



## NYS Payroll Online

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

### With NYS Payroll Online, employees can:

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

### To log in to NYS Payroll Online:

1. Go to: [www.suny.edu/hrportal](http://www.suny.edu/hrportal)
2. Select the SUNY HR Self-Service icon to obtain your 9-digit NYS Employee ID (which 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.*

### NYS Payroll Online includes:

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

### NYS Payroll Online is expanding:

In subsequent years, you'll be able to:

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

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