

If you are a TEMP EMPLOYEE or CE INSTRUCTOR with no RISD email access, please contact the Payroll Office for a paper form.

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU


The following links may display confidential information.

NEW! Employee Self Service

We have begun moving some of the WebAdvisor items to our new Employee Self-Service website. Current items available through Employee Self Service:

Tax Information: W2, etc
Banking Information: View and maintain banking information for payroll and refunds/reimbursements

Employee Profile	Time Entry and Approval
<ul style="list-style-type: none">Tax Information(W2,etc.)Banking InformationPosition SummaryMy StipendsPay AdvicesView Pay Advices (For Administrators)W-2 (For Administrators)Current BenefitsBenefit Enrollment	<ul style="list-style-type: none">Time entryTime historyTime approval (for supervisors)Employee history (for supervisors)
	Communication
	<ul style="list-style-type: none">Building Access CodeRISD Alert Faculty-Staff



From the EMPLOYEE menu in Web Advisor click on "BANKING INFORMATION" to be directed to our new EMPLOYEE SELF SERVICE PAGE.

You may also go directly to Self Service using this link: <https://ss.risd.edu/Student>

[Direct Deposit Terms and Conditions](#)

Banking Information

Active Accounts

+ Add an Account

i If you already have a Payroll Account that you want to use for Refunds, Reimbursements, and Payments, Add an Account and turn OFF the payroll account since it already exists.

Payroll Deposits	Verification	Amount	Deposit Priority	View All
CITIZENS BANK, RI	Verified	Balance	Last	>

If you would like to add a new account and you **already have a direct deposit**, the system will ask you to verify your bank account number for security reasons. Once you click on "Add an Account" the BOX BELOW will pop up – enter your bank account number and click "confirm" to continue.

Confirm your bank account number

CITIZENS BANK, RI Account Ending: ...3542

Bank Account Number

i

You must confirm a pre-existing account number to continue.

Cancel Confirm

On the next page you will choose to update your PAYROLL direct deposit. To make a change or add an account, you will need to change the "OFF" button to "ON".
For **Student Refunds**, you will choose the "Refund," button.

Banking Information
[< Back](#)

New Deposit Add a Bank Account

Bank Account Usage

Payroll Deposit	<input type="checkbox"/> OFF	Refund, Reimbursement & Payment Deposit	<input type="checkbox"/> OFF
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Cancel Next

If you currently have banking information, once you click the "off" button to "on", your information will be displayed here.

Payroll Deposit <input checked="" type="checkbox"/> ON	Refund, Reimbursement & Payment Deposit <input type="checkbox"/> OFF
Effective Date: <input type="text" value="8/8/2017"/>	
End Date: <input checked="" type="radio"/> No end date	
<input type="radio"/> End on: <input type="text" value="M/d/yyyy"/>	
i Your Payroll Account is Effective.	

Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance

Specific Amount

Remaining Balance

Deposit Priority

New Account	1	
CITIZENS BANK, RI	Balance	

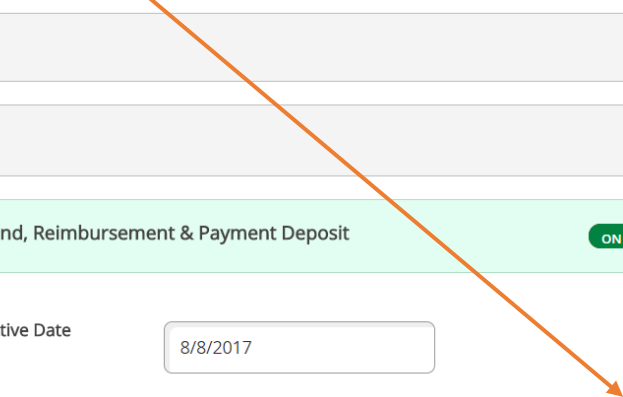
If you have NO CURRENT banking information, click the "next" button.

New Deposit Add a Bank Account

Bank Account Usage

Payroll Deposit OFF	Refund, Reimbursement & Payment Deposit ON
--------------------------------------------------------	-------------------------------------------------------------------------------

Effective Date



You may have one entire balance deposit and as many "specific amount" deposits as you need. If you already have a direct deposit for your entire check and want to add an additional account you will enter the dollar amount in the box below. Then click on next to enter your bank information.

Payroll Deposit ON

Refund, Reimbursement & Payment Deposit OFF

Effective Date: 8/8/2017

End Date: No end date
 End on: M/d/yyyy

i Your Payroll Account is Effective.

Deposit Details

Select the amount of your paycheck to be deposited

Entire Balance
 Specific Amount
 Remaining Balance

Deposit Priority

New Account	1	
CITIZENS BANK, RI	Balance	

CONTINUE TO FOLLOW THE PROMPTS AND ADD YOUR ACCOUNT DETAILS. YOU MAY GET THIS INFORMATION FROM YOUR **PERSONAL** CHECKS. PLEASE REMEMBER THAT YOUR ATM CARD NUMBER IS **NOT** YOUR BANK ACCOUNT NUMBER.


Edit Bank Account Details

New Account


Account Nickname

Country of Bank

Routing Number *

[View sample check image](#) 

Bank Account Number *


[View sample check image](#) 

Re-enter Bank Account Number *


[Back](#) [Submit](#)


ONCE COMPLETE – READ THE TERMS AND CONDITIONS, CHECK THE BOX AND HIT SUBMIT.

Edit Bank Account Details


View sample check image 


Re-enter Bank Account Number *

..... 

View sample check image 


Account Type

Checking 

Terms and Conditions 

You must read the following before clicking "I agree" [ACH Terms & Conditions](#)

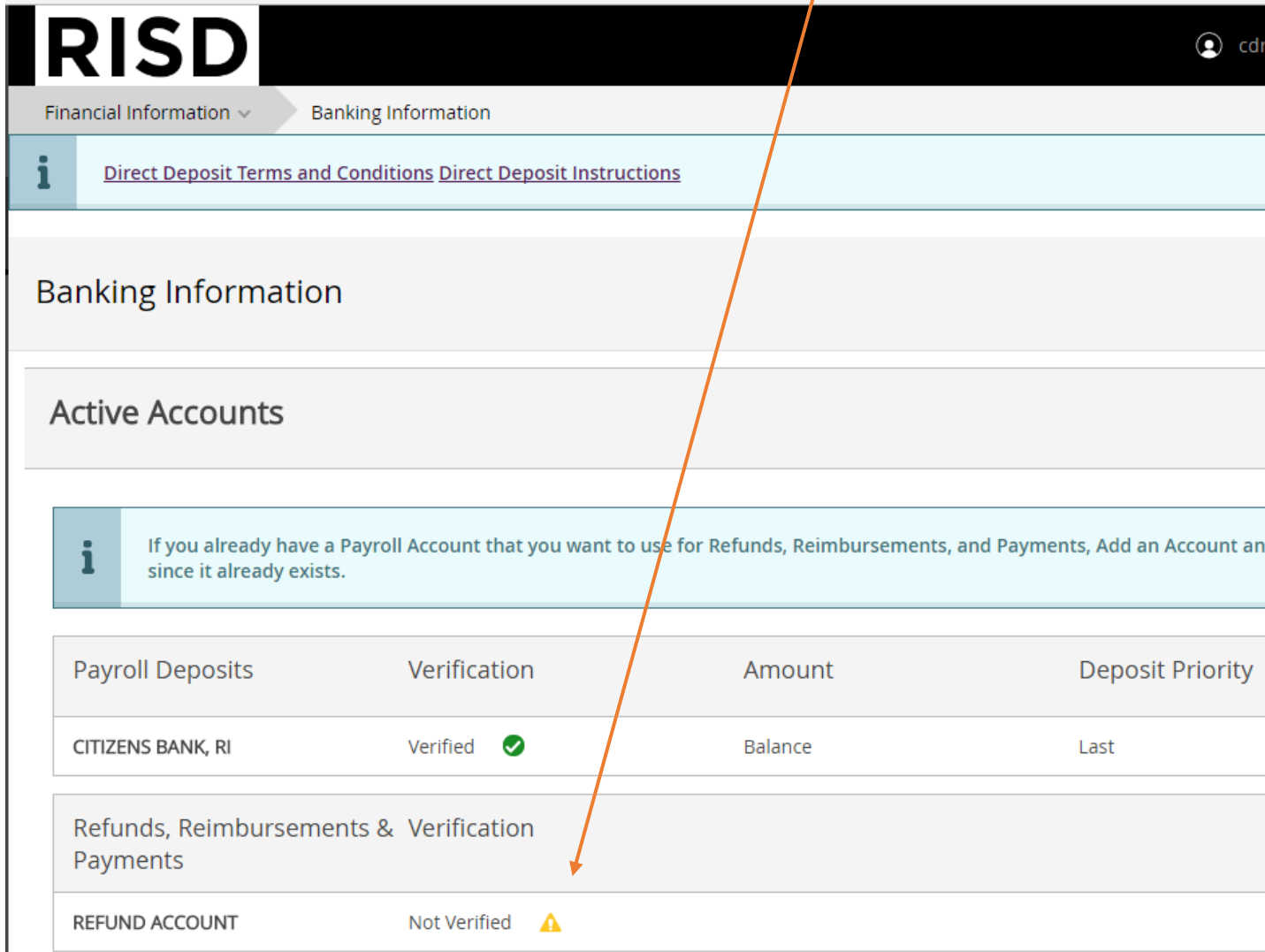
I agree to the terms and conditions




Back Submit

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Your new account will show as "Not Verified" until the pre-note processes the next banking day. This is to allow your bank to verify that the account information you have provided is correct.



The screenshot shows the RISD user interface. At the top left is the RISD logo. To the right is a user profile icon labeled 'cdr'. Below the logo is a navigation bar with 'Financial Information' and 'Banking Information'. Under 'Banking Information', there are links for 'Direct Deposit Terms and Conditions' and 'Direct Deposit Instructions'. The main content area is titled 'Banking Information' and 'Active Accounts'. An information banner states: 'If you already have a Payroll Account that you want to use for Refunds, Reimbursements, and Payments, Add an Account and since it already exists.' Below this is a table with columns: 'Payroll Deposits', 'Verification', 'Amount', and 'Deposit Priority'. The table contains two rows: one for 'CITIZENS BANK, RI' which is 'Verified' with a green checkmark, and one for 'REFUND ACCOUNT' which is 'Not Verified' with a yellow warning triangle. An orange arrow points from the top of the page down to the 'Not Verified' status of the 'REFUND ACCOUNT'.

Payroll Deposits	Verification	Amount	Deposit Priority
CITIZENS BANK, RI	Verified 	Balance	Last
Refunds, Reimbursements & Verification Payments			
REFUND ACCOUNT	Not Verified 