

Paystub RI Registration Process Instructions

Once your direct deposit has taken effect, you will be assigned your state ID number and you will be able to register for Paystub RI.

Please follow these steps to register on the PayStub RI Portal to view your direct deposit advices and to keep up to date on important payroll messages.

You will need your State ID # in order to register for Paystub RI. Your state ID # can be found on your first paycheck receipt.

1. Log on to the Paystub RI portal using *one of the following options*:
 - Download the RhodyConnect app on your smartphone and click on the Paystub RI icon
 - Visit the [Human Resource Administration](#) website and click on Paystub RI –State Employee Viewer on the right hand side menu
 - Visit the [Paystub RI State Employee Payroll View](#) page on the State of RI website

State of Rhode Island
Paystub RI - State Employee Payroll Viewer
Department of Administration

DOA Website RI.gov

Welcome to the Department of Administration Payroll Information System

If you do not have an e-mail address associated with your account, please enter your Employee ID as your username.

Username:

Password:

SIGN IN FORGOT PASSWORD?

First time user?

To sign up to view your payroll information online, you will need:

- Your employee ID number provided by the Department of Administration
- You must be enrolled in direct deposit to view your payroll information online

SIGN UP NOW

On this page, click on **Sign Up Now**

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Sign up below

If you do not know your Employee ID number, contact your agency's payroll office.

* Last Name:

* Employee ID Number:

Date of Birth:

mm/dd/yyyy



CONTINUE →

CANCEL

2. On this page complete the following:

- Enter in your last name as it appears on your paycheck.
- Enter your State ID Number – **this is your State ID number not your URI employee ID number**. You can find your state ID # on your first paycheck receipt

If you cannot locate your state ID number, contact Cheryl Glennon at 874-5203 or Paula Aveyard at 874-2417

- Enter in your date of birth.

Click Continue

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State of Rhode Island
Paystub RI - State Employee Payroll Viewer
Department of Administration

Is this you?
Please verify the information below. For correction, please contact your agency's payroll office.

Name: Roscoe Murray

Agency Name: University Of Rhode Island

Agency should be University of Rhode Island

YES, CONTINUE → NO

If the information is not correct, Click no and you need to contact your payroll office.

Privacy Policy

Official State of Rhode Island Online Service

State of Rhode Island
Paystub RI - State Employee Payroll Viewer
Department of Administration

Sign Up

E-mail:

I do not have e-mail address

Password:

Your password must be at least 8 characters including uppercase and lowercase letters and at least one digit

Password Confirmation:

SIGN UP → CANCEL

Privacy Policy

3. Verify the information listed on the top panel. If this information is incorrect, click no and contact the payroll office.
4. Under Sign up on the bottom panel, complete the following fields:
 - Email Address - **This will be your Paystub RI User Name** This can be any email personal or work.
 - o Check off the box if you do not have an email address.
 - Password – This is what you will need to use when you sign into the Paystub RI portal.
 - Password Confirmation
5. Click Sign Up