



SCIENCE FOR THE BENEFIT OF HUMANITY

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Controller

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To: The Rockefeller University Community

From: Michael P. Vitale 

Date: January 5, 2011

Re: On-Line Earnings Statement

Overview

The Finance Office is pleased to announce that your Payroll Earnings Statement is now available on-line through a secure web site at ADP, our Payroll partner. This effort is a cost containment strategy, promotes efficiency and is a “green” friendly initiative.

The RU Information Technology Security Office has determined that the security features of the ADP iPay service are adequate.

On-Line Registration (Please register at: <https://ipay.adp.com>)

You will need to complete a one time on-line registration process, *which can begin immediately*. You will be prompted to enter contact and security information, answer a few security questions and create a password. Your password (which is case sensitive) must be at least eight characters long, must contain at least one letter and either one number or one special character. You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your user ID or password. If you do not have a Rockefeller or personal e-mail address, please use “ipay@rockefeller.edu” during registration (e-mail address is required).

Your Registration Pass Code: **ROCKU-ONLINE** (Required for registration, not case sensitive).

Please refer to the Self Service Registration Quick Reference Card (attached) which can also be accessed at:

http://formspolicies.rockefeller.edu/getfile.php?type=Guideline&file=FIN_iPay_Quick_Reference_pdf

If necessary, Finance Staff will be available in Weiss, Room 302 on January 14th, 18th and 31st from 10:00am to 12:00pm and on January 13th and 19th from 1:00pm to 3:00pm to assist you in the registration process and to answer questions.

THE ROCKEFELLER UNIVERSITY

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On-Line and Paper Earnings Statement Available thru January 2011

Starting with the December 31, 2010 payroll cycle, you will be able to view your earnings statement each pay period on a “go forward basis” regardless if you receive a paper check or are on direct deposit.

Employees on Direct Deposit -- Paper earnings statements for individuals on direct deposit will be made available **ONLY** for the month of January 2011. Future earnings statements (after January 2011) need to be accessed on-line.

Employees receiving ‘paper’ checks -- Distribution of paper checks with related earnings statements will continue indefinitely.

Please note that the Payroll Department will not be able to print Earnings Statements. Computer kiosks have been set-up within specific support functions on campus to help facilitate this process. Please consult with your manager if you have difficulty accessing your Earnings Statement.