAX DATA:</b> Marital Status: Single Allowances: 0 Addl. Pct. Addl. Amt.																																	
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## Sign Out

Once you are finished reviewing your pay checks you should close all pdf windows and sign out of MyRIC. Press the Sign Out hyperlink in the upper right hand side. You should also close the web browser.