

ALL BETHEL EMPLOYEES...

(full time faculty and staff, part time staff, adjuncts, student employees, administrators- **all employees**)



ON MONDAY, NOVEMBER 10th

SIGN IN
to  **RIPPLING**

FAQ

What is Rippling?

- It is the Human Resource Information System (HRIS) that Bethel will begin using in December.

Why are we getting this system?

- First, it will run payroll. Additionally, it will consolidate, streamline, and manage all employee data, etc.

Do I have to use Rippling?

- If you would like to be paid - yes, you will need to use Rippling.

WHAT YOU'LL NEED TO DO

- To be prepared, follow these steps:
 - Watch the video linked in the QR code- or [follow this link](#)
 - Note: the email mentioned in the video will be sent to you on Monday, November 10
 - Gather all the information referenced in the video (see next page for finding your W4 information)
 - Gather this additional information: Your Bethel: ID #, PO Box #, Office #
- On Monday, November 10, watch your Bethel inbox for an email from Rippling
 - Follow the unique link provided in the email & begin your sign in process
 - This process will take less than 10 minutes if you have all your info gathered ahead of time
 - Please complete this process sometime between November 10 and November 15
- Sign In Parties will be held on Monday, November 10 in Zoom
 - Christine will walk people through the sign in process at noon & 2:00 pm
 - Hop on Zoom if you want to be guided through the process & ask questions as you sign in
- This is different than Benefits Open Enrollment - that process begins on November 12 in **bswift**



Video on:

What to expect &
how to prepare for
sign in on Monday,
November 10th

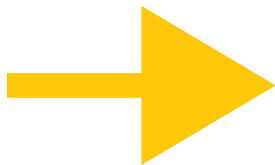


NEED YOUR W4 INFORMATION?

follow these steps:

- Go to my.bethel.edu/employee
- Click on the button that reads "Employee Banner Resources" - this is on the left side of the screen
- Scroll down slightly
- Click on TAXES - also found on the left side of the screen
- When the TAXES box opens, look again on the left side
 - In black letters (not blue) you will find the information you need
 - It looks like this:

Taxes



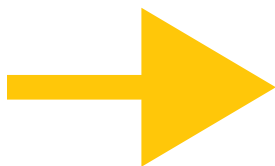
Federal Tax

Filing Status:

Status:

Number of Allowances:

Additional Withholding:



Minnesota State Tax

Filing Status:

Status:

Exempt:

Additional Withholding:

Use the information
you find on your Taxes page
to complete the W4
questions in Rippling

Questions?

Contact Christine Osgood in OPC