



Important Payroll Information

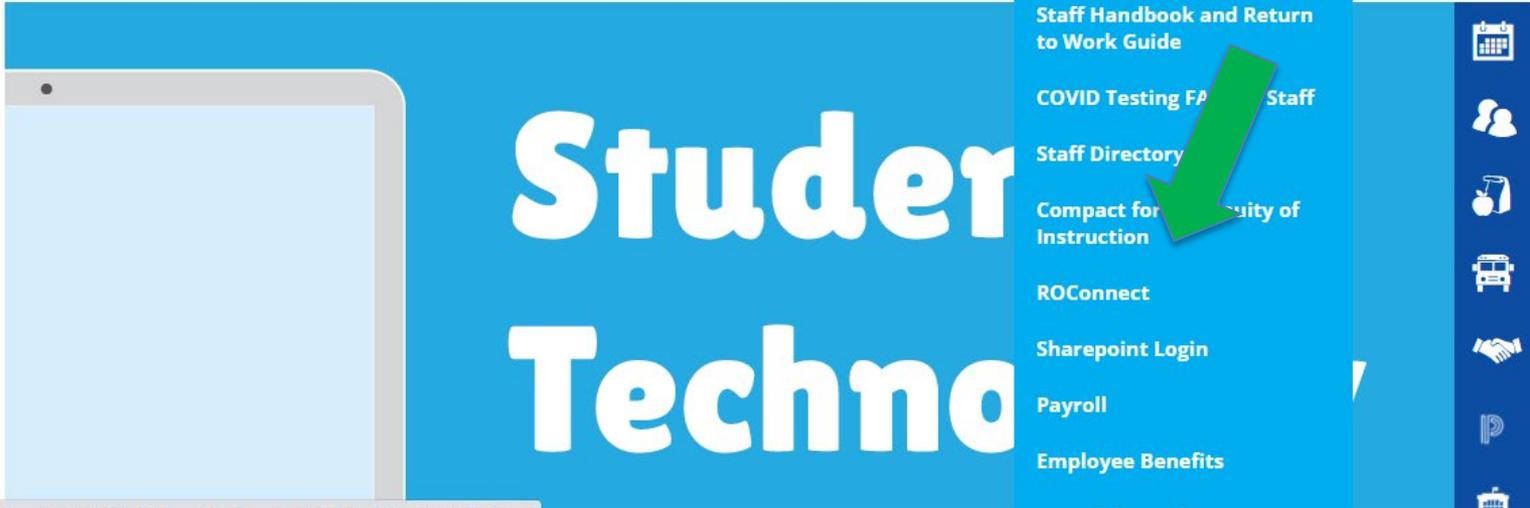
August 2023

2023-2024 Payroll Calendar

Pay Period	Pay Date Friday unless otherwise noted	Lag Period Start	Lag Period End	PtD Period Start	PtD Period End	Employee Time Entry Deadline *4:00PM*	Approval Period	
		Lag Payroll CSS, C12, THP, TSP AND ABSENCES FOR ALL PAY GROUPS		Paid to Date Payroll CPD and T12 (Excludes Teacher Payroll)			BEGIN DATE	End Date
1	7/14/2023	6/18/2023	7/1/2023	7/2/2023	7/15/2023	6/29/2023 (R)	6/30/2023 (F)	7/3/2023 (M)
2	7/28/2023	7/2/2023	7/15/2023	7/16/2023	7/29/2023	7/14/2023	7/17/2023	7/18/2023
3	8/11/2023	7/16/2023	7/29/2023	7/30/2023	8/12/2023	7/28/2023	7/31/2023	8/1/2023
4	8/25/2023	7/30/2023	8/12/2023	8/13/2023	8/26/2023	8/11/2023	8/14/2023	8/15/2023
5	9/8/2023	8/13/2023	8/26/2023	8/27/2023	9/9/2023	8/25/2023	8/28/2023	8/29/2023
6	9/22/2023	8/27/2023	9/9/2023	9/10/2023	9/23/2023	9/8/2023	9/11/2023	9/12/2023
7	10/6/2023	9/10/2023	9/23/2023	9/24/2023	10/7/2023	9/22/2023	9/25/2023	9/26/2023
8	10/20/2023	9/24/2023	10/7/2023	10/8/2023	10/21/2023	10/5/2023 (R)	10/6/2023 (F)	10/10/2023
9	11/3/2023	10/8/2023	10/21/2023	10/22/2023	11/4/2023	10/20/2023	10/23/2023	10/24/2023
10	11/17/2023	10/22/2023	11/4/2023	11/5/2023	11/18/2023	11/3/2023	11/6/2023	11/7/2023
11	12/1/2023	11/5/2023	11/18/2023	11/19/2023	12/2/2023	11/15/2023 (W)	11/16/2023 (R)	11/17/2023 (F)
12	12/15/2023	11/19/2023	12/2/2023	12/3/2023	12/16/2023	12/1/2023	12/4/2023	12/5/2023
13	12/29/2023	12/3/2023	12/16/2023	12/17/2023	12/30/2023	12/14/2023 (R)	12/15/2023 (F)	12/18/2023 (M)
14	1/12/2024	12/17/2023	12/30/2023	12/31/2023	1/13/2024	12/28/2023 (R)	12/29/2023 (F)	1/2/2024
15	1/26/2024	12/31/2023	1/13/2024	1/14/2024	1/27/2024	1/11/2024 (R)	1/12/2024 (F)	1/16/2024
16	2/9/2024	1/14/2024	1/27/2024	1/28/2024	2/10/2024	1/26/2024	1/29/2024	1/30/2024
17	2/23/2024	1/28/2024	2/10/2024	2/11/2024	2/24/2024	2/9/2024	2/12/2024	2/13/2024
18	3/8/2024	2/11/2024	2/24/2024	2/25/2024	3/9/2024	2/23/2024	2/26/2024	2/27/2024
19	3/22/2024	2/25/2024	3/9/2024	3/10/2024	3/23/2024	3/8/2024	3/11/2024	3/12/2024
20	4/5/2024	3/10/2024	3/23/2024	3/24/2024	4/6/2024	3/22/2024	3/25/2024	3/26/2024
21	4/19/2024	3/24/2024	4/6/2024	4/7/2024	4/20/2024	4/5/2024	4/8/2024	4/9/2024
22	5/3/2024	4/7/2024	4/20/2024	4/21/2024	5/4/2024	4/19/2024	4/22/2024	4/23/2024
23	5/17/2024	4/21/2024	5/4/2024	5/5/2024	5/18/2024	5/3/2024	5/6/2024	5/7/2024
24	5/31/2024	5/5/2024	5/18/2024	5/19/2024	6/1/2024	5/17/2024	5/20/2024	5/21/2024
25	6/14/2024	5/19/2024	6/1/2024	6/2/2024	6/15/2024	5/31/2024	6/3/2024	6/4/2024
26	6/28/2024	6/2/2024	6/15/2024	6/16/2024	6/29/2024	6/14/2024	6/17/2024	6/18/2024

***Employee Time Entry Deadline:** We strongly recommend employees enter their time as early as possible so the Timekeeper and/or Additional Approver can review the payroll for accuracy and completeness.

Other Pay Requests: Other pay requests include but are not limited to: Direct deposit set up/cancellations, 403(b) SRA's (submitted to the OMNI Group), 457 plan deduction (submitted to NYSDCP), Tuition Reimbursement, Federal and/or State tax withholding, Vacation Cash in and Stipends.



Staff Handbook and Return to Work Guide
COVID Testing FAQ Staff
Staff Directory
Compact for Equity of Instruction
ROConnect
Sharepoint Login
Payroll
Employee Benefits



ROConnect

The dashboard displays a grid of application tiles. A green arrow points to the 'Business and Professional' folder icon, which contains 13 items. Other visible tiles include:

- * Instructional Toolkit
- * RCSD Learns
- BrainPOP
- CloudERP Update
- COVID Safety Signage
- Creation Tools (4 items)
- Data and Grading (5 items)
- Destiny
- Facilities and Transporta...
- Frontline (IEP Direct)
- Gmail Non-SSO
- Google Classroom
- Google Drive Weblink
- Helpdesk
- Instructional Tech Suppor...
- Law Department AssureSign...
- Library & Research (17 items)
- Medicaid Forms (12 items)
- MTSS
- Office365 - Staff
- PowerSchool for Administr...
- PowerSchool for Teachers
- PowerSchool Learning Cent...
- RAP Annualized Pay
- RCSD eLearning
- Realize (Teacher)

Business and Professional



Bb School websites



BoardDocs



CentreSuite



Concur



Papercut



PaperVision



PeopleSoft EXTERNAL



PeopleSoft INTERNAL



PeopleSoft Learning Cente...



RCSD SOP



SafeSchools Training



Smartfind Express



True North Logic



Logging on to PeopleSoft

https://peoplesoft.rcsdk12.org



ORACLE
PEOPLESOFT ENTERPRISE

User ID: [Forgot your User ID?](#)

Password:

Time and Labor – Time Entry

- Navigate using PeopleSoft → Human Resources 9.1

Welcome! Janice M Fridman Fri, Nov 16, 18

We will treat every child like one of our own.

Home Add to My Links Sign out

Search: [] My Links Select One: [v]

My Reports

Report	Report Description	Folder
PAYR169	SOCIAL SERVICE FORM	General 2018-11-13-11.15.4
PAYR243	EMPLOYEE EARNINGS HISTORY	General 2018-11-09-09.03.5
PAYR243	EMPLOYEE EARNINGS HISTORY	General 2018-11-09-09.02.5
PAYR169	SOCIAL SERVICE FORM	General 2018-11-08-10.05.4
PAYR243	EMPLOYEE EARNINGS HISTORY	General 2018-11-05-14.55.1

[Report Manager](#)

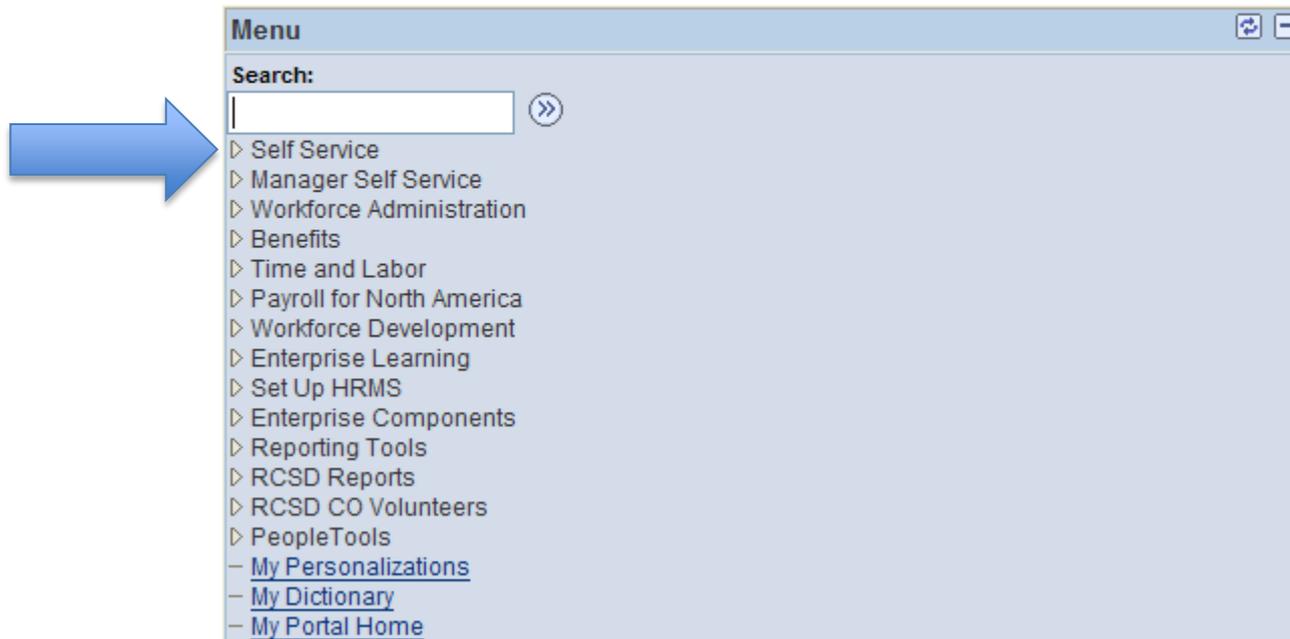
Enterprise Portal News

Headline News

Main Menu

- Employee Self Service**
Employee Self Service transactions; includes Time Reporting, Personal Information, Payroll and Compensation, Benefits, Stock Activity, Training and Development, and employee Recruiting Activities.
[RCSD PAR Review](#)
[Employee Home](#)
- PeopleSoft**
Access the PeopleSoft content providers
[PeopleBooks](#)
[Human Resources 9.1](#)
- Reporting Tools**
Run, create, and manage queries and nVision reports.
[Report Manager](#)
- My Personalizations**
Personalize options such as locale, tab details, save warnings, etc.
- My Dictionary**
Add/delete words in personal spelling checker dictionary.

- Always make sure you have the ORACLE bar on top. Click on Self Service.





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Welcome!

Janice M Fridman

Fri, Nov 16, 18

Home Add to My Links

Sign out

Search:

My Links

- Menu
- Employee Self Service
- PeopleSoft
- Reporting Tools
- My Personalizations
- My Dictionary

Main Menu

Self Service

Navigate to your self service information and activities.

RCSD PAR Review

Personnel Activity Report (PAR) Review

Personal Information

Review and update your personal information.

- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- 4 More...

Learning

View and maintain learning records and objectives, and browse and search the learning catalog.

Manage Delegation

Delegate authority for self-service transactions, and review and revoke delegation requests

Review Transactions

Review transactions that you submitted for approval

Payroll Compensation

Review your pay and compensation history. Update your direct deposit, other deduction contributions.

- View Paycheck
- Voluntary Deductions
- W-4 Tax Information
- View W-2/W-2c Forms

Performance Management

Access your performance and development documents, and evaluations you have done for others.

- My Performance Documents
- Other's Performance Documents

Time Reporting

Report and review your time, schedules, request absences and more.

- Report Time
- View Time
- User Preferences

Benefits

Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.

- Benefits Information
- Dependents and Beneficiaries
- Benefits Summary
- 4 More...

Recruiting Activities

Recruiting Activities

- Careers

Wrong Way

ORACLE

Favorites Main Menu > Self Service

Home Add to Favorites Sign out

Self Service

Self Service

Navigate to your self service information and activities.

RCSD PAR Review

Personnel Activity Report (PAR) Review

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Review and update your personal information.

- Personal Information Summary
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- 2 More...

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Recruiting Activities

Recruiting Activities

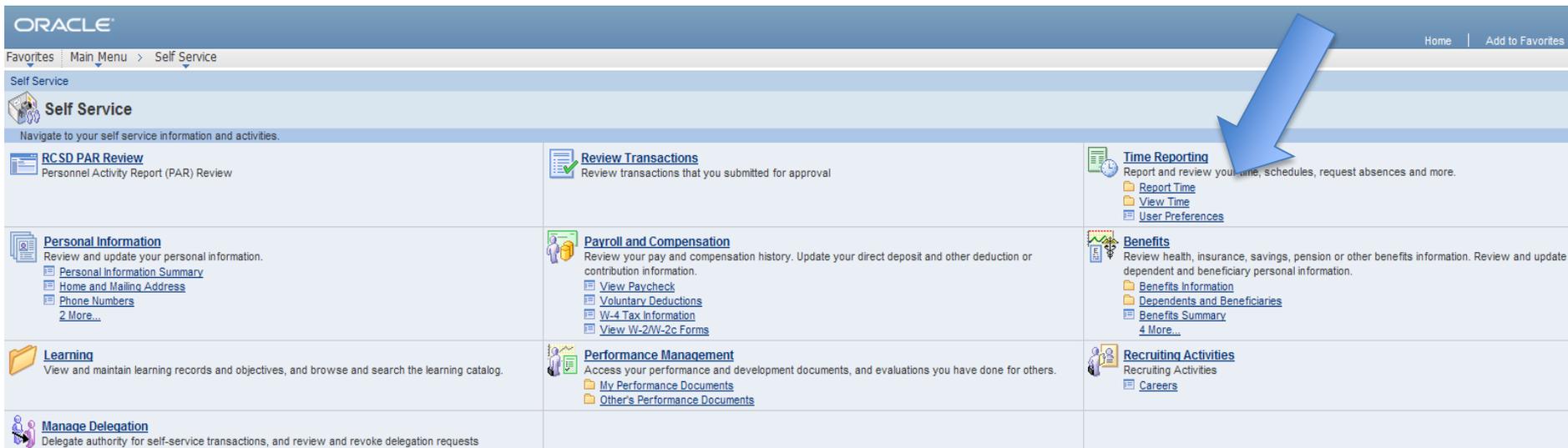
- Careers

Right Way

• Time Reporting

– Report Time

– *View Time*

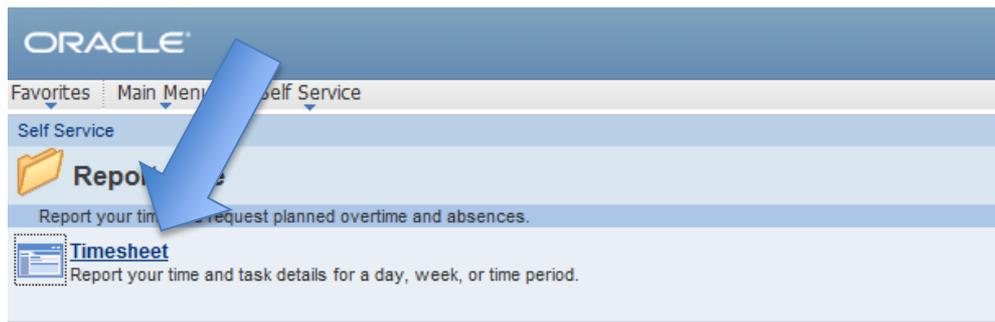


The screenshot displays the Oracle Self Service portal interface. At the top, the Oracle logo is on the left, and navigation links for 'Home' and 'Add to Favorites' are on the right. Below the header, there are tabs for 'Favorites', 'Main Menu', and 'Self Service'. The main content area is titled 'Self Service' and includes a sub-header 'Navigate to your self service information and activities.' The page is organized into a grid of service tiles. A large blue arrow points to the 'Time Reporting' tile in the top-right corner. This tile contains the following information:

- Time Reporting**
- Report and review your time, schedules, request absences and more.
- [Report Time](#)
- [View Time](#)
- [User Preferences](#)

Other visible tiles include:

- RCSD PAR Review**: Personnel Activity Report (PAR) Review
- Review Transactions**: Review transactions that you submitted for approval
- Personal Information**: Review and update your personal information. Includes links for [Personal Information Summary](#), [Home and Mailing Address](#), [Phone Numbers](#), and [2 More...](#)
- Payroll and Compensation**: Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. Includes links for [View Paycheck](#), [Voluntary Deductions](#), [W-4 Tax Information](#), and [View W-2/W-2c Forms](#)
- Benefits**: Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. Includes links for [Benefits Information](#), [Dependents and Beneficiaries](#), [Benefits Summary](#), and [4 More...](#)
- Learning**: View and maintain learning records and objectives, and browse and search the learning catalog.
- Performance Management**: Access your performance and development documents, and evaluations you have done for others. Includes links for [My Performance Documents](#) and [Other's Performance Documents](#)
- Recruiting Activities**: Recruiting Activities. Includes link for [Careers](#)
- Manage Delegation**: Delegate authority for self-service transactions, and review and revoke delegation requests



Timesheet

Home | Add to Favorites

Favorites Main Menu Self Service > Time Reporting > Report Time > Timesheet

New Window ? Help

Timesheet

Employee ID:

Job Title: Payroll Clerk Empl Record: 0

Instructions

*View By: Reported Hours: 0.00 [Previous Week](#) [Next Week](#)

Date: 08/25/2013 Scheduled Hours: 0.00

From Sunday 08/25/2013 to Saturday 08/31/2013

Sun 8/25	Mon 8/26	Tue 8/27	Wed 8/28	Thu 8/29	Fri 8/30	Sat 8/31	Total Hours	Time Reporting Code	Type	Billable	Override Reason	Substitute Id	Account Code	Substitute / Para Name
	8.00									<input type="checkbox"/>				
										<input type="checkbox"/>				
										<input type="checkbox"/>				

Submit

Reported Time Status

Reported Time Summary

Leave Balances

Go To: [Self Service](#)
[Time Reporting](#)

- HTL - HOLIDAY
- ITL - ILLNESS
- MTL - MISCELLANEOUS PAID L
- N11 - NIGHT PREMIUM 10%
- N12 - NIGHT PREMIUM OVERTI
- OVT - OVERTIME
- PTL - PERSONAL LEAVE
- REG - REGULAR
- REX - EXTRA HOURS-STRAIGH
- SBP - STAND-BY PAY
- SNO - SNOW DAY
- TRP - TRIP ALLOWANCE
- UHT - Unpaid Holiday
- UIT - Unpaid Illness
- UPT - Unpaid Personal Leave
- UTL - Other Unpaid Leaves
- UVT - Unpaid Vacation
- VAP - VACATION PAY IN LIEU OF
- VFF - VACATION PAY - FINAL
- VTL - VACATION

* REX and OVT codes also need an Account/Budget Code¹

MTL – Miscellaneous Paid Leaves needs an override reason

The screenshot shows the Oracle Timesheet application interface. The browser address bar displays the URL: https://hcm.rcsd12.org:9443/psp/HRPD/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.T. The page title is "Timesheet".

Navigation: Home | Add to Favorites | Sign out

Oracle Timesheet

Employee ID:
Empl Record: 0

Instructions

*View By: Week
Date: 08/17/2014
Reported Hours: 40.00
Scheduled Hours: 0.00

From Sunday 08/17/2014 to Saturday 08/23/2014

Sun 8/17	Mon 8/18	Tue 8/19	Wed 8/20	Thu 8/21	Fri 8/22	Sat 8/23	Total Hours	Time Reporting Code	Type	Billable	Override Reason	Substitute ID	Account Code	Substitute / Para Name
			8.00				8.00	PTL - PERSONAL LEAVE	Hours	<input type="checkbox"/>				
	8.00	8.00		8.00	8.00		32.00	MTL - MISCELLANEOUS PAI	Hours	<input type="checkbox"/>				

Submit

Reported Time Status

Reported Time Summary

Leave Balances

Go To: [Self Service](#)
[Time Reporting](#)

ADOPTION OF CHILD
ASSAULT
CANCER SCREENING
CONVENTIONS/CONFERENCES
DEATH - 1 DAY
DEATH - 5 DAY
EARLY DEPARTURE
EDUCATIONAL EXAMINATION
EMPLOYEE RELEASE - HR APPROVED
GRADUATION
HALF PAY DISABILITY
HARDSHIP
JURY DUTY
LATE ARRIVAL
MILITARY DUTY
MOVING DAY
NO CALL/NO SHOW
QUARANTINE
SUBPOENA/HEARING
SUSPENSION
UNION BUSINESS

Want to know the number of days you have?

- Divide the hours by your standard hours/day to get the number of days you have available.

Ex: $152 \text{ hrs} \div 8 \text{ hrs/day} = 19 \text{ days}$

- A change in standard hours will affect your leaves
- If you have a question about your leave totals you can email the leave administrator at leaveadministration@rcsdk12.org
- Where do you find your leave balances?

- Leave Balances: Hours earned/used/remaining

i Instructions

*View By: Week ▼
 Reported Hours: 0.00 [Previous Week](#) [Next Week](#)
 Date: 08/24/2014 📅 ↻
 Scheduled Hours: 0.00 [Next Employee](#)

From Sunday 08/24/2014 to Saturday 08/30/2014

Sun 8/24	Mon 8/25	Tue 8/26	Wed 8/27	Thu 8/28	Fri 8/29	Sat 8/30	Total Hours	Time Reporting Code	Type	E
<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text" value="▼"/>								
<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text" value="▼"/>								
<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text" value="▼"/>								

Submit
 Apply Schedule

▶ Report Time Status

▶ Report Time Summary

▼ Leave Balances

Description	Hours Earned	Hours Used	Hours Remaining
Sick	182.00	24.00	158.00
Personal	16.00	0.00	16.00

- Time Reporting
– View Time

The screenshot displays the Oracle Self Service portal interface. At the top, the Oracle logo is on the left, and navigation links for 'Home' and 'Add to Favorites' are on the right. Below the header, there are breadcrumb links: 'Favorites | Main Menu > Self Service'. The main content area is titled 'Self Service' and includes a sub-header: 'Navigate to your self-service information and activities.' The page is organized into a grid of service tiles. A large blue arrow points to the 'Time Reporting' tile in the top-right section. The 'Time Reporting' tile contains the following links: 'Report Time', 'View Time', and 'User Preferences'. Other visible tiles include 'RCSD PAR Review', 'Review Transactions', 'Personal Information', 'Payroll and Compensation', 'Benefits', 'Learning', 'Performance Management', and 'Manage Delegation'.

Self Service

View Time

View your schedules, forecasted, payable and comp time, exceptions and more.

[Time and Labor Launch Pad](#)
View a summary of your reported time and access other transactions.

[Payable Time Summary](#)
View a summary of your payable time.

[Payable Time Detail](#)
View details of your payable time.

[Leave Time Taken Data](#)
Allows employees to view summary and detail data for leave taken for a user input date range.



ORACLE

Favorites Main Menu > Self Service > Time Reporting > View Time > Payable Time Detail

Payable Time Detail

Job Title:

Employee ID:

Empl Record: 0

Start Date: 08/04/2013 End Date: 08/23/2013

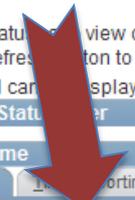
Payable Status view can be controlled from the expandable Payable Status Filter section. Use the Refresh button to refresh the display. Time detail can be displayed for a date range up to thirty-one days.

Payable Status Filter

Payable Time

Overview | Reporting Elements | Task Reporting Elements | Cost and Approval

Date	Payable Status	Reason Code	Approval Monitor	Time Reporting Code	Quantity	TRC Type
08/05/2013	Distributed		Approval Monitor	VTL	8.00	Hours
08/06/2013	Distributed		Approval Monitor	VTL	8.00	Hours
08/07/2013	Distributed		Approval Monitor	VTL	8.00	Hours
08/08/2013	Distributed		Approval Monitor	VTL	8.00	Hours
08/09/2013	Distributed		Approval Monitor	VTL	8.00	Hours



Payable Status:

- Needs Approval
- Approved
- Taken By Payroll
- Distributed

****If there is no time showing see your supervisor/approver because you will need to complete a paper timesheet****

Go To: [Self Service](#)
[Time Reporting](#)
[Return](#)

Timesheet

Civil Service Hourly Regular Time and Attendance



Name Employee ID

Job Title Dept. ID # Employee Record

Week 1 From Sunday to Saturday

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code <small>Click in cell and use drop-down to select valid TRC and ORC values</small>	Override Reason Code	Budget Code <small>Required for REX and OVT</small>
<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>						
<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>						
<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>						
<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>						
<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>						
							0.00			

Week 2 From Sunday to Saturday

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code <small>Click in cell and use drop-down to select valid TRC and ORC values</small>	Override Reason Code	Budget Code <small>Required for REX and OVT</small>
<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>						
<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>						
<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>						
<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>						
<input type="text"/>	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>						
							0.00			

I certify that this is a correct record of hours worked and absences for the above stated periods.

Employee Signature

Date

I understand that I am still responsible for approving the time worked in the PeopleSoft system.

Dept. Manager / Addl. Approver Signature

Date

Signature stamps or signing approver's name with your initials is NOT PERMITTED.

• Payroll and Compensation

- View Paycheck
- *W-4 Tax Information*
- *View W-2/W-2c Forms*

The screenshot displays the Oracle Self Service portal interface. At the top, the Oracle logo is on the left, and navigation links for 'Home' and 'Add to Favorites' are on the right. Below the header, there are tabs for 'Favorites', 'Main Menu', and 'Self Service'. The main content area is titled 'Self Service' and includes a sub-header 'Navigate to your self service information and activities.' The interface is organized into a grid of service tiles. A large blue arrow points to the 'Payroll and Compensation' tile, which is highlighted with a green checkmark icon. This tile contains links for 'View Paycheck', 'Voluntary Deductions', 'W-4 Tax Information', and 'View W-2/W-2c Forms'. Other visible tiles include 'RCSD PAR Review', 'Personal Information', 'Review Transactions', 'Time Reporting', 'Benefits', 'Learning', 'Performance Management', and 'Manage Delegation'.

View Paycheck

ORACLE

Favorites Main Menu > Self Service > Payroll and Compensation > View Paycheck

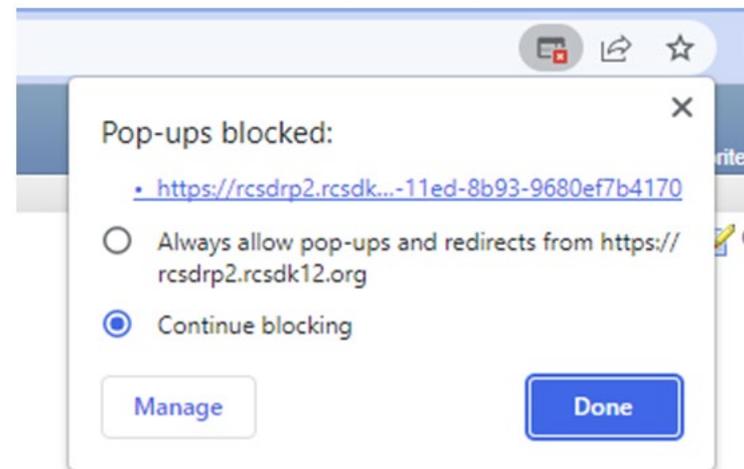
View Paycheck

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Select Paycheck							Customize	Find	View All	First	1-8 of 62	Last
Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File						
2013-01-25	ROCHESTER CITY SCHOOL DISTRICT	12/30/2012	01/12/2013									
2013-01-11	ROCHESTER CITY SCHOOL DISTRICT	12/16/2012	12/29/2012									
2013-02-22	ROCHESTER CITY SCHOOL DISTRICT	01/27/2013	02/09/2013									
2013-02-08	ROCHESTER CITY SCHOOL DISTRICT	01/13/2013	01/26/2013									
2012-11-30	ROCHESTER CITY SCHOOL DISTRICT	11/04/2012	11/17/2012									
2012-11-16	ROCHESTER CITY SCHOOL DISTRICT	10/21/2012	11/03/2012									
2012-12-28	ROCHESTER CITY SCHOOL DISTRICT	12/02/2012	12/15/2012									
2012-12-14	ROCHESTER CITY SCHOOL DISTRICT	11/18/2012	12/01/2012									

Having trouble viewing your paycheck?

- You might have a pop up blocker. Look to the far right of the address bar. If you see this little box with a red x then click on it. You want to always allow pop-ups and then click done.



• Payroll and Compensation

- **W-4 Tax Information : Change your Federal tax information. State tax change can not be done online.**
- *View W-2/W-2c Forms: view and print your W-2 form 2011 –most current.*

The screenshot displays the Oracle Self Service portal interface. At the top, the Oracle logo is on the left, and 'Home' and 'Add to Favorites' links are on the right. Below the header, there are navigation links for 'Favorites', 'Main Menu', and 'Self Service'. The main content area is titled 'Self Service' and contains a grid of service tiles. A large blue arrow points to the 'Payroll and Compensation' tile, which is highlighted. The 'Payroll and Compensation' tile includes the following sub-links: 'View Paycheck', 'Voluntary Deductions', 'W-4 Tax Information', and 'View W-2/W-2c Forms'. Other visible tiles include 'RCSD PAR Review', 'Personal Information', 'Learning', 'Manage Delegation', 'Review Transactions', 'Performance Management', 'Time Reporting', 'Benefits', and 'Recruiting Activities'.

W-4 Tax Data

For additional information, please refer to Page 2 of the Federal Form W-4 PDF, found here: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

Indicate Marital Status:

Single or Married Filing Sep Married Filing Jointly Head of Household

▶ Step 2 Multiple Jobs or Spouse Works Instructions

Multiple Jobs or Spouse Works

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs.

▶ Step 3 Claim Dependents Instructions

Child Tax Credit Amount:

Other Dependents Credit:

Total Tax Credits:

▶ Step 4 (Optional) Other Adjustments Instructions

Other Income (not from jobs):

Other Deductions:

Additional Amount:

- Check here and select Single status if married but withholding at single rate.
- Check here if your last name differs from that shown on your social security card.
You must call 1-800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for and I certify that I meet BOTH of the following conditions for exemption:

1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

****If you check this box no taxes will be withheld.**

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Submit

- Personal Information
 - Home and Mailing Address
 - Phone Numbers

The screenshot displays the Oracle Self Service portal interface. At the top, the Oracle logo is on the left, and navigation links for 'Home' and 'Add to Favorites' are on the right. Below the header, there are breadcrumb links: 'Favorites | Main Menu > Self Service'. The main content area is titled 'Self Service' and contains a grid of service tiles. A large blue arrow points to the 'Personal Information' tile. This tile includes the following links: 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', and '2 More...'. Other visible tiles include 'RCSD PAR Review', 'Review Transactions', 'Payroll and Compensation', 'Time Reporting', 'Benefits', 'Performance Management', 'Learning', and 'Manage Delegation'.

Did you move or do you have a new phone number?
This is where you can make the change.

Home and Mailing Address

Addresses					
Address Type	Status	As Of	Country	Address	Edit
Home	Current	03/23/2012	USA	<input type="text"/>	

[Return to Self Service](#)

Click on Edit to open the change screen.

Edit Home Address

Change As Of:  (example: 01/31/2000)

Country: United States

Address 1:

Address 2:

Address 3:

City:

State: NY

New York

Postal:

County:

Save

Cancel

Phone Numbers

Enter your phone numbers below.

Phone Numbers				
Phone Type	*Telephone	Extension	Preferred	Delete
Mobile	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
Main	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	

Add Phone Number

Save

* Required Field

[Return to Self Service](#)

Need a payroll form?

- Click on Human Resources

Welcome! Janice M Fridman Fri, Nov 16, 18

We will treat every child like one of our own.

Home Add to My Links Sign out

Search:

My Links Select One:

My Page **Human Resources**

Personalize Content Layout

Enterprise Menu

- Employee Self Service
- PeopleSoft
- Reporting Tools
- My Personalizations
- My Dictionary

Enterprise Portal News

Headline News

Main Menu

- Employee Self Service**
Employee Self Service transactions; includes Time Reporting, Personal Information, Payroll and Compensation, Benefits, Stock Activity, Training and Development, and employee Recruiting Activities.
[RCSO PAR Review](#)
[Employee Home](#)
- PeopleSoft**
Access the PeopleSoft content providers
[PeopleBooks](#)
[Human Resources 9.1](#)
- Reporting Tools**
Run, create, and manage queries and nVision reports.
[Report Manager](#)
- My Personalizations**
Personalize options such as locale, tab details, save warnings, etc.
- My Dictionary**
Add/delete words in personal spelling checker dictionary.

My Reports

Report	Report Description	Folder
PAYR169	SOCIAL SERVICE FORM	General
		2018-11-13-11.15.4
PAYR243	EMPLOYEE EARNINGS HISTORY	General
		2018-11-09-09.03.5
PAYR243	EMPLOYEE EARNINGS HISTORY	General
		2018-11-09-09.02.5
PAYR169	SOCIAL SERVICE FORM	General
		2018-11-09-10.05.4
PAYR243	EMPLOYEE EARNINGS HISTORY	General
		2018-11-05-14.55.1

[Report Manager](#)

• Click on Payroll Forms



My Page **Human Resources**

Search:

Personalize [Content](#) [Layout](#)

Human Resources Menu

Human Resources 9.1
Access Human Resources Management System 9.1 Maintenance Pack 1 on PeopleTools 8.5x.

Employee Self Service
Employee Self Service transactions; includes Time Reporting, Personal Information, Payroll and Compensation, Benefits, Stock Activity, Training and Development, and employee Recruiting Activities.

[RCSD PAR Review](#)
[Employee Home](#)

My Reports (HCM)

Report	Report Description	Folder
PAYR243	EMPLOYEE EARNINGS HISTORY	General 2023-08-09-13.40.5
PAYR243	EMPLOYEE EARNINGS HISTORY	General 2023-08-09-11.44.4
PAYR243	EMPLOYEE EARNINGS HISTORY	General 2023-08-09-11.42.1



Human Resources News

[Board Resolution Additional Pay Payroll Time Sheet](#)
Board Resolution Additional Pay Payroll Time Sheet

[Request for Off Cycle Check](#)
Request for Off Cycle Check

[Sub Cleaner Time Sheet](#)
Sub Cleaner Time Sheet

[Sub Sentry Time Sheet](#)
Sub Sentry Time Sheet

[Substitute Teacher and Substitute Administrator Time Sheet](#)
Substitute Teacher and Substitute Administrator Time Sheet

[Payroll Forms](#)

- [2023-2024 Payroll Calendar](#)
- [Payroll Calendar 2022-2023](#)
- [Additional Payroll Approver Form](#)

[More...](#)

[View All Articles and Sections](#)

• Here are the forms you may need



*We will treat every child
like one of our own.*

Welcome!

Section Articles

[View Top Page](#) | [View Expired](#)

Payroll Forms

- [2023-2024 Payroll Calendar](#)
- [Payroll Calendar 2022-2023](#)
- [Additional Payroll Approver Form](#)
- [Form IT-2104 \(2023\)](#)
- [Board Resolution Transfer Form](#)
- [RTA Contractual Additional Duties and Services 2018-2019 School Year - Centrally Funded](#)
- [RTA Contractual Additional Duties and Services 2018-2019 School Year - School Funded](#)
- [Form W-4 \(2023\)](#)
- [Request for Duplicate 2022 W-2 Form for inactive employees only](#)
- [Direct Deposit Authorization Form](#)
- [Form IT-2104 \(2020\)](#)
- [Contract Teacher Administrator and Management Timesheet](#)
- [Teacher Hourly Timesheet](#)
- [Request for Off Cycle Check](#)
- [Sub Cleaner Time Sheet](#)
- [Sub Sentry Time Sheet](#)
- [Substitute Teacher and Substitute Administrator Time Sheet](#)
- [Civil Service Hourly Timesheet](#)
- [Request for Duplicate W-2 Form prior years](#)
- [Vacation Cash-In Form](#)
- [Board Resolution Additional Pay Payroll Time Sheet](#)



Details

Publication: Human Resources News

Board Resolution Additional Pay Payroll Time Sheet

Source: Elizabeth R. Cammilleri

Modified: 08/21/2014 11:35AM

Board Resolution Additional Pay Payroll Time Sheet

File Name: [Board_Resolution_Additional_Pay_Payroll_Time_Sheet.xls](#)

Civil Service Hourly Timesheet

Source: Payroll Department

Modified: 01/15/2015 10:30AM

Civil Service Hourly Timesheet

File Name: [Civil_Service_Hourly_Timesheet.xlsx](#)

Contract Teacher Administrator and Management Timesheet

Source: Elizabeth R. Cammilleri

Modified: 11/19/2015 2:27PM

Contract Teacher Administrator and Management Timesheet

File Name: [Contract_Teacher_Administrator_and_Management_Timesheet.xlsx](#)

Request for Duplicate W-2 Form prior years

Source: Payroll Department

Modified: 05/09/2011 12:24PM

Phone numbers you may need...

Civil Service Payroll 585-262-8243

Human Capital 585-262-8597

**NYSLERS (NYS Retirement) 866-805-0990
or online at www.osc.state.ny.us**

**403b questions go directly to Omni Group
585-436-6664
or online at www.omni403b.com**