

# NYS Payroll Online Self Service\*

July 2016



# NYS Payroll Online Phases

## Current Phase:

- View Paycheck
- View Direct Deposit Account(s)
- Update Pay Statement Option
- Update Tax Withholding
- View W-2
- Update Email Address(es)

## Future Phases:

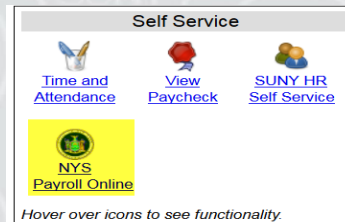
- Update Address
- Update Direct Deposit Account(s)
- Update Name
- Update Voluntary Deductions (SEFA, Deferred Comp, etc.)



# LOG IN TO NYS PAYROLL ONLINE


Go to: [www.suny.edu/hrportal](http://www.suny.edu/hrportal)

- Click on the “NYS Payroll Online” icon



# LOG IN TO NYS PAYROLL ONLINE

- 2) Complete the verification processes the first time you log in. Required fields:
- First/Last Name
  - One Primary Email Address
  - Last 4 digits of SSN
  - New York State Employee ID - your nine-digit NYS Employee ID is found on your pay statement.



The screenshot shows the NYS Payroll Online User Verification form. At the top, there is a navigation bar with the New York State logo and links for Services, News, Government, and Local. Below this is a dark blue banner with the text "My NY.gov Online Services" and a map of New York. The main content area is a white box with a title bar that reads "NYS Payroll Online users must complete the User Verification form below." The form contains several required fields, each marked with a red asterisk (\*). The fields are: First Name, Last Name, Work Email Address (with a checkbox for Primary), Other Email Address (with a checkbox for Primary), Confirm Work Email, Confirm Other Email, Last 4 Digits of SSN, and New York State Employee ID. There are "Submit" and "Cancel and LogOut" buttons at the bottom of the form.

**NEW YORK STATE**

Services News Government Local

My NY.gov Online Services

*NYS Payroll Online users must complete the User Verification form below.*

\* Denotes required field

\*First Name:

\*Last Name:

Work Email Address: ☐ Primary

Other Email Address: ☐ Primary

Confirm Work Email:

Confirm Other Email:

\*Last 4 Digits of SSN:

\*New York State Employee ID:

Submit Cancel and LogOut

# NYS Payroll Online Verification

Once you have completed the one time verification process, you will receive this confirmation. Please click “Finish” to continue to the NYS Payroll Online Home Page.



The screenshot displays the NYS Payroll Online User Verification confirmation page. At the top left is the New York State logo. To its right are navigation links: Services, News, Government, and Local. Below these is a dark blue banner featuring three small images of people working on laptops, followed by a white outline of New York State and the text "My NY.gov Online Services". The main content area is a white box with a grey header that reads "NYS Payroll Online User Verification". Inside this box, the text states: "NYS Payroll Online User Verification has been completed successfully. Select Finish to access NYS Payroll Online." Below this text is a grey button labeled "Finish". At the bottom of the page, a dark blue footer contains the copyright information: "Copyright © 2016 – New York State Office of Information Technology Services (ITS) Version: 3.2 Build: 4/19/2016 1:44 PM W: 082P A: 085PB\_2" and a "Contact Us" link.

 [Services](#) [News](#) [Government](#) [Local](#)

  My NY.gov Online Services

*NYS Payroll Online User Verification*

NYS Payroll Online User Verification has been completed successfully.  
Select Finish to access NYS Payroll Online.

[Finish](#)

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# NYS Payroll Online Home Page

Office of the State Comptroller

## Online Services

New York State Comptroller  
Thomas P. DiNapoli



## NYS Payroll Online

[Home](#) | [Sign out](#) | [Terms of Use](#)

### NYS Payroll Online

#### [View Paycheck](#)

View your past and present paycheck information.

#### [View Direct Deposit Account\(s\)](#)

View your direct deposit account details.

#### [Update Pay Statement Option](#)

Update your pay statement print option.

#### [Update Tax Withholding](#)

View and update your tax withholding information.

#### [View W-2](#)

View and print your W-2 form for current year and prior years.

#### [Update Email Addresses](#)

View and update your email addresses.

#### [How Can We Improve This Site?](#)

Take a quick survey and share your thoughts.

### NYS Payroll Online Help

#### [Browser Compatibility Information](#)

#### **NYS Payroll Online Availability**

Weekdays from 6:00 a.m. to 6:00 p.m.

#### **NYS Payroll Online Helpdesk**

518-408-4271

[NYSPayrollOnlineHelp@osc.state.ny.us](mailto:NYSPayrollOnlineHelp@osc.state.ny.us)

#### **NYS Agency Payroll Officer Directory**

### Welcome



#### **New York State Comptroller Thomas P. DiNapoli**

NYS Payroll Online is a new service that allows you to view and update payroll information. This self-service tool gives you greater control in managing your withholdings and managing direct deposit accounts. You can also help us save money and be greener by choosing to opt out of receiving your paper advice and join us in going paperless.

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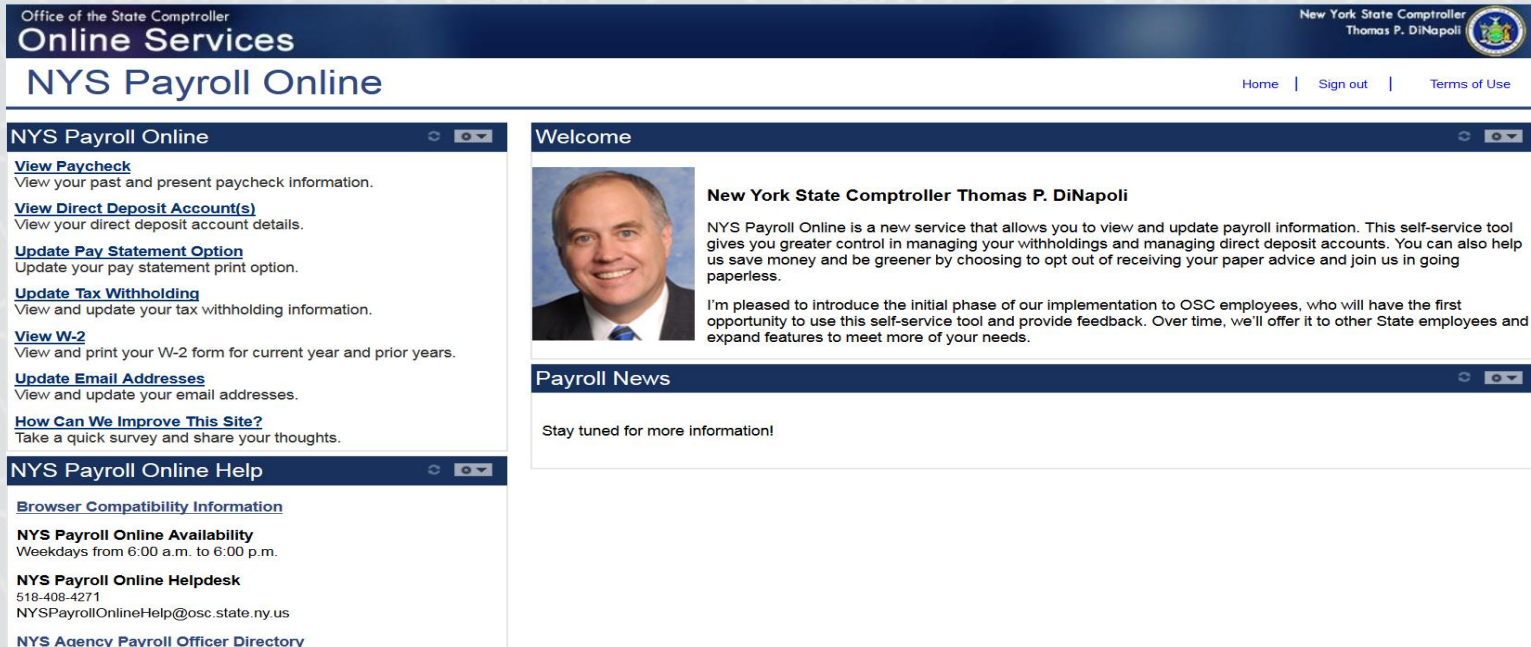
### Payroll News

Stay tuned for more information!

# Pay Statements

View, Print and Save Your Pay Statement NYS Payroll Online provides access to view, print and save your pay statements. You will need Adobe Reader to view your pay statements in NYS Payroll Online.

- Select View Paycheck from the left menu.



The screenshot displays the NYS Payroll Online website. The header includes the Office of the State Comptroller and the New York State Comptroller Thomas P. DiNapoli. The main navigation bar features links for Home, Sign out, and Terms of Use. The left-hand menu, titled 'NYS Payroll Online', lists several options: View Paycheck (highlighted with a blue arrow), View Direct Deposit Account(s), Update Pay Statement Option, Update Tax Withholding, View W-2, Update Email Addresses, and How Can We Improve This Site?. The main content area, titled 'Welcome', features a portrait of Thomas P. DiNapoli and a message about the new service. Below this is a 'Payroll News' section with the text 'Stay tuned for more information!'. The bottom section, titled 'NYS Payroll Online Help', includes links for Browser Compatibility Information, NYS Payroll Online Availability, NYS Payroll Online Helpdesk, and NYS Agency Payroll Officer Directory.

Office of the State Comptroller  
**Online Services**  
NYS Payroll Online

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**NYS Payroll Online**

- [View Paycheck](#)  
View your past and present paycheck information.
- [View Direct Deposit Account\(s\)](#)  
View your direct deposit account details.
- [Update Pay Statement Option](#)  
Update your pay statement print option.
- [Update Tax Withholding](#)  
View and update your tax withholding information.
- [View W-2](#)  
View and print your W-2 form for current year and prior years.
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**Payroll News**

Stay tuned for more information!



# Pay Statements (continued)

The View Paycheck page displays the following items for each check listed:

- Check Date
- View Paycheck
- Company
- Pay Begin Date
- Pay End Date
- Net Pay
- Paycheck Number



# View Paycheck

**Click View Paycheck to view all information for a specific paycheck.**

- NOTE:** If you are using Internet Explorer, a new browser window will open and ask you if you want to Open or Save your pay statement. Click Open and it will open as an Adobe PDF document in a separate window. Close the Adobe PDF window when finished viewing your pay statement. Your pay statement will remain open until you close this window, even if you log out or are timed out of NYS Payroll Online.

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**Online Services**  
**NYS Payroll Online**

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Thomas P. DiNapoli

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[New Window](#) [http](#)

### View Paycheck

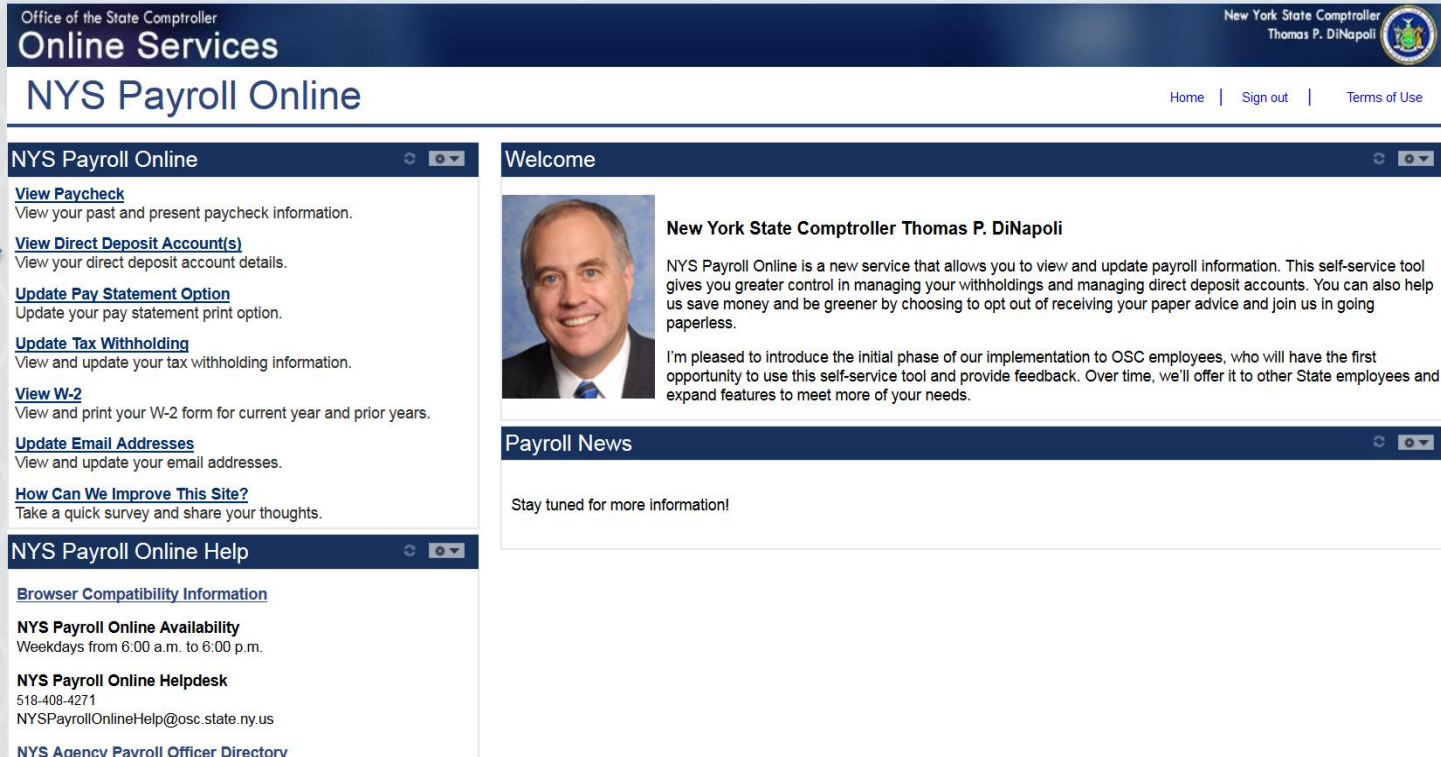
Review your available paychecks below:

Check Date	<a href="#">View Paycheck</a>	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
11/18/2015	<a href="#">View Paycheck</a>	STATE OF NEW YORK	10/22/2015	11/04/2015	\$889.40	87617027
11/04/2015	<a href="#">View Paycheck</a>	STATE OF NEW YORK	10/09/2015	10/21/2015	\$889.38	87308344
10/21/2015	<a href="#">View Paycheck</a>	STATE OF NEW YORK	09/24/2015	10/07/2015	\$889.40	87110495
10/07/2015	<a href="#">View Paycheck</a>	STATE OF NEW YORK	09/10/2015	09/23/2015	\$889.38	87023496
09/23/2015	<a href="#">View Paycheck</a>	STATE OF NEW YORK	08/27/2015	09/09/2015	\$889.39	86825643
09/09/2015	<a href="#">View Paycheck</a>	STATE OF NEW YORK	08/13/2015	08/26/2015	\$798.16	86516943
08/26/2015	<a href="#">View Paycheck</a>	STATE OF NEW YORK	07/30/2015	08/12/2015	\$798.16	86318364
06/17/2015	<a href="#">View Paycheck</a>	STATE OF NEW YORK	05/21/2015	06/03/2015	\$798.15	06026355

[Return to NYS Payroll Online](#)

# View Direct Deposit Account(s)

- **Select View Direct Deposit Account(s) from the left hand side menu.**



The screenshot displays the NYS Payroll Online website. The header includes the Office of the State Comptroller logo and the text 'Online Services' and 'NYS Payroll Online'. The right header contains links for 'Home', 'Sign out', and 'Terms of Use'. The left-hand menu is expanded, showing several options: 'View Paycheck', 'View Direct Deposit Account(s)', 'Update Pay Statement Option', 'Update Tax Withholding', 'View W-2', 'Update Email Addresses', and 'How Can We Improve This Site?'. A blue arrow points to the 'View Direct Deposit Account(s)' link. Below the menu is the 'NYS Payroll Online Help' section, which includes links for 'Browser Compatibility Information', 'NYS Payroll Online Availability', 'NYS Payroll Online Helpdesk', and 'NYS Agency Payroll Officer Directory'. The main content area features a 'Welcome' message from New York State Comptroller Thomas P. DiNapoli, a photo of him, and a 'Payroll News' section with the text 'Stay tuned for more information!'.

Office of the State Comptroller  
**Online Services**  
NYS Payroll Online

New York State Comptroller  
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**NYS Payroll Online**

- [View Paycheck](#)  
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- [View Direct Deposit Account\(s\)](#)  
View your direct deposit account details.
- [Update Pay Statement Option](#)  
Update your pay statement print option.
- [Update Tax Withholding](#)  
View and update your tax withholding information.
- [View W-2](#)  
View and print your W-2 form for current year and prior years.
- [Update Email Addresses](#)  
View and update your email addresses.
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**Welcome**

**New York State Comptroller Thomas P. DiNapoli**

NYS Payroll Online is a new service that allows you to view and update payroll information. This self-service tool gives you greater control in managing your withholdings and managing direct deposit accounts. You can also help us save money and be greener by choosing to opt out of receiving your paper advice and join us in going paperless.

I'm pleased to introduce the initial phase of our implementation to OSC employees, who will have the first opportunity to use this self-service tool and provide feedback. Over time, we'll offer it to other State employees and expand features to meet more of your needs.

**Payroll News**

Stay tuned for more information!

# Direct Deposit (continued)

If you work in more than one State agency, you will be asked to select which agency you would like to view the direct deposit information for, then select the Job Title on the Select Job Title page to open the Direct Deposit page.

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**Online Services**  
NYS Payroll Online

New York State Comptroller  
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New Window

Direct Deposit  
**Select Job Title**

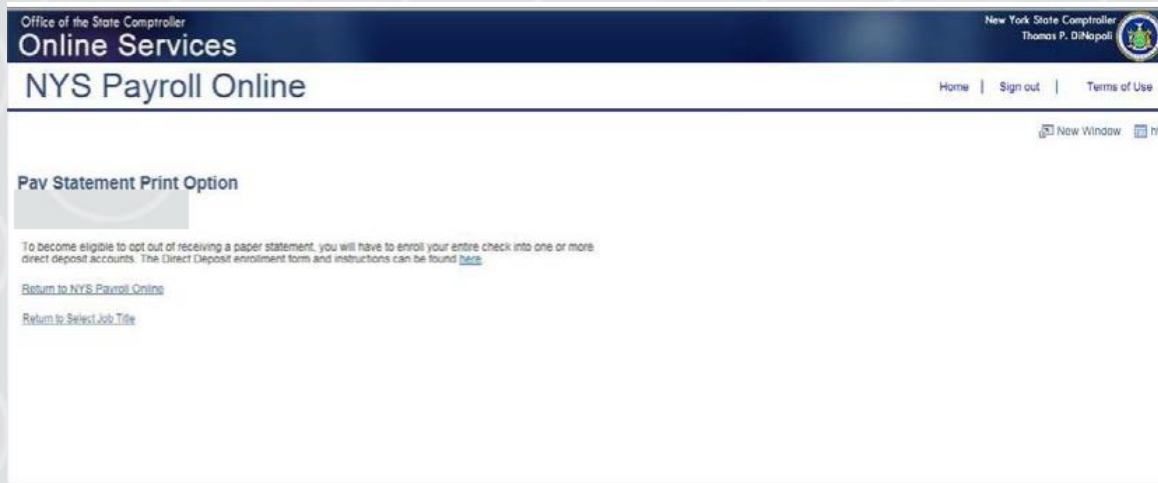
Job Information	
Job Title	Department
ADJUNCT LECTURER	Queens College (Adjunct)
GRADUATE ASST-10 M	SUNY@Albany Lag

[Return to NYS Payroll Online](#)

# Direct Deposit (continued)

If you are not currently enrolled in direct deposit and have no banking information on file, you will receive the message below instead of seeing the Direct Deposit page.

Included on this page is a link to download the direct deposit form. If you want to participate in direct deposit, complete this form and bring it to your payroll office to set up direct deposit for your paychecks.



The screenshot displays the 'NYS Payroll Online' interface. The header includes the 'Office of the State Comptroller' and 'Online Services' on the left, and 'New York State Comptroller Thomas P. DiNapoli' with the state seal on the right. Navigation links for 'Home', 'Sign out', and 'Terms of Use' are present. The main content area is titled 'Pav Statement Print Option' and contains a message about enrolling in direct deposit to opt out of paper statements. It includes two links: 'Return to NYS Payroll Online' and 'Return to Select Job Title'. A 'New Window' button is also visible in the top right corner of the content area.

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Online Services

New York State Comptroller  
Thomas P. DiNapoli

NYS Payroll Online

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New Window http

**Pav Statement Print Option**

To become eligible to opt out of receiving a paper statement, you will have to enroll your entire check into one or more direct deposit accounts. The Direct Deposit enrollment form and instructions can be found [here](#).

[Return to NYS Payroll Online](#)

[Return to Select Job Title](#)

# Direct Deposit (continued)

If you are enrolled in direct deposit, you can see detailed information about all of your current direct deposit accounts on the Direct Deposit page.

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**Online Services**  
NYS Payroll Online

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### Direct Deposit

Please review your direct deposit information.

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order
Issue Check			Percent	5.00%	100
Checking	021000322	*****	Balance		999

To become eligible to opt out of receiving a paper statement, you will have to enroll your entire check into one or more direct deposit accounts. The Direct Deposit enrollment form and instructions can be found [here](#).

[Return to NYS Payroll Online](#)



# Direct Deposit (continued)

- Deposit Order indicates the priority that your net pay will be deposited into multiple accounts. Deposit Order allows only values in increments of 100 with an end value of 999.
  - Example:
  - Deposit Order 100 = First Account Processed
  - Deposit Order 999 = Last Account Processed
- Click on the ? icon to view additional information about the Direct Deposit page.
- Click Return to NYS Payroll Online to return to the NYS Payroll Online Homepage.
- Click Return to Select Job Title to select a different Job Title on the Select Job Title page.
- Click Update Pay Statement Print Option to update your preference to go paperless and opt out of receiving a printed copy of your direct deposit pay statement. Further information about going paperless and opting out of receiving a printed copy of your direct deposit pay statement, can be found in the NYS Payroll Online Update Pay Statement Option job aid.

The screenshot shows the 'NYS Payroll Online' interface. At the top, it says 'Office of the State Comptroller' and 'New York State Comptroller Thomas P. DiNapoli'. The main heading is 'Online Services' and 'NYS Payroll Online'. There are links for 'Home', 'Sign out', and 'Terms of Use'. A 'New Window' icon is also present.

The 'Direct Deposit' section is highlighted. Below it, a message says 'Please review your direct deposit information'. A table titled 'Direct Deposit Detail' is shown with the following data:

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order
Checking	021407912	*****	Balance		999

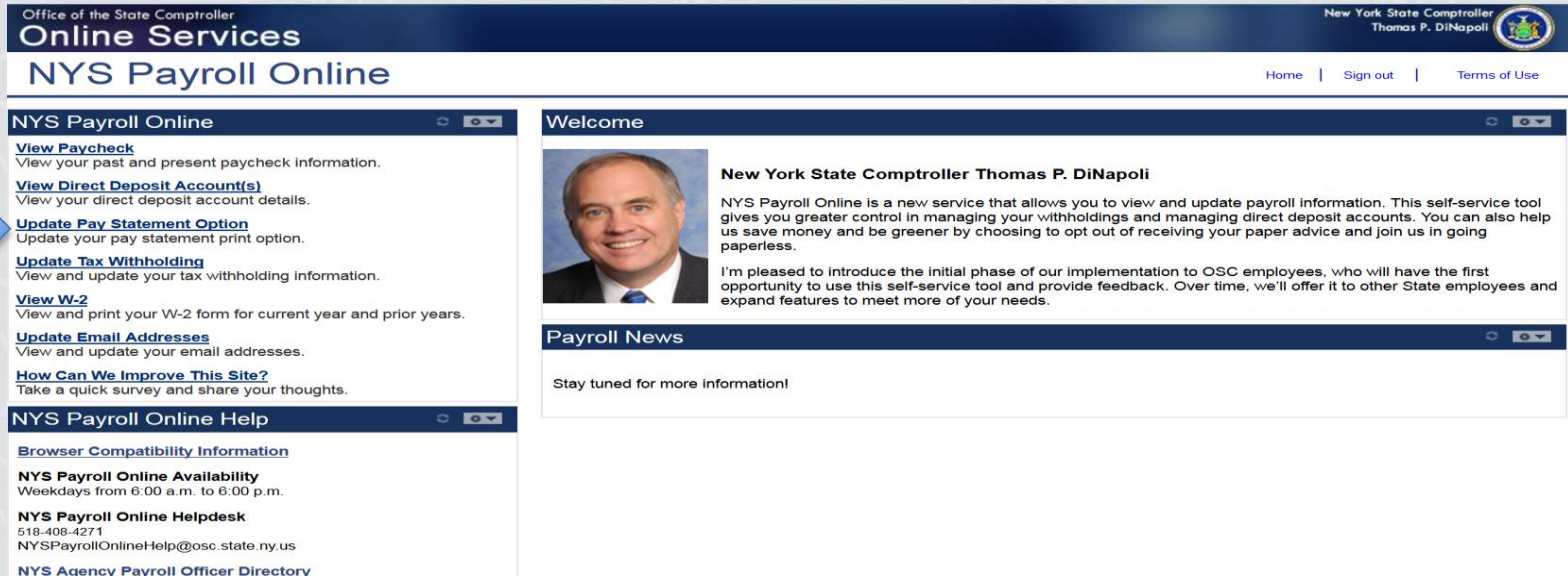
Red arrows point to the following elements:

- The '?' icon in the 'Direct Deposit Detail' table header.
- The 'Deposit Order' value '999' in the table.
- The 'Update pay statement print option' link.
- The 'Return to NYS Payroll Online' link.
- The 'Return to Select Job Title' link.

# Updating Pay Statement Option

## Select Update Pay Statement Option from the left menu.

- If you work for more than one State agency, then select the Job Title on the Select Job Title page to open the Pay Statement Print Option page.
- If you want to go paperless for all of your agencies you will need to complete the process below for EACH Job Title listed.



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**Payroll News**

Stay tuned for more information!



# Updating Pay Statement (continued)

- If you are enrolled in direct deposit, you will see the Pay Statement Print Option page. Select the radio button to indicate “I do not want a printed copy of my Direct Deposit statement sent to me.”
- Click Save

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Online Services

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New Window

Pay Statement Print Option

Select the appropriate button to indicate your preference for receiving a printed copy of your direct deposit pay statement.

☒ I would like a printed copy of my Direct Deposit statement sent to me.

☐ I do not want a printed copy of my Direct Deposit statement sent to me.

Save

[Return to NYS Payroll Online](#)

# Pay Statement (continued)

An email will be sent to all email addresses stored in NYS Payroll Online when you make a change to your information along with the confirmation pop up shown below.



- Click OK to return to the Pay Statement Print Option page.

**NOTE:** Due to timing, your change may not be reflected in your next paycheck. This is because the change may have been made too late for the payroll system to stop the printing of your most recent direct deposit pay statement. If this is the case, the change will take effect in an upcoming paycheck.

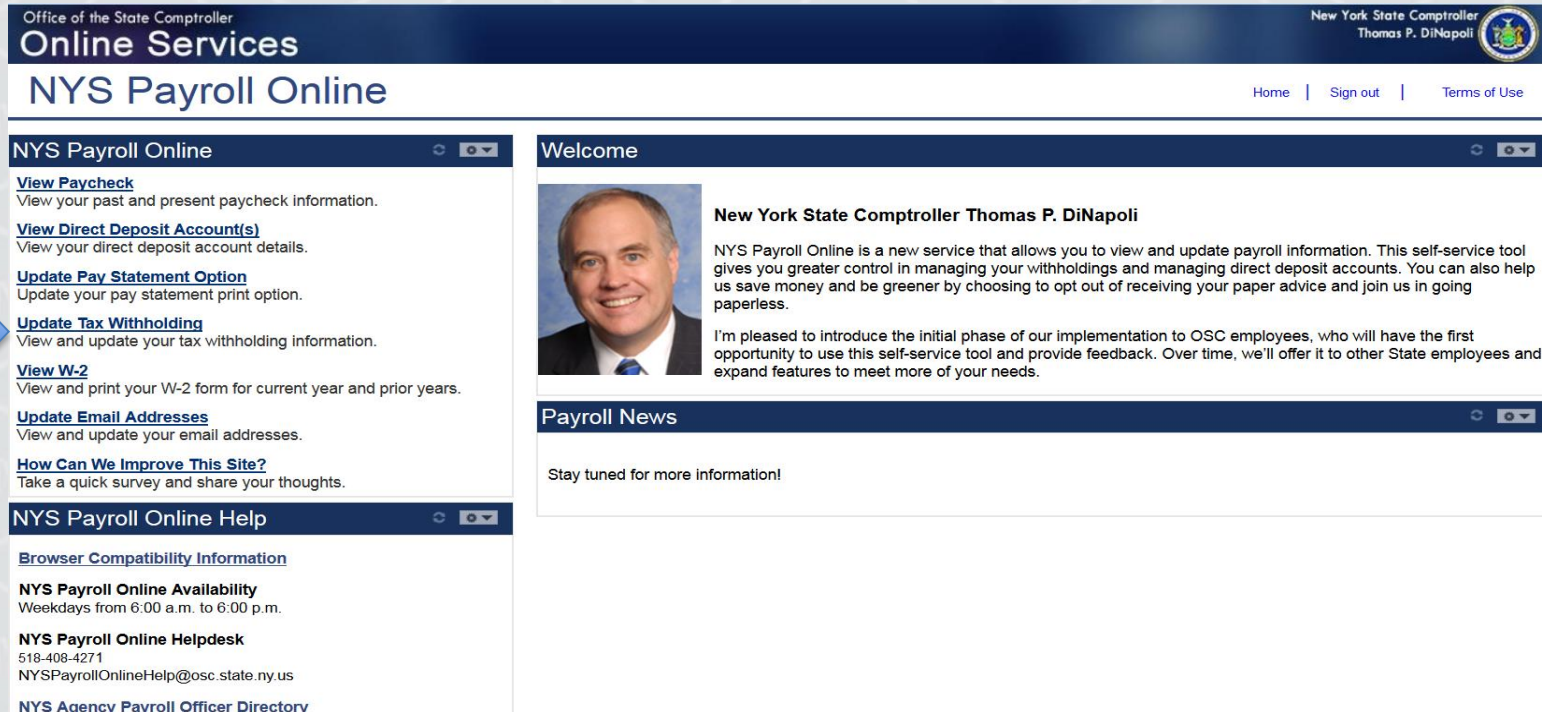
# Updating Tax Withholdings

One of the most exciting features of NYS Payroll Online is that you now have the ability to review and maintain your own tax withholding information. New employees must still complete the paper W-4 (federal) and IT-2104 (NYS) tax withholding forms when they first become employed by New York State but all future changes can be done in NYS Payroll Online. Current NYS employees can begin using NYS Payroll Online immediately to complete their New York State tax withholding changes.

**NOTE:** The system will only allow you to make changes to your tax withholding information once per day. Be sure to double check any changes before saving them in the system. If you enter inaccurate information you will not be able to correct it using NYS Payroll Online until the next business day. However, your payroll office does not have to wait and can update it for you in the payroll system the same day.

# Updating Tax Withholding (continued)

- **Select Update Tax Withholding from the left menu.**



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NYS Payroll Online

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**Payroll News**

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# Updating Tax Withholding (continued)

From this page you can modify your federal, State, and local tax withholding information.

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**Tax Withholdings**

2016

Employee Number: NI

STATE OF NEW YORK

Complete the information below to adjust the amount of tax withheld from your pay. We recommend you first complete the worksheets found on federal Form W-4 and NYS Form IT-2104 to determine the correct number of allowances to claim. Please note that your state and local allowances may be different than your federal allowances.  
**Tax withholding can only be updated once a day through self service. Please contact your Payroll Administrator if you need further updates to your withholding today.**

**Home Address**

DISTRICT 12  
PANEM NY 11111

**Federal Form W-4**

Federal W-4 Form and Instructions: [W-4 Form](#)

**Employee's Withholding Allowance Certificate**

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

**Federal Withholdings**

Enter total number of allowances you are claiming: 1

Enter additional amount, if any, you want withheld from each paycheck: 0.00

Indicate Marital Status: ☐ Single ☒ Married

☐ Check here and select Single status if married but withholding at single rate.  
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

☐ Check here if your last name differs from that shown on your social security card.  
You must call 1-800-772-1213 for a new card.

**Claim Exemption**

I claim exemption from withholding for the year 2016 and I certify that I meet BOTH of the following conditions for exemption:



# Updating Tax Withholding (continued)

## Update Your Federal Withholding Change any applicable information.

- Enter a new number of total Allowances
- Enter an Additional Amount to be withheld.
- Change your Marital Status
- Check this box if married but withholding at a single rate. You must also indicate Single as your Marital Status
- Check this box if your last name does not match the last name on your Social Security card. You must call 1-800-772-1213 for a new card.

**Federal Withholdings**

Enter total number of allowances you are claiming:

Enter additional amount, if any, you want withheld from each paycheck:

Indicate Marital Status: ☐ Single ☒ Married

☐ Check here and select Single status if married but withholding at single rate.  
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

☐ Check here if your last name differs from that shown on your social security card.  
You must call 1-800-772-1213 for a new card.


# Updating Tax Withholding (continued)

## Claim an Exemption from Federal Withholding

To claim exemption, you must meet the following conditions:

- Last year you had a right to a refund of ALL federal income tax withheld because you had NO tax liability, and
- This year you expect a refund of ALL federal income tax withheld because you expect to have NO tax liability.
- Check this check box to affirm that you meet both conditions and want to claim exempt status.

Claim Exemption	
I claim exemption from withholding for the year <input type="text" value="2016"/> and I certify that I meet BOTH of the following conditions for exemption:	
Last year I had a right to a refund of ALL federal income tax withheld because I had NO tax liability.	
This year I expect a refund of ALL federal income tax withheld because I expect to have NO tax liability.	
<input type="checkbox"/>	Check this box if you meet both conditions to claim exempt status.





# Updating Tax Withholding (continued)

## Update Your New York State Tax Withholding

- Change any applicable information
- Change your Marital Status
- Enter total number of State Allowances you want to claim.
- Enter an Additional State Amount to be withheld.

**NOTE:** You cannot claim exemption from NYS tax withholding using NYS Payroll Online. To claim this exemption you must file Form IT-2104-E.

The screenshot shows the 'New York State Tax Withholding' form. It has a blue header bar with the title. Below the header, there are three main sections. The first section is 'Indicate Marital Status:' with two radio button options: 'Single or Head of Household / Married, but withhold at higher single rate' (which is selected) and 'Married'. A red arrow points to the 'Married' option. The second section is 'Enter total number of state allowances you are claiming:' with a text input field containing the number '0'. A red arrow points to this field. The third section is 'Additional state amount, if any, you want withheld from each paycheck:' with a text input field containing '0.00'. A red arrow points to this field. To the right of each input field is a small grey square button.

New York State Tax Withholding

Indicate Marital Status: ☒ Single or Head of Household / Married, but withhold at higher single rate ☐ Married

Enter total number of state allowances you are claiming:

Additional state amount, if any, you want withheld from each paycheck:

# Updating Tax Withholding (continued)

## Update Your Local Tax Withholding

Change any applicable information:

- Indicate if you are a resident of New York City
- Indicate if you are a resident of Yonkers
- Enter total number of Local Allowances you want to claim.
- Enter an Additional Local Amount to be withheld.



**Local Tax Withholding**

Are you a resident of New York City? ☐ Yes ☒ No

Are you a resident of Yonkers? ☐ Yes ☒ No

Enter total number of local allowances you are claiming:

Additional local amount, if any, you want withheld from each paycheck:

The screenshot shows a form titled "Local Tax Withholding". It contains four questions with corresponding input fields. Red arrows point to the "No" radio buttons for the first two questions, indicating that the user is not a resident of New York City or Yonkers. The third question, "Enter total number of local allowances you are claiming:", has a text box with the value "0". The fourth question, "Additional local amount, if any, you want withheld from each paycheck:", has a text box with the value "0.00".


# Updating Tax Withholding (continued)

## Save All Changes

- Click Save at the bottom of the page to save all changes to your tax information.

**NOTE:** Penalty notification for false statements can be found above the Save button.

Penalty -- A penalty of \$500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages. You may also be subject to criminal penalties.



[Return to NYS Payroll Online](#)

- Click OK to return to the Tax Withholdings page.


**NOTE:** Due to timing, your changes may not be reflected in your next paycheck

Tax Withholdings

**Save Confirmation**

✓ Your change was successfully saved.

However, due to timing, your change may not be reflected on the next paycheck.



# Updating Tax Withholding (continued)

**NOTE:** After returning to the Tax Withholdings page you will notice that the Save button has been grayed out. This is because you can only make changes to your tax withholding information once per day.

Penalty -- A penalty of \$500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages. You may also be subject to criminal penalties.

Save



[Return to NYS Payroll Online](#)

- If you return to the Tax Withholdings page AFTER tax withholdings are modified and saved, you will immediately receive a message informing you that it can only be updated once per day.

## Message

Tax data can only be updated once a day. (27001,11)

Tax withholding can only be updated once a day through self service. Please contact your Payroll Administrator if you need further updates to your withholding today.

OK

# Updating Tax Withholding (continued)

## Other Information on the Tax Withholdings Page

- Link to the federal W-4 form and instructions.
- Link to the NY State IT-2104 form and instructions.

Once changes are completed, Click Return to NYS Payroll Online to return to the NYS Payroll Online Home page.

Penalty -- A penalty of \$500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages. You may also be subject to criminal penalties.

Save

[Return to NYS Payroll Online](#)

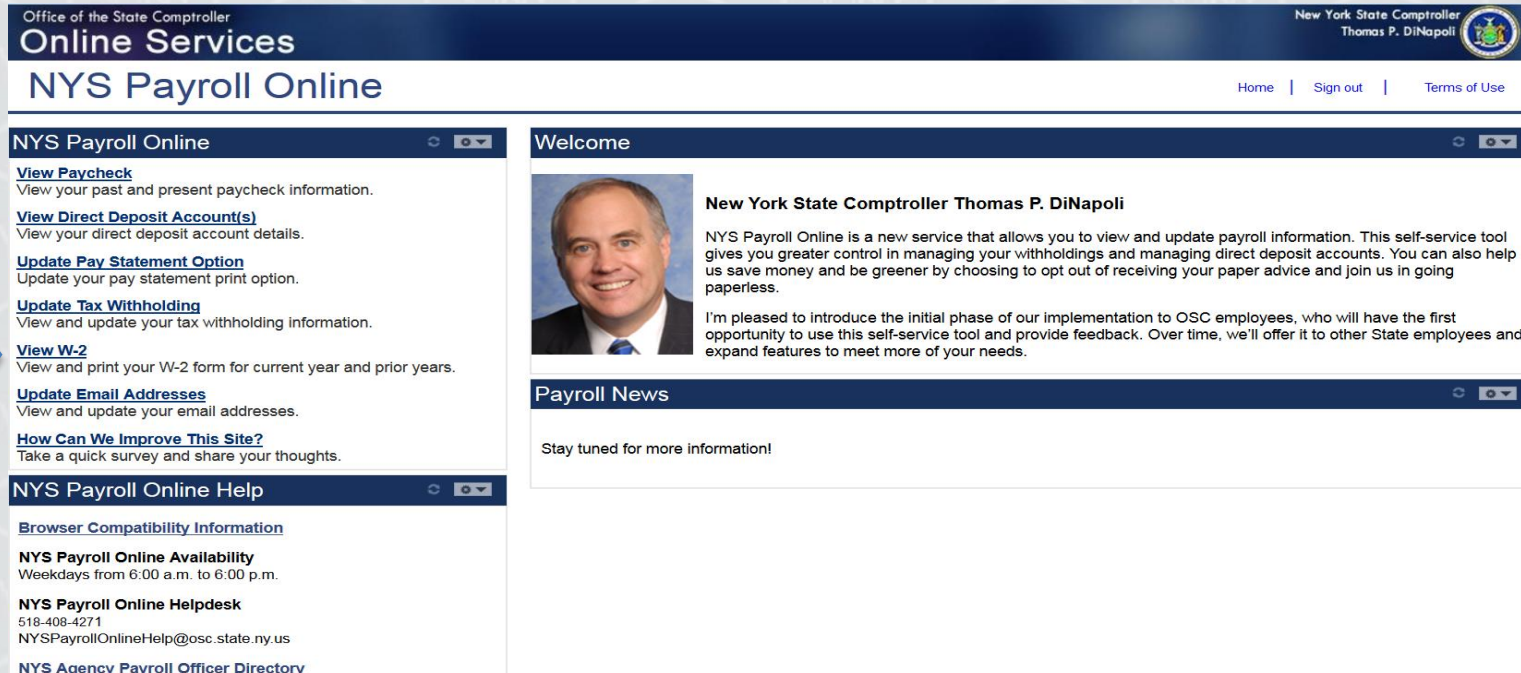




# View, Print and Save W2

NYS Payroll Online makes it easy to view and print your W-2 form for the current year and prior years. You will need Adobe Reader to view your W-2 in NYS Payroll Online.

- **Select View W-2 from the left menu.**



The screenshot displays the NYS Payroll Online web application. At the top, a dark blue header contains the text 'Office of the State Comptroller' and 'Online Services' on the left, and 'New York State Comptroller Thomas P. DiNapoli' with the state seal on the right. Below this is a white navigation bar with 'NYS Payroll Online' and links for 'Home', 'Sign out', and 'Terms of Use'. The main content area is divided into two columns. The left column, titled 'NYS Payroll Online', contains a list of links: 'View Paycheck', 'View Direct Deposit Account(s)', 'Update Pay Statement Option', 'Update Tax Withholding', 'View W-2' (highlighted with a blue arrow), 'Update Email Addresses', and 'How Can We Improve This Site?'. The right column, titled 'Welcome', features a portrait of Thomas P. DiNapoli and a message from the New York State Comptroller. Below the welcome message is a 'Payroll News' section with the text 'Stay tuned for more information!'. At the bottom, a 'NYS Payroll Online Help' section provides links for 'Browser Compatibility Information', 'NYS Payroll Online Availability', 'NYS Payroll Online Helpdesk', and 'NYS Agency Payroll Officer Directory'.

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**NYS Payroll Online**

- [View Paycheck](#)  
View your past and present paycheck information.
- [View Direct Deposit Account\(s\)](#)  
View your direct deposit account details.
- [Update Pay Statement Option](#)  
Update your pay statement print option.
- [Update Tax Withholding](#)  
View and update your tax withholding information.
- [View W-2](#)  
View and print your W-2 form for current year and prior years.
- [Update Email Addresses](#)  
View and update your email addresses.
- [How Can We Improve This Site?](#)  
Take a quick survey and share your thoughts.

**NYS Payroll Online Help**

- [Browser Compatibility Information](#)
- NYS Payroll Online Availability**  
Weekdays from 6:00 a.m. to 6:00 p.m.
- NYS Payroll Online Helpdesk**  
518-408-4271  
NYSPayrollOnlineHelp@osc.state.ny.us
- [NYS Agency Payroll Officer Directory](#)

**Welcome**

**New York State Comptroller Thomas P. DiNapoli**

NYS Payroll Online is a new service that allows you to view and update payroll information. This self-service tool gives you greater control in managing your withholdings and managing direct deposit accounts. You can also help us save money and be greener by choosing to opt out of receiving your paper advice and join us in going paperless.

I'm pleased to introduce the initial phase of our implementation to OSC employees, who will have the first opportunity to use this self-service tool and provide feedback. Over time, we'll offer it to other State employees and expand features to meet more of your needs.

**Payroll News**

Stay tuned for more information!

# View W-2

The View W-2 page displays the following items for each W-2 listed:

- Tax Year
- W-2 Reporting Company
- Tax Form ID
- Issue Date
- Year End Form
- Filing Instructions

- Click Year End Form to view the W-2 for the selected year. Your W-2 will open as a PDF document in a new browser window.

## NOTES:

- Please note that the View W-2 page currently shows only W-2 forms. Any amended W-2c forms (corrected W-2s) issued after the W-2 will not be included in this list.
- If you are using Internet Explorer, a new browser window will open and ask you if you want to Open or Save your pay statement. Click Open and it will open as an Adobe PDF document in a separate window.

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View W-2

Available W-2 forms are listed below. Please click on Year End Form link to view printable W-2 form or on Filing Instructions link to view printable filing instructions.

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2015	NYS	W-2	12/22/2015	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>
2014	NYS	W-2	02/26/2015	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>
2013	NYS	W-2	11/19/2014	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>
2012	NYS	W-2	08/05/2015	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>

[Return to NYS Payroll Online](#)

- Close the Adobe PDF window when finished viewing your W-2. Your W-2 will remain open until you close this window, even if you log out or are timed out of NYS Payroll Online.



## **Print Your W-2 in Internet Explorer**

- Click File > Print and follow the prompts,
- Move the mouse to the bottom of the window , select the Printer icon from the pop-up tool bar, and follow the prompts.

## **Print Your W-2 in Google Chrome**

- Click Menu > Print and follow the prompts
- Select the Printer icon from the tool bar at the top of the window and follow the prompts.

## **Save Your W-2 in Internet Explorer**

There are two available options:

- Click File > Print and follow the prompts
- Move the mouse to the bottom of the window, select the Diskette icon from the pop-up tool bar, and follow the prompts.

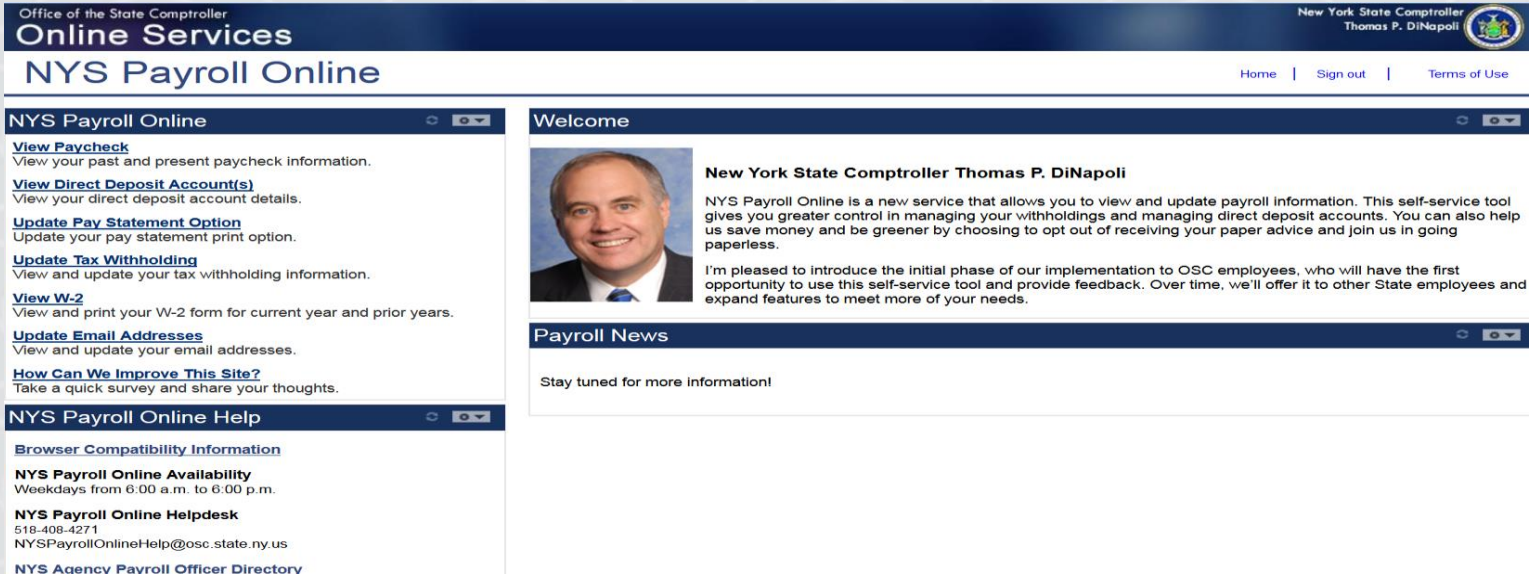
## **Save Your W-2 in Google Chrome**

- There are two available options.
- Right click, select Save as...and follow the prompts
- Select the Download icon from the tool bar at the top of the window and follow the prompts.

# Updating Email Address

Each time you make a change to your information in NYS Payroll Online, an email will be sent notifying you of the change. This message will be sent to all of your email addresses stored in NYS Payroll Online. It is important that you maintain up-to-date contact information.

- **Select Update Email Addresses from the left menu.**



The screenshot displays the NYS Payroll Online website. The header includes the Office of the State Comptroller logo and the name Thomas P. DiNapoli. The main navigation bar features links for Home, Sign out, and Terms of Use. The left-hand menu is expanded, showing various options: View Paycheck, View Direct Deposit Account(s), Update Pay Statement Option, Update Tax Withholding, View W-2, Update Email Addresses (highlighted with a blue arrow), and How Can We Improve This Site?. The main content area is titled 'Welcome' and features a portrait of Thomas P. DiNapoli. Below the portrait, there is a message from the New York State Comptroller Thomas P. DiNapoli, stating that NYS Payroll Online is a new service that allows users to view and update payroll information. The message also mentions that the initial phase of implementation is for OSC employees, and that the service will be expanded to other State employees over time. The bottom section of the page is titled 'Payroll News' and contains the text 'Stay tuned for more information!'. The footer includes links for Browser Compatibility Information, NYS Payroll Online Availability, NYS Payroll Online Helpdesk, and NYS Agency Payroll Officer Directory.

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NYS Payroll Online

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**NYS Payroll Online**

- [View Paycheck](#)  
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Update your pay statement print option.
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View and update your tax withholding information.
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View and print your W-2 form for current year and prior years.
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**Payroll News**

Stay tuned for more information!

# Email Address (continued)

From here you can change your preferred email address, update existing email addresses, add a new one or delete an existing email address.

## Preferred Email Address

- Although you will be notified via email to BOTH email addresses each time a change is made, NYS Payroll Online requires that you have at least one email address in the system and designate a preferred email address.
- To change your preferred address:
- Click the check box under the Preferred column next to your preferred email address.
- address.
- Click Save to complete your change.

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Thomas P. DiNapoli

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New Window

### Email Addresses

NYS Payroll Online will send an email notification to you whenever you make a change to your payroll information using the NYS Payroll Online Self Service application. The email notification will be sent to you at the email address(es) below. Please make sure the email address(es) are correct.

*Email Type	*Email Address	Preferred	Delete
Other	<input type="text" value="jeverdoenk@osc.state.ny.us"/>	<input type="checkbox"/>	<input type="button" value="X"/>
Work	<input type="text" value="j@PayAlert@osc.state.ny.us"/>	<input checked="" type="checkbox"/>	<input type="button" value="X"/>

\* Required Field

[Return to NYS Payroll Online](#)

# Email Address (continued)

## Update Existing Email Address

- Click in the Email Address field for the email address you want to update and enter your changes.
- Click Save

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Email Type	Email Address	Preferred	Delete
Other	@osc.state.ny.us	<input type="checkbox"/>	
Work	ePayAlert@osc.state.ny.us	<input checked="" type="checkbox"/>	

Save

\* Required Field

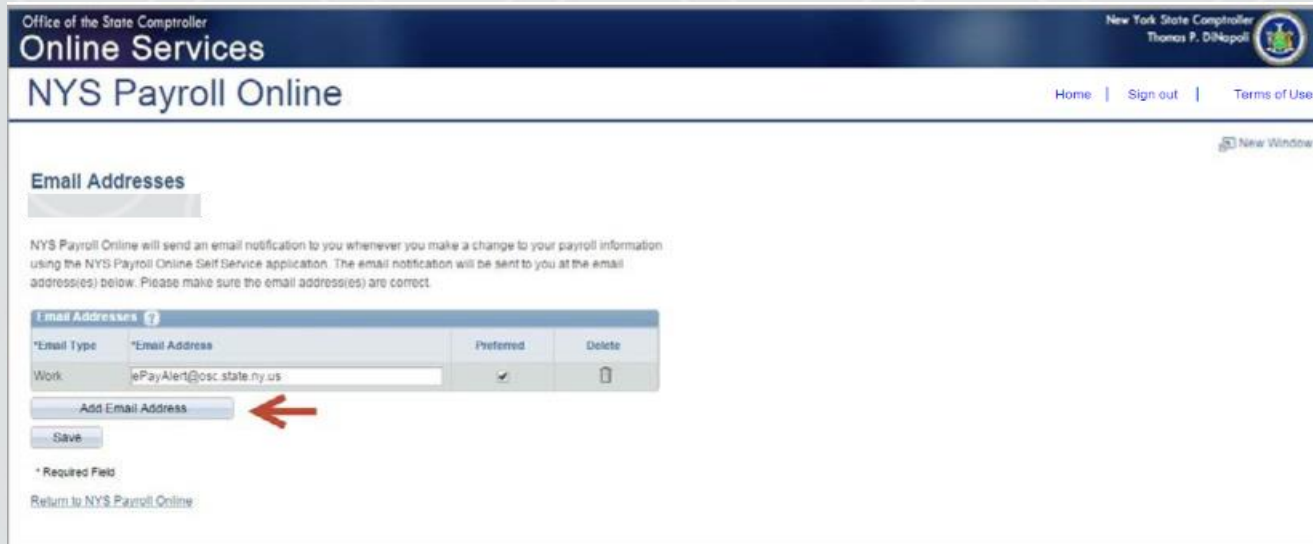
[Return to NYS Payroll Online](#)

- Click OK to return to the Email Addresses page.

# New Email Address

## Add a New Email Address

- Click Add Email Address to insert a new email address row.



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### Email Addresses

NYS Payroll Online will send an email notification to you whenever you make a change to your payroll information using the NYS Payroll Online Self Service application. The email notification will be sent to you at the email address(es) below. Please make sure the email address(es) are correct.

*Email Type	*Email Address	Preferred	Delete
Work	lePayAlert@osc.state.ny.us	<input checked="" type="checkbox"/>	

[Add Email Address](#) 

[Save](#)

\* Required Field

[Return to NYS Payroll Online](#)



# New Email Address (continued)

- Select Work or Other from the Email Type drop down menu in the new row.
- (What you see will vary based on what type of email address you already have in the system.)
- Enter your new email address in the Email Address field in the new row.
- Click Save

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### Email Addresses

NYS Payroll Online will send an email notification to you whenever you make a change to your payroll information using the NYS Payroll Online Self Service application. The email notification will be sent to you at the email address(es) below. Please make sure the email address(es) are correct.

*Email Type	*Email Address	Preferred	Delete
Work	ePayAlert@ost.state.ny.us	<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	

[Save](#)

\* Required Field

[Return to NYS Payroll Online](#)

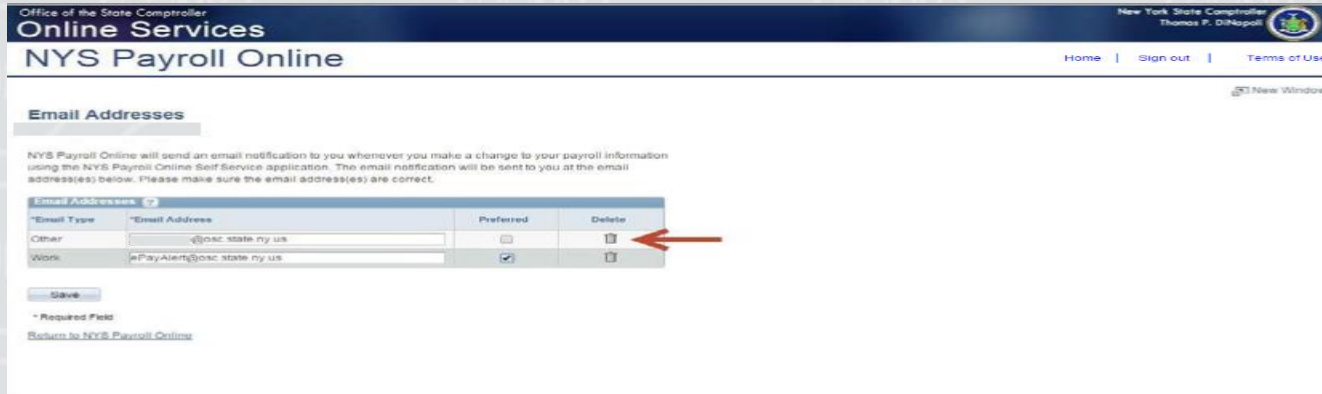


# Deleting an Email Address

## Delete an Email Address

- Click the trash can icon next to the email address you want to delete.

**NOTE:** You will not be allowed to delete your preferred email address unless you change your preference for that address.





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Email Addresses

NYS Payroll Online will send an email notification to you whenever you make a change to your payroll information using the NYS Payroll Online Self Service application. The email notification will be sent to you at the email address(es) below. Please make sure the email address(es) are correct.

Email Type	Email Address	Preferred	Delete
Other	<input type="text" value="j@osc.state.ny.us"/>	<input type="checkbox"/>	
Work	<input type="text" value="ePayAlert@osc.state.ny.us"/>	<input checked="" type="checkbox"/>	

\* Required Field

[Return to NYS Payroll Online](#)

- Select Yes – Delete to confirm deletion of this email address.



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Email Addresses

Delete Confirmation

? Are you sure you want to delete Email Address (Other)?

# Deleting an Email Address (continued)

- Click Save to complete your deletion. If you do not save this transaction the email address will continue to be stored in NYS Payroll Online

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New Window

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*Email Type	*Email Address	Preferred	Delete
Work	nPayAlert@ont.state.ny.us	<input checked="" type="checkbox"/>	

\* Required Field

[Return to NYS Payroll Online](#)

- Click OK to return to the Email Addresses page.

# Personal Information

## View Your Personal Information

- Click on your name at the top of the screen under the Email Addresses header. A pop-up will be displayed showing your employee ID, your name, department, grade and pay status.

The screenshot displays the 'NYS Payroll Online' web application. The header includes the 'Office of the State Comptroller' and 'New York State Comptroller Thomas P. DiNapoli'. The main content area is titled 'Email Addresses' and shows a pop-up for 'KATERINA BRENNAN'. The pop-up contains the following information:

- Employee ID: [REDACTED]
- Name: [REDACTED]
- Department: 0000-USC
- Grade: 006
- Pay Status: A-Active

To the right of the pop-up, there is a table with two columns: 'Email Address' and 'Delete'. The table contains one row with a checkmark in the 'Email Address' column and a trash icon in the 'Delete' column.

Email Address	Delete
<input checked="" type="checkbox"/>	

## Sign Out

- For security purposes, you should always Sign out of NYS Payroll Online when you are finished viewing or updating your payroll information and close any other open browser windows.

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**NYS Payroll Online**

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- [Update Pay Statement Option](#)  
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View and update your tax withholding information.
- [View W-2](#)  
View and print your W-2 form for current year and prior three years.
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View and update your email addresses.
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**Welcome**

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**Payroll News**

Stay tuned for more information!

# Questions (?)

Please contact your campus Payroll Office with any questions.

Thank you!