

Office of the NEW YORK STATE



# COMPTROLLER

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## 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.

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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 email address
- Change your tax withholdings

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Payroll Department  
*Payroll@downstate.edu*  
or Ext. 1139



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## **LOG IN TO NYS PAYROLL ONLINE**

1. Go to: [www.suny.edu/hrportal](http://www.suny.edu/hrportal).
2. Click on the NYS Payroll Online icon.
3. Complete the verification processes the first time you log in with your nine-digit NYS Employee ID, which is found on your pay statement.
4. Contact your Campus Payroll Office if you have any questions.

## **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 phases, you'll be able to:

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