New Jersey Employee Charitable Campaign

To set up payroll deductions for Legacy Rutgers Employees

- Go to http://rias.rutgers.edu
- Click on RIAS Login
- Login using your NetID and password
- Under the HCM and Payroll menu, select “Self Service” in the upper left corner
- Under Payroll and Compensation, select “Voluntary Deductions”
- Select “Add Deductions” on the bottom left
- For “Type of Deduction,” select “Combined Charities”
- For “Select whether deduction is a flat amount or percent,” select “Amount”
- Under “Amount or Percent to be deducted,” enter the flat amount per pay period to be deducted
- You must enter a specific start date; click on the calendar to the right of the start date box to choose January 1, 2016. You do not have to enter a date if you set a goal amount.
- Click on the calendar to the right of the end date box to choose the appropriate date; for most it will be December 31, 2016
- Check your information. You cannot delete a deduction once it has been submitted.
- Click submit
- Sign out