Online Payroll Changes for STUDENTS

The [Online Payroll Change Request](#) is used, by Supervisors, to correct *PREVIOUS HOURS* for ACTIVE STUDENTS from a *prior* pay period.

Required Oracle Access:
► Responsibility titled: "RIT On-Line Payroll Change Requests"
► Access can be self-requested directly in Oracle
► Instructions for requesting access are outlined in this [RSC Article](#)

When to Submit an Online Payroll Change Request:
► To record a student employee's missing shift or OUT punch
► For a pay period in which the sign-off day in Kronos has passed
► To record hours worked (up to 40) for the following pay codes:

✅ *Emergency Pay* ✅ *Bldg Closure*
✅ *Jury Duty* ✅ *NYS Covid 19*
✅ *Approved w/Pay* ✅ *Holiday OT*

Scenarios that do NOT follow this workflow:
► Requesting payroll changes for non-student employees
► Entering sick time or overtime for a student employee
► Correcting existing punches that resulted in overpayment
► Fixing incorrect pay codes from a previous pay period
► For rate increase corrections

Pro-Tip:
Need Help? Watch our short [training video](#) on how to process On-line Payroll Changes

Complete the [Payroll Change Form](#) to submit changes for these scenarios.

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How do I process an On-line Payroll Change?

1 Log on to Oracle at https://mybiz.rit.edu and select RIT On-Line Payroll Change Requests

2 Search by Last Name, Employee Number or University ID, select pay period and GO, then **Action**

Pro-Tip: The 'My Requests' screen provides users with a list of entered requests which are not yet approved. Click 'Action' to continue the process.

3 Click **Add New Time**, select Account Number, Reason for Adjustment, Entry Date and Punch Times

4 Once complete, choose **'Add Another' or 'Apply'** to validate and save the request

5 Once all changes have been made, click **Submit** to navigate to the *Submit and Confirm* screen. Users must check the **'I agree'** box next to the certification statement. If satisfied, click **Submit** again.

Pro-Tip: You must have completed the Student Employment Office hire process to complete these processes

6 The **Submit Review** screen lists all requests submitted for **Approval.** Change requests **Approved** by **4:00 pm** on Sign-Off Fridays will be included the following pay date.