

RIT

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

Instructions

- Access Oracle
 - Faculty/Staff: [Employee Self-Service and Approvals](#)
 - 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
 - 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 - Recurring RIT Gift # is to be used to initiate a *perpetual deduction* (the amount per pay period will be withdrawn from each paycheck until discontinued) or a *recurring deduction* (the amount per pay period will be withdrawn from each paycheck for a selected period of time)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
 - 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](#).