



**DOWNSTATE**  
HEALTH SCIENCES UNIVERSITY

University Hospital at Downstate  
College of Medicine  
School of Graduate Studies  
College of Nursing  
School of Health Professions  
School of Public Health

**Denrick Phillips**  
Director Payroll

**MEMORANDUM**

**TO:** Downstate Health Sciences University

**FROM:** Denrick Phillips, Downstate Payroll Director

**DATE:** 07/30/2025

**SUBJECT:** **NYS Payroll Online (NYSPO) Important Message Update**

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To the Downstate Community,

Please read this important update regarding NYS Payroll Online (NYSPO):

- **As of July 28, 2025, NYSPO will be fully available.** This includes view access to existing employee information, including Form W-2, and employee update access for email, address, direct deposit, and tax withholding information.
- To ensure your credentials remain safe when utilizing NYSPO – ONLY login the right way by entering the direct URL (<https://www.osc.ny.gov/state-agencies/payroll/nyspo>) or go to [osc.ny.gov](https://www.osc.ny.gov) > NYS Payroll Online > Sign in.
- Not using the correct URL could result in your credentials being compromised. Users should be especially careful not to click on links resulting from searches for NYS payroll using search engines as they may be fraudulent.
- We recommend you verify your NYSPO email at each login. This email is used to notify you of any changes made to your NYSPO email address, payroll address, tax withholding, or direct deposit information. This email will also be used to contact you if we are alerted of any suspicious activity. It is imperative that if you receive an email indicating a change was requested, including but not limited to your address or bank information, and you did not initiate this request, please alert your payroll office at [Payroll@downstate.edu](mailto:Payroll@downstate.edu) and NYSPO at "NYS Payroll Online" <NYSPOHelp1@osc.ny.gov> immediately.