

# RIT

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

### Instructions

1. Access Oracle
  - Faculty/Staff: [Employee Self-Service and Approvals](#)
  - 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
  - One-time RIT Gift is to be used to initiate a one-time deduction from your next paycheck
  - Recurring RIT Gift # is to be used to initiate a *perpetual deduction* (the amount per pay period will be withdrawn from each paycheck until discontinued) or a *recurring deduction* (the amount per pay period will be withdrawn from each paycheck for a designated period of time)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.
  - If you're joining our **RIT Sentinel Society**, welcome, you will find a list of designations at <https://www.rit.edu/giving/sentinel-society>.
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\*
  - Optional: select the Last Pay Date of Gift using the search option\*
    - If the Last Pay Date is **NOT** selected, this gift will continue in perpetuity. If a Last Pay Date **IS** selected, this gift will be recurring and can be recorded as a pledge.
11. Select Yes from the Sentinel Society Fulfillment dropdown list if you wish for this pledge to be counted as a Sentinel Pledge.
12. Click Apply
13. Click Next
14. Click Submit
15. 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](#).