

INSTRUCTIONS TO ACCESS PAYCHECK INFORMATION

- ❖ Go to the Randolph College portal at <http://my.randolphcollege.edu>.
- ❖ Go to the *my links* section (right-hand side of the screen) and click on either *Faculty* or *Staff* (depending on your status).
- ❖ Click Randolph College *Timesheet*. (The first time you log on, you'll need your payroll number, which can be obtained by call Human Resources at Ext. 8114). After the initial log in, you'll only need your Randolph College user name (ex. ssaunders) and password.
- ❖ Click on the *Checks* tab at the top of the calendar. Then choose whichever check or direct deposit advice you need.

If you have any questions or need assistance, contact Human Resources at Ext. 8114.