How to Make Your Gift to RIT via Payroll Deductions in Oracle

Instructions

− Access Oracle
  o Faculty/Staff: Employee Self-Service and Approvals
  o Students Employees: Student Self-Service
− Click RIT Employee Self-Service/RIT Student Self-Service
− Click My Gift under the RIT Employee Self-Service/RIT Student Self-Service section
− Click Make Your Gift
− Select RIT Gift Deduction as the Type
− Select the Option
  o One-time RIT Gift is to be used to initiate a one-time deduction from your next paycheck
  o Recurring RIT Gift # is to be used to initiate a perpetual deduction (the amount per pay period will be withdrawn from each paycheck until discontinued) or a recurring deduction (the amount per pay period will be withdrawn from each paycheck for a selected period of time)
    • Important! Do not select a Recurring RIT Gift # option that is currently in process.
− Enter the Amount Per Pay Period
− Select the Area of Support from the dropdown list
− For one-time deductions: select the Pay Date of Gift from the dropdown list
− For recurring deductions: select the First Pay Date of Gift using the search option
  o Optional: select the Last Pay Date of Gift using the search option
− Click Apply
− Click Next
− Click Submit
− Your transaction is submitted to be processed only if you have reached the “thank you” confirmation screen

For a more detailed guideline with FAQs click here.