

Welcome to The Research Foundation!

New Hire Information & Next Steps

We're excited to have you on board. Below is important information to help you get started as a new employee of The Research Foundation (RF) at Binghamton University.

Processing & Appointment Confirmation

- Your information will be processed in line with our payroll deadlines.
- Once processed, you will receive an **email with your appointment information** from noreply@binghamton.edu.

RF ID & Portal Access

- Within **24 hours** of receiving your processed email, you will receive your **RF ID**, which is required to log into the **Employee Self Service Portal**.
- Once logged in, you will be able to update and manage your personal information, including:

Direct Deposit

- Navigate to the “My Pay Method” section to enter your direct deposit details.
- Please click through **all prompts** to ensure your information is **fully saved**.
- You will receive a confirmation email once you successfully save your changes - if you do not receive this email, your changes were not successful.

Timecards

- You will receive instructions regarding how to submit timecards and a link to timecard deadlines and pay days.
- Hourly employee timecards must be submitted and approved by your supervisor by the deadline for payment to process.
- **Note:** *Salaried graduate students are not required to complete timecards.*

Taxes

- You may update your federal and state tax withholding preferences at any time in the portal.
- The RF is **not authorized to provide tax advice**. Please contact a licensed tax advisor for assistance.

Social Security Number Requirement

- As an E-Verify employer, the RF is required by federal law to verify employment eligibility through the Department of Homeland Security.
- Once you receive your SSN, please present it to our office as soon as possible as we use it to verify your work authorization in E-Verify.
- **Note:** *If you do not provide your SSN before November 30th, your tax documents for the year may have incorrect information which can cause delays when you file your tax return.*

Benefits Enrollment

- If eligible, you will receive an email from **rfbenefits@binghamton.edu**.
- **Health insurance enrollment is not automatic** — please complete enrollment via the self-service portal or by submitting the paper enrollment form.
- **Foreign national students** using ISSS insurance must first enroll in RF coverage **before** submitting a waiver to ISSS.

Additional Reminders

- Keep your contact and address information up to date in the self-service portal.
- Check your RF email regularly for important HR and payroll communications.
- If you have questions, please reach out to our team at (607) 777-4264 or email rfhr@binghamton.edu.

Welcome aboard!

We look forward to supporting your success at The Research Foundation.