

RIT

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

Instructions

1. Access Oracle
 - o Faculty/Staff: [Employee Self-Service and Approvals](#)
 - o Students Employees: [Student Self-Service](#)
2. Click RIT Employee Self-Service/RIT Student Self-Service
3. Click My Gift under the RIT Employee Self-Service/RIT Student Self-Service section
4. Click Make Your Gift
5. Select RIT Gift Deduction as the Type
6. 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 - o Recurring RIT Gift # is to be used to initiate a *perpetual deduction* (the amount per pay period will be withdrawn from each paycheck until discontinued) or a *recurring deduction* (the amount per pay period will be withdrawn from each paycheck for a designated period of time)
 - **Important!** Do not select a Recurring RIT Gift # option that is currently in process *through Oracle*. This information can be on the first screen: Gift Overview. Click Back to view it if needed and restart at step 4.
7. Enter the Amount Per Pay Period
8. Select the Area of Support from the dropdown list
9. For one-time deductions: select the Pay Date of Gift from the dropdown list*
10. 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*
11. Click Apply
12. Click Next
13. Click Submit
14. Your transaction is submitted to be processed only when you have reached the “thank you” confirmation screen

*To select a date in Oracle:

1. Click on the magnifying glass icon to Search and Select
2. Click on Go
3. Click on the Quick Select icon next to the date you'd like to select

For more a more detailed guideline and FAQs [click here](#).