

August 2022

## **IMPORTANT PAYROLL INFORMATION FOR RUTGERS GRADUATE STUDENTS**

TO: Entering Graduate Students:

The payment of your fellowship will be processed through the Rutgers University's HCM/payroll system. It is essential that you log onto the system and complete your W4 federal and state tax information as well as update your home and mailing addresses. ***Please go into the system beginning September 1, 2022*** and enter this information.

You can do this by going to <https://my.rutgers.edu> and following 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](#), just click 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 problem, please contact Diane or Carolyn in the Molecular Biosciences Graduate Office, Nelson Labs, Room A202, Busch Campus (848) 445-5086 or (848) 445-3430, we will be happy to assist you.