

Instructions to Access Paycheck and Benefits Information

First-time users may need to contact the Help Desk at Ext. 4005

- Log onto the Randolph College portal at <https://my.randolphcollege.edu>. (User name and password should have been provided by supervisor.)
- Click on **Pay & Benefits**

Electronic Timesheet Submittal:

Click on **Calendar/Timesheet**. The current month or pay period will appear, so you may need to click the arrow to go back a month or pay period.

Click **Review and Submit** once the timesheet is complete. Be certain to choose the correct supervisor. Click **Submit Timesheet**. Your supervisor will receive an automated email alerting him or her that you have submitted your timesheet. When the timesheet has been approved, you will receive an automated email.

NOTE: It is a good idea to check your pay check and benefit information periodically for accuracy. If corrections or updates are needed, contact Human Resources at (434) 947-8114.

Payment Schedule:

Monthly/salaried employees are paid on the 25th of each month (if the 25th is a holiday or weekend, pay day will be the weekday prior)

Biweekly/hourly employees are paid every other Friday.