



NYS Payroll Online

The Office of the New York State Comptroller has implemented a new service, NYS Payroll Online, which allows you to view and update your employee payroll information and opt out of paper statements. It also gives you greater control in managing your tax withholdings. And since the new service is paperless, you'll help save money while doing something good for the environment.

With NYS Payroll Online, you can:

- View and print your pay statement
- Opt out of receiving a paper pay statement
- View and print current and prior year W-2s
- Update your e-mail address
- Change your tax withholdings

Log in to NYS Payroll Online:

1. Go to: www.suny.edu/hrportal
2. Click on the SUNY HR Self-Service icon to obtain your 9-digit NYS Employee ID (which is required for initial log in).
3. Click on the NYS Payroll Online icon.
4. Complete the verification processes the first time you log in. You will need your 9-digit NYS Employee ID (obtain from SUNY HR Self-Service or on your pay statement).

Note: *You may need to enable pop-ups to view paychecks and W-2s.*

NYS Payroll Online includes:

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

NYS Payroll Online is expanding:

In subsequent years, you'll be able to:

- Update your name and home address
- Update direct deposit account information
- Receive your W-2 electronically

Please contact the **Payroll Office at 878-4124**, Cleveland Hall 408, with any questions.
Visit us online at <http://hr.buffalostate.edu/payroll>