

IMPORTANT PAYROLL INFORMATION FOR RUTGERS GRADUATE STUDENTS

TO: Entering Graduate Students

Fellowship payments will be processed through the Rutgers University payroll system.

Starting September 1st, it is essential that you log in and enter your W4 Federal and State Tax Withholding information as well as update your current mailing addresses.

myRutgers Portal:

In order to enter this required information, please go to <https://my.rutgers.edu> and follow these steps:

1. Login on the right using your NetID, enter your NetID and password, and click Login.
2. This will take you to the “My Dashboard” page. Then click on the “Employee Self Service” tab.
3. Categories will appear on the left: Personal Information - Payroll & Compensation - Benefits

To update your address information, click on Home and Mailing Address listed under the Personal Information category.

To complete and submit your W4 Federal and State Tax Withholding information, click on the “Federal W4 Tax Information” and “NJ State W4 Tax Information” under the Payroll and Compensation category.

Direct Deposit:

You can also activate Direct Deposit of your paycheck directly to your bank account under Payroll and Compensation by clicking on “Direct Deposit”. We strongly recommend students open a bank account and use the direct deposit option; it is more secure and convenient for both the student and the university.

Viewing your Paycheck:

Viewing your biweekly paycheck information can also be done through this site under Payroll and Compensation and then clicking on “View Paycheck”. Please note, you will not receive a printed paycheck statement if you have direct deposit. You can print out a copy of your paycheck information from “View Paycheck” if you like.

If you encounter any problems, please contact Laura Boyd in the Molecular Biosciences Graduate Office, Nelson Labs, Room A202, Busch Campus via email at laura.boyd@rutgers.edu.