NYS Payroll Online

The Office of the New York State Comptroller offers NYS Payroll Online (NYSPO) which is a self-service application available to active New York State employees. Employees enrolled in direct deposit are provided with access to electronic paystubs. Employees fully enrolled in direct deposit have the option to opt out of receiving a paper pay stub. It eliminates these secure documents from being lost, stolen, delayed, or misplaced; reduces paper usage and printing/postage expenses; and is great for the environment. At this time, direct deposit enrollment and account changes must be made through the Direct Deposit Form for NYS Employees (AC2772).

With NYS Payroll Online, employees can:

- View paycheck (up to one yar of pay stubs)
- Opt out of receiving a paper pay statements
- View direct deposit account(s)
- Print pay stubs (only available to users fully enrolled in direct deposit)
- View and print current and prior year W-2s (up to 10 years after posting date)
- Opt out of receiving a paper W-2 and receive it electronically
- Update tax withholdings (Form W-4 and NYS IT-2104)

To log in to NYS Payroll Online:

1. Go to: www.suny.edu/hrportal
2. Select the SUNY HR Self-Service icon to obtain your 9-digit NYS Employee ID (appears at top, on right). NYS Employee ID is required for initial log in.
3. Select the NYS Payroll Online icon.
4. Complete the verification processes the first time you log in. Employees will need their 9-digit NYS Employee ID (obtain from SUNY HR Self-Service or it appears on the pay statements).

Note: Employees may need to enable pop-ups to view pay statements and W-2s.
If you need assistance on enabling pop-ups, please contact the Payroll Office at 716-878-4124 or the IT Help Desk at 716-878-HELP (4357).

NYS Payroll Online includes:

- An online demo
- Job aids to help use the online service
- An online survey for customer feedback

Please contact the **Payroll Office at 878-4124**, Cleveland Hall 408, or visit us online at
http://hr.buffalostate.edu/payroll.