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.