

# NYS Payroll Online Self Service

November 2017



# 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

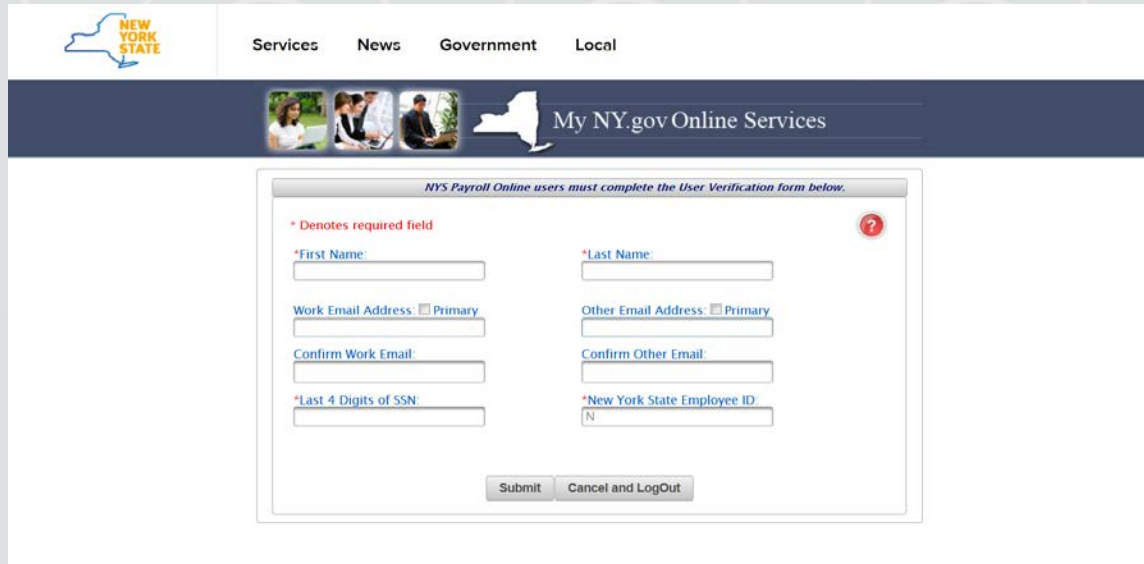
**Self Service**

 <a href="#">Time and Attendance</a>	 <a href="#">View Paycheck</a>	 <a href="#">SUNY HR Self Service</a>
 <a href="#">NYS Payroll Online</a>		

*Hover over icons to see functionality.*

# 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 interface. At the top left is the New York State logo. A navigation bar contains links for Services, News, Government, and Local. Below this is a banner for 'My NY.gov Online Services' with a map of New York and a photo of people. The main content area features a grey box with the instruction: 'NYS Payroll Online users must complete the User Verification form below.' Below this is a form with a red asterisk legend and a help icon. The form contains the following fields:

- \*First Name: [Text Input]
- \*Last Name: [Text Input]
- Work Email Address:  Primary [Text Input]
- Other Email Address:  Primary [Text Input]
- Confirm Work Email: [Text Input]
- Confirm Other Email: [Text Input]
- \*Last 4 Digits of SSN: [Text Input]
- \*New York State Employee ID: [Text Input with 'N' in the first position]

At the bottom of the form are two buttons: 'Submit' and '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 shows the NYS Payroll Online User Verification confirmation page. At the top left is the New York State logo. To its right are navigation links for Services, News, Government, and Local. Below these is a dark blue banner with three small images of people working and a white outline of New York State, with the text "My NY.gov Online Services". The main content area features a grey header for "NYS Payroll Online User Verification" and a white box containing the message: "NYS Payroll Online User Verification has been completed successfully. Select Finish to access NYS Payroll Online." A "Finish" button is centered below the message. At the bottom of the page, there is a footer with copyright information 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](#)

Copyright © 2016 - New York State Office of Information Technology Services (ITS) Version: 3.2 Build: 4/19/2016 1:44 PM W: 082P A: 083PB\_2 [Contact Us](#)



# 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

#### **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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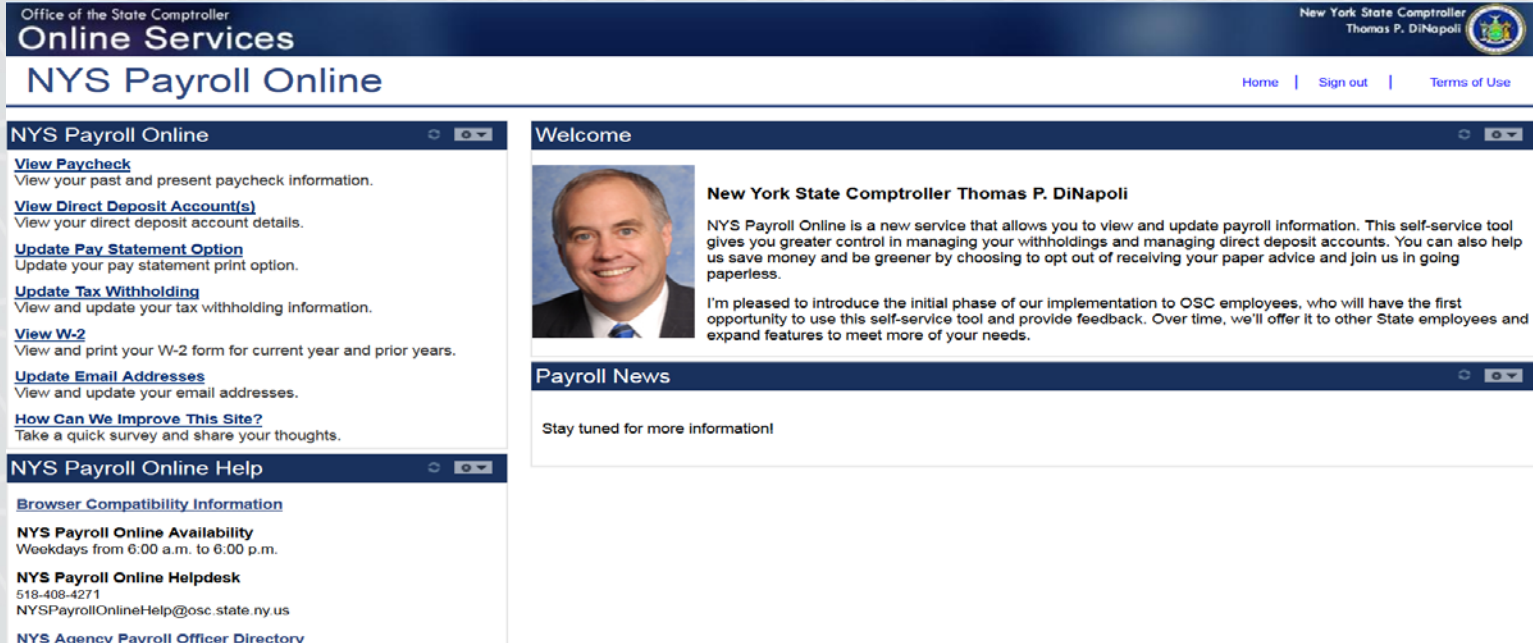
### Payroll News

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 shows the NYS Payroll Online website. At the top, there is a header for the Office of the State Comptroller, Online Services, and NYS Payroll Online. The right side of the header includes the name of the New York State Comptroller, Thomas P. DiNapoli, and a logo. Below the header, there are navigation links for Home, Sign out, and Terms of Use. The main content area is divided into two columns. The left column contains a menu with 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 right column contains a 'Welcome' message from the 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

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**NYS Payroll Online**

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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.
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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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View Paycheck

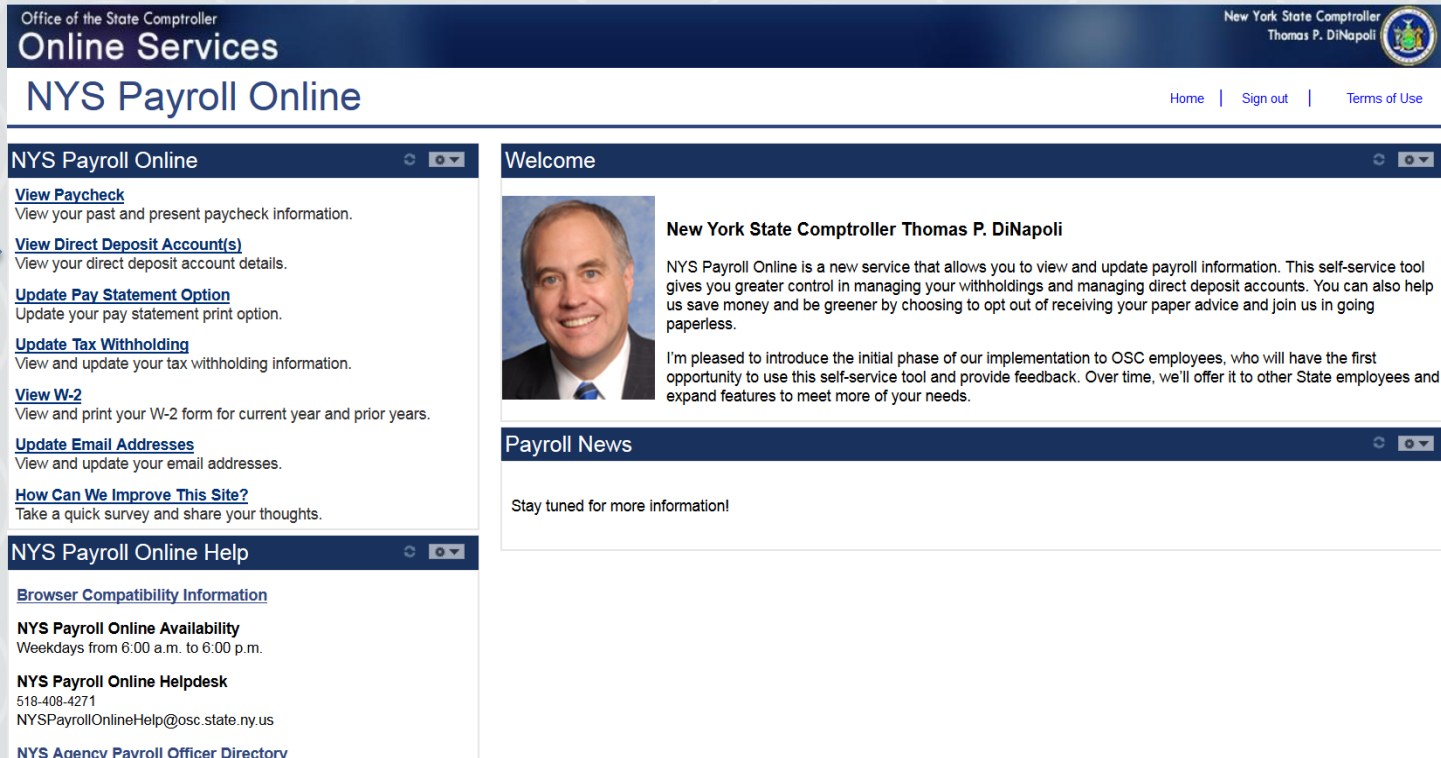
Review your available paychecks below.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
11/18/2015	<a href="#">View Paycheck</a>		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	\$869.38	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	\$790.15	86026355

[Return to NYS Payroll Online](#)

# View Direct Deposit Account(s)

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



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**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.
- [Update Email Addresses](#)  
View and update your email addresses.
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**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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New York State Comptroller  
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## Online Services

### NYS Payroll Online

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Direct Deposit

Select Job Title

Job Information

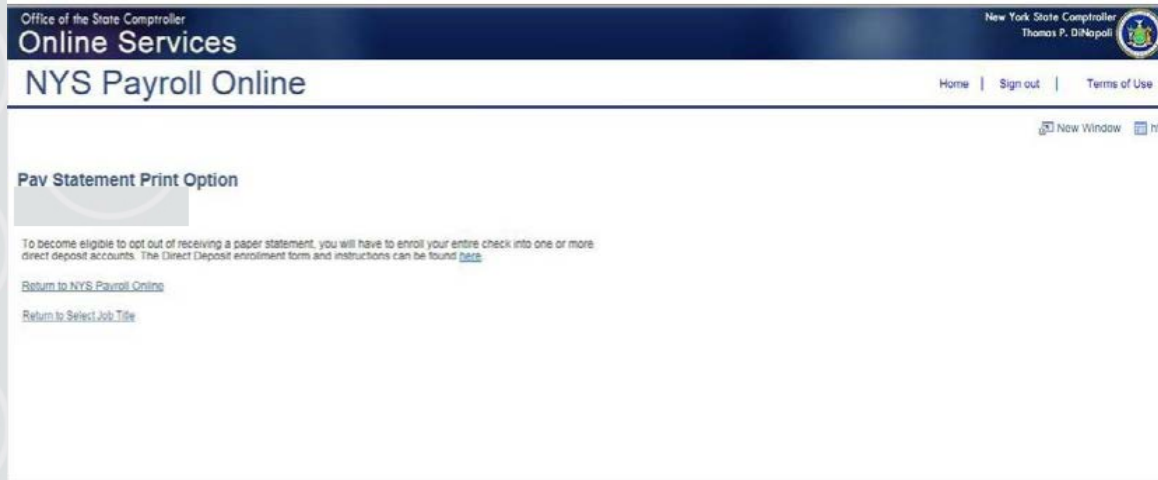
Job Title	Department
ADJUNCT LECTURER	Queens College (Adjunct)
GRADUATE ASSNT-10 M	SUNY@Albany Leg

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 shows the 'NYS Payroll Online' website. The header includes 'Office of the State Comptroller' and 'New York State Comptroller Thomas P. DiNapoli'. The main content area features a section titled 'Pav Statement Print Option' with a greyed-out button. Below this, a message states: '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](#).' Two links are provided: 'Return to NYS Payroll Online' and 'Return to Select Job Title'. The browser address bar shows 'http' and a 'New Window' icon.

# 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 'NYS Payroll Online' with links for 'Home', 'Sign out', and 'Terms of Use'. Below this is the 'Direct Deposit' section. A message says 'Please review your direct deposit information'. There is a 'Direct Deposit Detail' link with a question mark icon. Below that is a table with the following data:

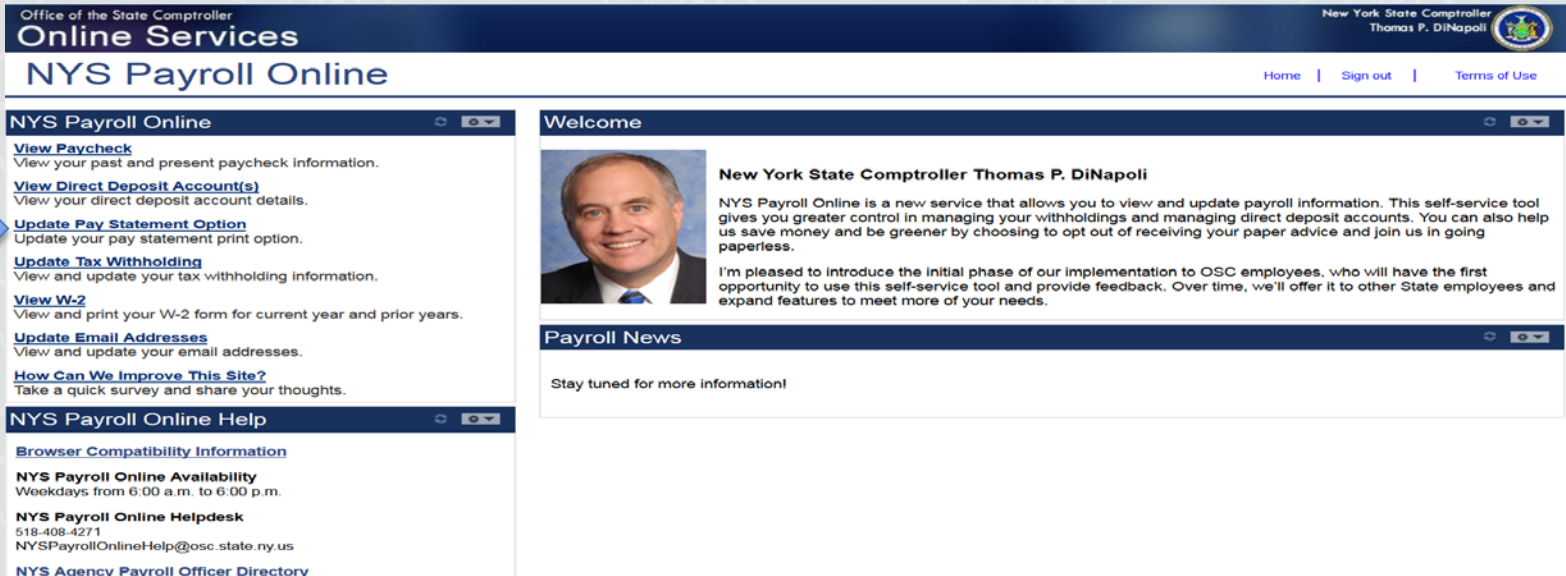
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order
Checking	021407912	*****	Balance		999

Below the table are three links: 'Update pay statement print option', 'Return to NYS Payroll Online', and 'Return to Select Job Title'. Red arrows point to the question mark icon in the 'Direct Deposit Detail' link, the 'Update pay statement print option' link, the 'Return to NYS Payroll Online' link, and the 'Return to Select Job Title' link. There is also a red arrow pointing to the 'Deposit Order' value '999' in the table.

# 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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**NYS Payroll Online**

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- [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!

# 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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## NYS Payroll Online

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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.

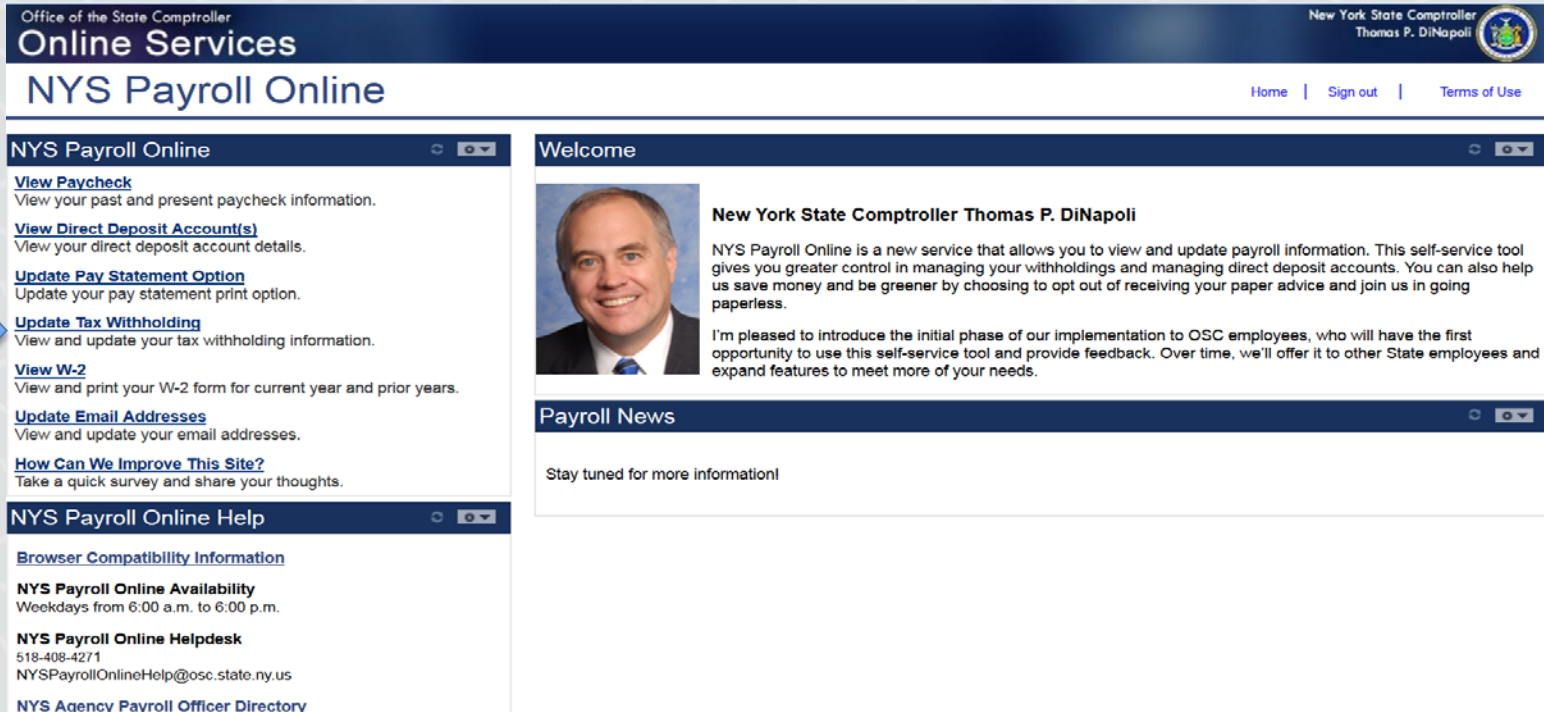
# Updating Tax Withholdings

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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**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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NYS Payroll Online

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New Window

### Tax Withholdings

2016  
Employee Number: NI [REDACTED]  
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: [W4 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:

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.

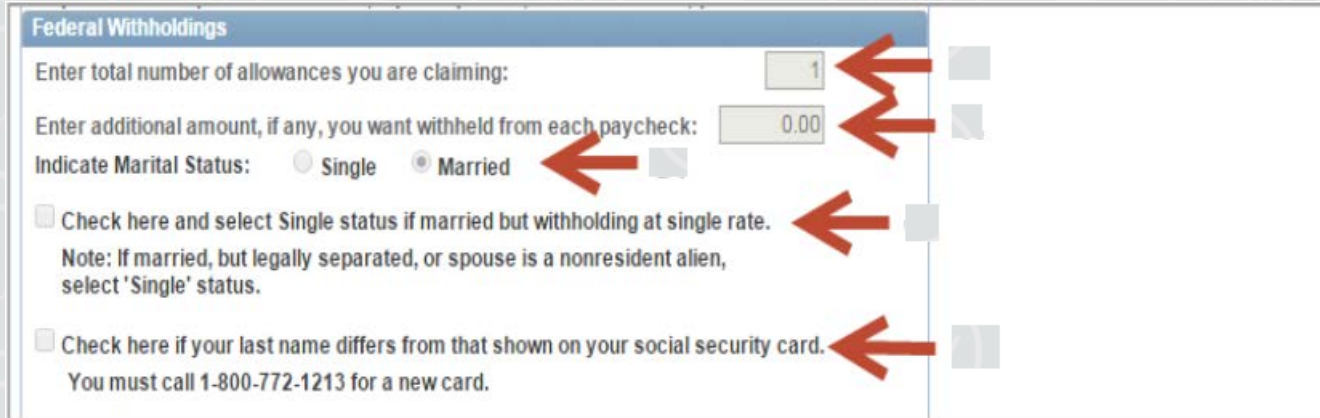
**Claim Exemption**

I claim exemption from withholding for the year  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  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.

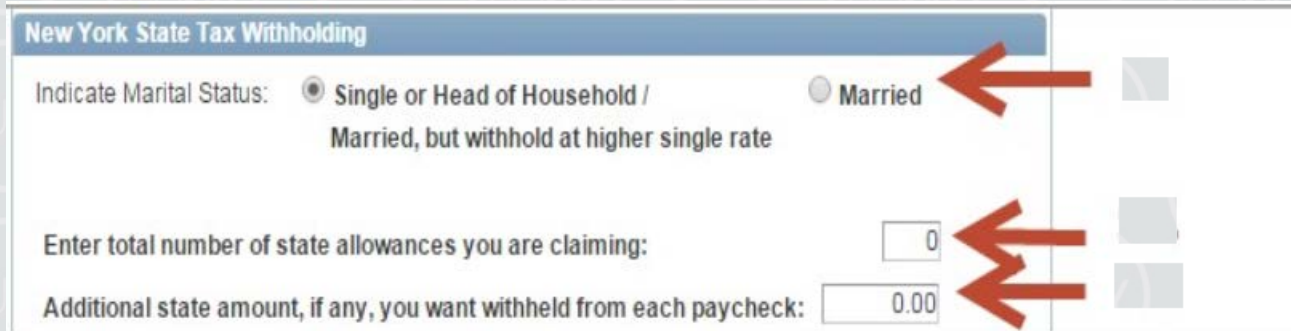
Check this box if you meet both conditions to claim exempt status. 

# 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.



**New York State Tax Withholding**

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

Enter total number of state allowances you are claiming:

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

The screenshot shows a web form titled "New York State Tax Withholding". It has three main sections. The first section is for marital status, with radio buttons for "Single or Head of Household / Married, but withhold at higher single rate" (which is selected) and "Married". A red arrow points to the "Married" radio button. The second section is for the number of state allowances, with a text input field containing "0". A red arrow points to this field. The third section is for the additional state amount, with a text input field containing "0.00". A red arrow points to this field. There are also three grey square buttons on the right side of the form, which are not highlighted.

# 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.

The screenshot shows a form titled "Local Tax Withholding" with the following fields and annotations:

- Question: "Are you a resident of New York City?" with radio buttons for "Yes" and "No". A red arrow points to the "No" button.
- Question: "Are you a resident of Yonkers?" with radio buttons for "Yes" and "No". A red arrow points to the "No" button.
- Field: "Enter total number of local allowances you are claiming:" with a text input box containing the number "0". A red arrow points to the input box.
- Field: "Additional local amount, if any, you want withheld from each paycheck:" with a text input box containing "0.00". A red arrow points to the input box.





# 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.

←

[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.

# 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

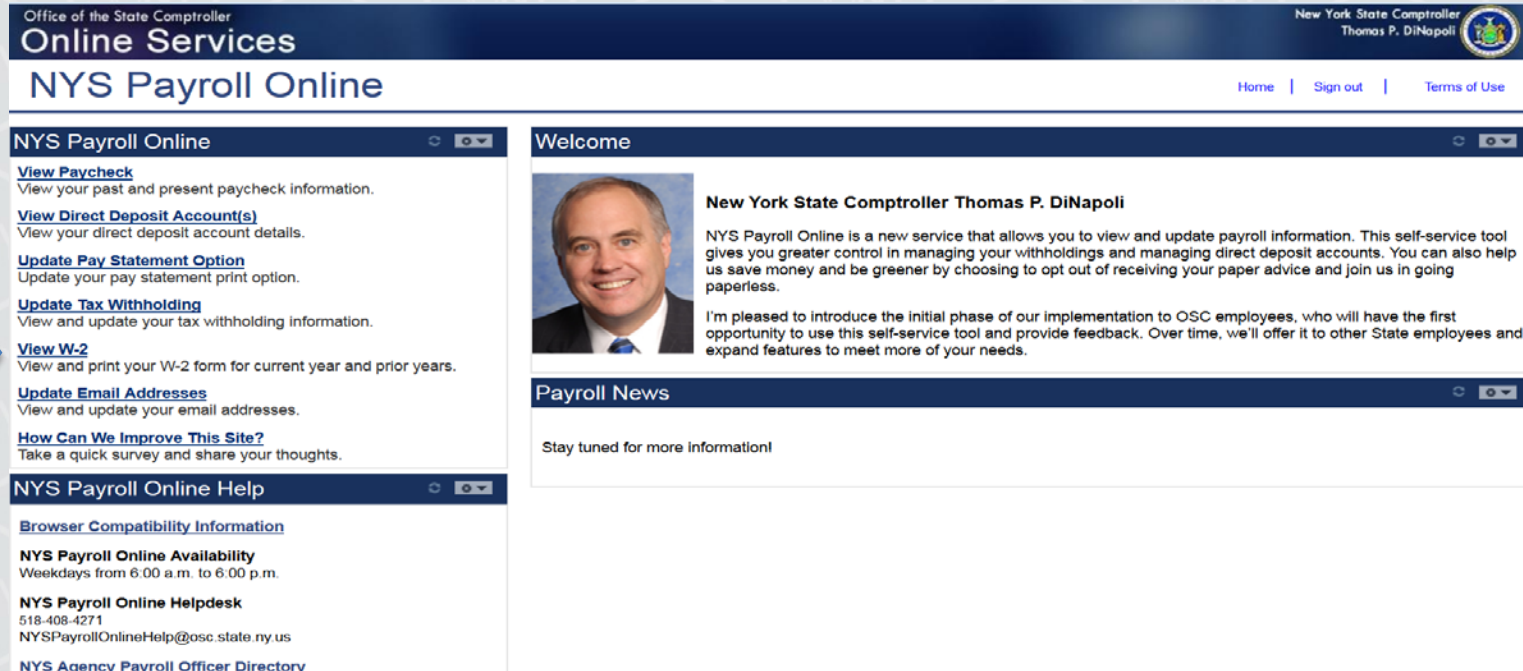
[Return to NYS Payroll Online](#)



# 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.**



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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.
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Take a quick survey and share your thoughts.

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- [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.

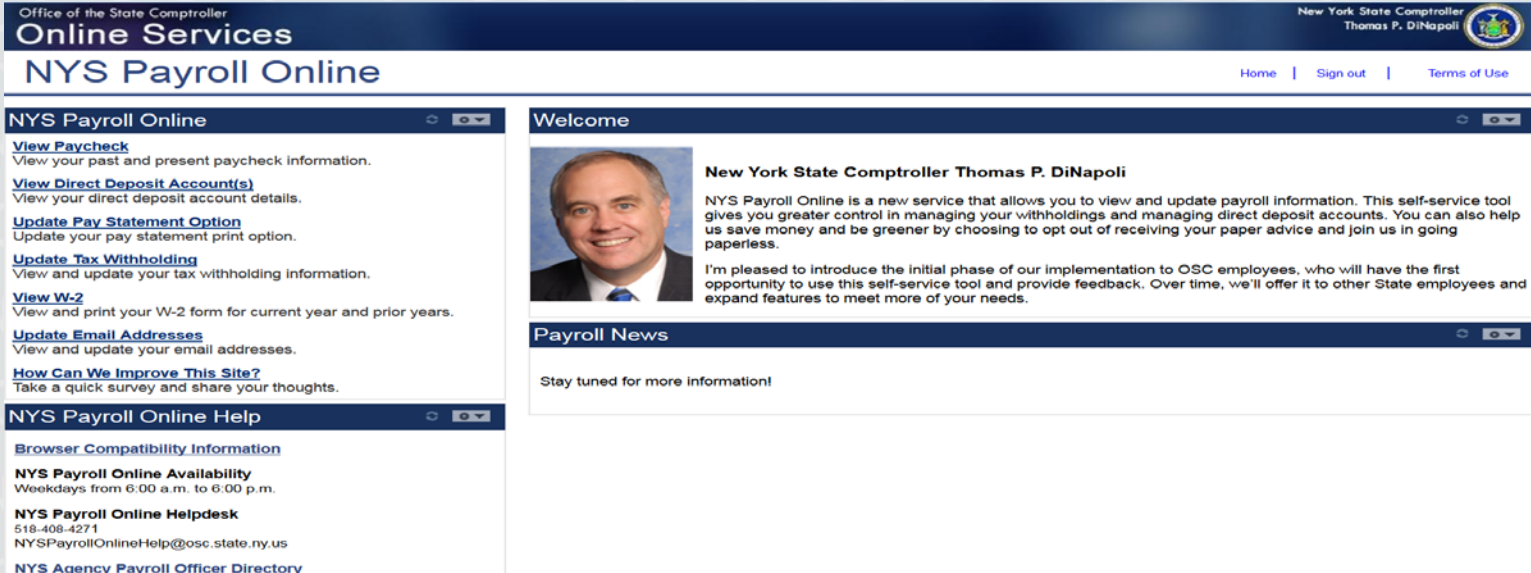
## **Save Your W-2 in Google Chrome**

- 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.**



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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.
- Click Save to complete your change.

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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="jeverdeen@osc.state.ny.us"/>	<input type="checkbox"/>	<input type="button" value="Delete"/>
Work	<input type="text" value="jPayAlert@osc.state.ny.us"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>



\* Required Field

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

\* Required Field

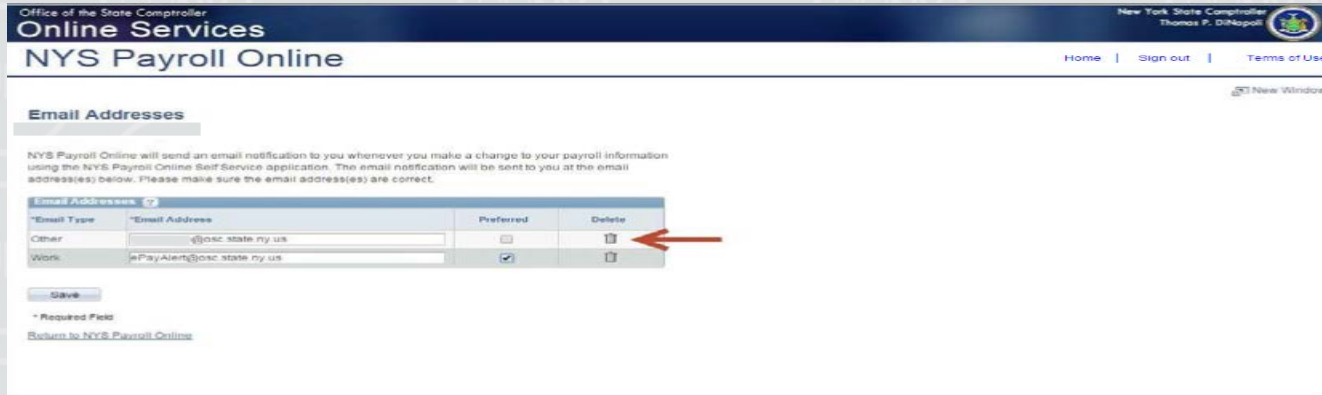
[Return to NYS Payroll Online](#)

# 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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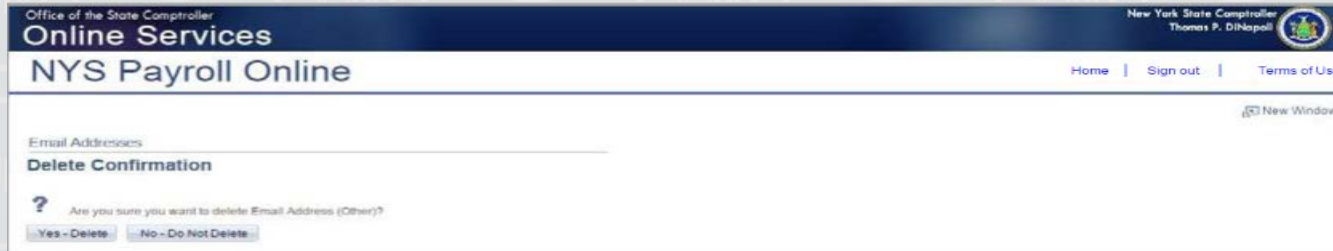
### Email Addresses

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

\* Required Field  
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- Select Yes – Delete to confirm deletion of this email address.



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### 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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## Online Services

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*Email Type	*Email Address	Preferred	Delete
Work	nPayAlert@otsc.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. At the top, the header includes 'Office of the State Comptroller' and 'New York State Comptroller Thomas P. DiNapoli'. The main navigation bar features 'Home', 'Sign out', and 'Terms of Use'. The user's name, 'KATERINA BRENNAN', is visible under the 'Email Addresses' section. A pop-up window is open, showing the following details:

- Employee ID: [Redacted]
- Name: [Redacted]
- Department: U000-U00
- Grade: 005
- Pay Status: A-Active

Below the pop-up, a table with columns 'Name' and 'Delete' is partially visible, containing one row with a trash icon in the 'Delete' column.

## 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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**Payroll News**

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# Questions (?)

Please contact your campus Payroll Office with any questions.

Thank you!