# **NYS Payroll Online Self Service**



NYS Payroll Online Self Service



# NYS Payroll Online Phases

### **Current Phase:**

- View Paycheck
- View Direct Deposit Account(s)
- Update Pay Statement Option
- Update Tax Withholding
- View W-2
- Update Email Address(es)

### **Future Phases:**

- Update Address
- Update Direct Deposit Account(s)
- Update Name
- Update Voluntary Deductions (SEFA, Deferred Comp, etc.)

## LOG IN TO NYS PAYROLL ONLINE

Go to: www.suny.edu/hrportal

Click on the "NYS Payroll Online" icon

\$	Self Service	e	
Time and Attendance	<u>View</u> Paycheck	SUNY HR Self Service	
NYS Payroll Online			
Hover over icons	s to see functi	ionality.	

### LOG IN TO NYS PAYROLL ONLINE

- 2) Complete the verification processes the first time you log in. Required fields:
  - First/Last Name
  - One Primary Email Address
  - Last 4 digits of SSN
  - New York State Employee ID your nine-digit NYS Employee ID is found on your pay statement.

🦉 🕅 👪 🗹	My NY.gov Online Services	
NYS Payroll Online	users must complete the User Verification form bel	DW.
* Denotes required field		0
*First Name:	*Last Name:	
Work Email Address: Primary	Other Email Address: Primary	
Confirm Work Email:	Confirm Other Email:	
*Last 4 Digits of SSN:	*New York State Employee ID:	

### NYS Payroll Online Verification

Once you have completed the one time verification process, you will receive this confirmation. Please click "Finish" to continue to the NYS Payroll Online Home Page.



## NYS Payroll Online Home Page

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Office of the State Comptroller Online Services		New York State Comptroller Thomas P. DiNapoli
NYS Payroll Online		Home Sign out Terms of Use
NYS Payroll Online 🔹 🖸	Welcome	े उप
View Paycheck View your past and present paycheck information. View Direct Deposit Account(s) View your direct deposit account details. Update Pay Statement Option Update your pay statement print option. Update Tax Withholding View and update your tax withholding information. View W-2 View and print your W-2 form for current year and prior years. Update Email Addresses View and update your email addresses. How Can We Improve This Site? Take a quick survey and share your thoughts.	Payroll News         Stay tuned for more	New York State Comptroller Thomas P. DiNapoli NYS Payroll Online is a new service that allows you to view and update payroll information. This self-service tool gives you greater control in managing your withholdings and managing direct deposit accounts. You can also help us save money and be greener by choosing to opt out of receiving your paper advice and join us in going paperless. I'm pleased to introduce the initial phase of our implementation to OSC employees, who will have the first opportunity to use this self-service tool and provide feedback. Over time, we'll offer it to other State employees and expand features to meet more of your needs.
NYS Payroll Online Help	2	
NYS Payroll Online Availability Weekdays from 6:00 a.m. to 6:00 p.m.		
NYS Payroll Online Helpdesk 518-408-4271 NYSPayrollOnlineHelp@osc.state.ny.us		
NYS Agency Payroll Officer Directory		

### Pay Statements

View, Print and Save Your Pay Statement NYS Payroll Online provides access to view, print and save your pay statements. You will need Adobe Reader to view your pay statements in NYS Payroll Online.

Select View Paycheck from the left menu.



## Pay Statements (continued)

The View Paycheck page displays the following items for each check listed:

- Check Date
- View Paycheck
- Company
- Pay Begin Date
- Pay End Date
- Net Pay
- Paycheck Number

## View Paycheck

#### Click View Paycheck to view all information for a specific paycheck.

 NOTE: If you are using Internet Explorer, a new browser window will open and ask you if you want to Open or Save your pay statement. Click Open and it will open as an Adobe PDF document in a separate window. Close the Adobe PDF window when finished viewing your pay statement. Your pay statement will remain open until you close this window, even if you log out or are timed out of NYS Payroll Online.

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View Pag	ycheck					
Review your i	available paycheck	s below.				
Select Pays	hock 😰			Europalize   End   1	how All ( 🛺 ) 🕷 🖓 Final 🖬 1.8 of 1.5 🖬 Land	
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay Paycheck Number	
11/18/2015	Veen Paustees8		10/22/2015	11/04/2015	\$889.40 87617027	
11/04/2015	View Paysheck	STATE OF NEW YORK	10/08/2015	10/21/2015	\$809.38 87308344	
10/21/2015	View Paysheck	STATE OF NEW YORK	09/24/2015	10/07/2015	\$889.40.87110495	
10/07/2015	View Paycheck	STATE OF NEW YORK	09/10/2016	09/23/2016	\$889.38 87023495	
09/23/2015	View Paycheck	STATE OF NEW YORK	08/27/2015	09/09/2015	\$889.39.86825643	
	Mew Paycheck	STATE OF NEW YORK	08/13/2015	08/26/2015	\$798.16.86516943	
03/03/2015						
08/26/2015	Verw Paychock	STATE OF NEW YORK	07/30/2015	08/12/2015	\$798 16 86318364	

### View Direct Deposit Account(s)

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#### • Select View Direct Deposit Account(s) from the left hand side menu.



If you work in more than one State agency, you will be asked to select which agency you would like to view the direct deposit information for, then select the Job Title on the Select Job Title page to open the Direct Deposit page.

Office of the State Comptroller Online Services		Nev York State Comptroller Thomas P. DiNapol	
NYS Pay	roll Online	Home Sign out Terms of Use	
		St New Window	
Direct Deposit Select Job Title			
Job Information			
Job Title	Department		
ADAINGTLECTURER	Overns College (Adjunct)		
GRADUATE ASSNT-10.M	SURVIGADany Lag		
Return to NYS Payroll Online			

If you are not currently enrolled in direct deposit and have no banking information on file, you will receive the message below instead of seeing the Direct Deposit page.

Included on this page is a link to download the direct deposit form. If you want to participate in direct deposit, complete this form and bring it to your payroll office to set up direct deposit for your paychecks.



If you are enrolled in direct deposit, you can see detailed information about all of your current direct deposit accounts on the Direct Deposit page.

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NYS	8 Payro	oll Onlin	е		Home   Sign out   Terms of Use
Direct D	eposit				🔂 New Window 📰 http
Please review	your direct deposit	information.			
Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent Deposit Order	
Issue Check			Percent	5.00% 100	
Checking	021000322	******	Balance	999	
To become e or more direc <u>Return to NY</u>	ligible to opt out of ra t deposit accounts. 1 <u>'S Payrolt Online</u>	ceiving a paper state The Direct Deposit enr	ment, you will have aliment form and in	o enroll your entire check into one tructions can be found <u>hero</u> .	

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Deposit Order indicates the priority that your net pay will be deposited into multiple accounts. Deposit Order allows only values in increments
of 100 with an end value of 999.

oExample:

oDeposit Order 100 = First Account Processed

- oDeposit Order 999 = Last Account Processed
- · Click on the ? icon to view additional information about the Direct Deposit page.
- Click Return to NYS Payroll Online to return to the NYS Payroll Online Homepage.
- Click Return to Select Job Title to select a different Job Title on the Select Job Title page.
- Click Update Pay Statement Print Option to update your preference to go paperless and opt out of receiving a printed copy of your direct deposit pay statement. Further information about going paperless and opting out of receiving a printed copy of your direct deposit pay statement, can be found in the NYS Payroll Online Update Pay Statement Option job aid.



## **Updating Pay Statement Option**

#### Select Update Pay Statement Option from the left menu.

- If you work for more than one State agency, then select the Job Title on the Select Job Title page to open the Pay Statement Print Option page.
- If you want to go paperless for all of your agencies you will need to complete the process below for EACH Job Title listed.



### Updating Pay Statement (continued)

- If you are enrolled in direct deposit, you will see the Pay Statement Print Option page. Select the radio button to indicate "I do not want a printed copy of my Direct Deposit statement sent to me."
- Click Save

Online Services	New York Shate Comptraine Thomas P. DiNapoli	
NYS Payroll Online	Home   Sign out   Terms of Use	
	詞 New Window	
Pay Statement Print Option		
Belect the appropriate button to indicate your preference for receiving a printed copy of your direct deposit pay statement.		
I would like a printed copy of my Direct Deposit statement sent to me.     I do not want a printed copy of my Direct Deposit statement sent to me.		
Sare		

## Pay Statement (continued)

An email will be sent to all email addresses stored in NYS Payroll Online when you make a change to your information along with the confirmation pop up shown below.

Office of the State Comptroller Online Services	New York Stote Comptroller Thomas P. DiNapal	
NYS Payroll Online	Home   Sign out   Terms of Use	
Save Confirmation Your change was successfully saved However, due to timing, your change may not be reflected on the next paycheck. Interview of the timing of the timing of the reflected on the next paycheck.	j∰ New Window	

• Click OK to return to the Pay Statement Print Option page.

**NOTE:** Due to timing, your change may not be reflected in your next paycheck. This is because the change may have been made too late for the payroll system to stop the printing of your most recent direct deposit pay statement. If this is the case, the change will take effect in an upcoming paycheck.

### Updating Tax Withholdings

One of the most exciting features of NYS Payroll Online is that you now have the ability to review and maintain your own tax withholding information. New employees must still complete the paper W-4 (federal) and IT-2104 (NYS) tax withholding forms when they first become employed by New York State but all future changes can be done in NYS Payroll Online. Current NYS employees can begin using NYS Payroll Online immediately to complete their New York State tax withholding changes.

NOTE: The system will only allow you to make changes to your tax withholding information once per day. Be sure to double check any changes before saving them in the system. If you enter inaccurate information you will not be able to correct it using NYS Payroll Online until the next business day. However, your payroll office does not have to wait and can update it for you in the payroll system the same day.

#### • Select Update Tax Withholding from the left menu.



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From this page you can modify your federal, State, and local tax withholding information.

Online Services	New York State Comptrailer Thomas P. DiNapoli	
NYS Payroll Online	Home   Sign out   Terms of Use	
	🚮 New Window 🔺	
Tax Withholdings 2016 Employee Number: NI		
Comolete the information below to adjust the amount of tax withheid from your pay. We recommend you first complete the worksheets found on tederal Form V-4 and NYS Form IT-2104 to determine the correct number of allowances to claim. Please note that your state and local allowances may be offerent than your federal allowances. Tax withholding can only be updated once a day through self service, Please contact your Payroli Administrator V you ned further updates to your withholding today.		
Home Addrass		
DISTRICT 12 PANEMINY 11111		
Federal V-6 from and Instructions: <u>W4 Form</u> Employee's Withholding Allowance. Certificate     You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to     withhold from your pay. Federal income tax is withhold from your wages based on marrial status and		
Federal V-Entropy 4 Feder		
Pederal Porm vv-4  Federal V-6 from and instructions: W4 Eprim  Employee's Withholding Allowance Certificate  You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withhold from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withhold. You can be a new Form W-4 anythme your tax status and change and you choose to have more, or less, tax withheld. Wethen you are entited to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS. Federal Withholdings		
Pederal Porm V-4  Federal V-6 from and instructions: W4 Form  Employee's Withholding Allowance Certificate  You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withhold from your wages based on marrial status and the number of allowance's claimed on this form. You may also specify that an additional dollar amount be withhold. You can be a new Form W-4 anythme your tax estuation changes and you choose to have more, or less, tax withheld. W4 Englished Course and the answ Form W-4 anythme your tax estuation changes and you choose to have more, or less, tax withheld. W4 Englished Course and the answ Form W-4 anythme your tax estuation changes and you choose to have more, or less, tax withheld. The data market of allowances you are cleaning: There for anythmeter of allowances you are cleaning:		
Pederal V-E from and instructions: <u>V-E Form</u> Employee's Withholding Allowance Certificate You must complete Form V-4 as the P-Pyroid Department can calculate the correct amount of tax to withhold from Your page. Federal incomme tax is eithhint from your sages based on market staks, and the number of allowances class the P-Pyroid Department form your sages based on market staks, and the number of allowances class and the Y-A anythine your fax efficient and oldiar amount be withheld. You can file a new Form V-4 anythine your sages based on market staks, and the number of allowances class, withheld. Whether you are entitled to claim a carbain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS. Federal Withholdings Enter collocial amount, if any, yoow and withheld from each paychecks: 0.00		
Pederal V-Orm and Instructions: <u>V/LEpum</u> Employee's Withholding Allowance. Certificate You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold form your pay. Federal instrume tax is withheld from your wapes based on marital status and amount be withheld. You can file a new Form V-4 anythine your tax situation changes and you choose to have more, or less, an withheld. Whether you are entited to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS. Federal You can file anowner, if any, you want withheld from each paycheck: Output Enter dottional amount, if any, you want withheld from each paycheck: Output		
Pederal V-Orm and Instructions: <u>VV4 Form</u> Employee's Withholding Allowance. Certificate  You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold form your cay. Federal instrume tax is withheld from your wapes based on manfall status and amount be withheld. You can file a new Form V-4 anythine your tax situation changes and you choose to have more, or less, taw withheld.  Whether you are entited to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.  Federal W-INGALERADE Complexity of the IRS. For the IRS is a set of tax to set of the IRS is a set of		

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#### Update Your Federal Withholding Change any applicable information.

- Enter a new number of total Allowances
- Enter an Additional Amount to be withheld.
- Change your Marital Status
- Check this box if married but withholding at a single rate. You must also indicate Single as your Marital Status
- Check this box if your last name does not match the last name on your Social Security card. You must call 1-800-772-1213 for a new card.



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### **Claim an Exemption from Federal Withholding**

To claim exemption, you must meet the following conditions:

- Last year you had a right to a refund of ALL federal income tax withheld because you had NO tax liability, and
- This year you expect a refund of ALL federal income tax withheld because you expect to have NO tax liability.
- Check this check box to affirm that you meet both conditions and want to claim exempt status.



#### **Update Your New York State Tax Withholding**

- Change any applicable information
- Change your Marital Status
- Enter total number of State Allowances you want to claim.
- Enter an Additional State Amount to be withheld.

**NOTE:** You cannot claim exemption from NYS tax withholding using NYS Payroll Online. To claim this exemption you must file Form IT-2104-E.



#### **Update Your Local Tax Withholding**

Change any applicable information:

- Indicate if you are a resident of New York City
- Indicate if you are a resident of Yonkers
- Enter total number of Local Allowances you want to claim.
- Enter an Additional Local Amount to be withheld.





### **Save All Changes**

• Click Save at the bottom of the page to save all changes to your tax information. NOTE: Penalty notification for false statements can be found above the Save button.





- Click OK to return to the Tax Withholdings page.
- NOTE: Due to timing, your changes may not be reflected in your next paycheck



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**NOTE:** After returning to the Tax Withholdings page you will notice that the Save button has been grayed out. This is because you can only make changes to your tax withholding information once per day.

Penalty -- A penalty of \$500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages. You may also be subject to criminal penalties.



If you return to the Tax Withholdings page AFTER tax withholdings are modified and saved, you will immediately receive a message informing you that it can only be updated once per day.

Message	
Tax data can only be updated once a day. (27001,11)	
Tax withholding can only be updated once a day through self service. Please contact your Payroll Administrator if you need further updates to your withholding today.	
OK	

#### Other Information on the Tax Withholdings Page

- Link to the federal W-4 form and instructions.
- Link to the NY State IT-2104 form and instructions.

Once changes are completed, Click Return to NYS Payroll Online to return to the NYS Payroll Online Home page.

Penalty A penalty of \$500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages. You may also be subject to criminal penalties.
Return to NYS Payroll Online
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### View, Print and Save W2

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NYS Payroll Online makes it easy to view and print your W-2 form for the current year and prior years. You will need Adobe Reader to view your W-2 in NYS Payroll Online.

• Select View W-2 from the left menu.

Office of the State Comptroller Online Services	New York State Comptroller Thomas P. DiNapoli
NYS Payroll Online	Home   Sign out   Terms of Use
NYS Payroll Online	Welcome Corr
View Paycheck         View your past and present paycheck information.         View Direct Deposit Account(s)         View your direct deposit account details.         Update Pay Statement Option.         Update fax Withholding         View and update your tax withholding information.         View W-2         View and print your W-2 form for current year and prior years.         Update Enail Addresses         View update your email addresses.	For the set of the set o
How Can We Improve This Site? Take a quick survey and share your thoughts.	Stay tuned for more information!
NYS Payroll Online Help       Image: Compatibility Information         Browser Compatibility Information         NYS Payroll Online Availability         Weekdays from 6:00 a.m. to 6:00 p.m.         NYS Payroll Online Helpdesk         518-408-4271         NYS Payroll Online Help@osc.state.ny.us         NYS Agency: Payroll Officer Directory	

## View W-2

The View W-2page displays the following items for each W-2 listed:

- Tax Year
- W-2 Reporting Company
- Tax Form ID
- Issue Date
- Year End Form
- Filing Instructions
- Click Year End Form to view the W-2 for the selected year. Your W-2 will open as a PDF document in a new browser window. NOTES:
- Please note that the View W-2 page currently shows only W-2 forms. Any amended W-2c forms (corrected W-2s) issued after the W-2 will not be included in this list.
- If you are using Internet Explorer, a new browser window will open and ask you if you want to Open or Save your pay statement. Click Open and it will
  open as an Adobe PDF document in a separate window.



Close the Adobe PDF window when finished viewing your W-2. Your W-2 will remain open until you close this window, even if you log out or are timed out of NYS Payroll Online.

## Print W-2

#### **Print Your W-2 in Internet Explorer**

- Click File > Print and follow the prompts,
- Move the mouse to the bottom of the window, select the Printer icon from the pop-up tool bar, and follow the prompts.

#### **Print Your W-2 in Google Chrome**

- Click Menu > Print and follow the prompts
- Select the Printer icon from the tool bar at the top of the window and follow the prompts.

## Save W-2

### Save Your W-2 in Internet Explorer

There are two available options:

- Click File > Print and follow the prompts
- Move the mouse to the bottom of the window, select the Diskette
- icon from the pop-up tool bar, and follow the prompts.

### Save Your W-2 in Google Chrome

- There are two available options.
- Right click, select Save as...and follow the prompts
- Select the Download icon from the tool bar at the top of the window and follow the prompts.

### **Updating Email Address**

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Each time you make a change to your information in NYS Payroll Online, an email will be sent notifying you of the change. This message will be sent to all of your email addresses stored in NYS Payroll Online. It is important that you maintain up-to-date contact information.

Select Update Email Addresses from the left menu.



## **Email Address (continued)**

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From here you can change your preferred email address, update existing email addresses, add a new one or delete an existing email address.

#### Preferred Email Address

- Although you will be notified via email to BOTH email addresses each time a change is made, NYS Payroll Online
  requires that you have at least one email address in the system and designate a preferred email address.
- To change your preferred address:
- Click the check box under the Preferred column next to your preferred email
- address.
- Click Save to complete your change.

NYS Payroll Online     Sign out   Email Addresses       NYS Payroll Online will send an email notification to you whenever you make a change to your payroll information using the NYS Payroll Online Self Service application. The email notification will be sent to you at the email address(es) below. Please make sure the email address(es) are correct.          Email Addresses       Image: Transit Type       Transit Type       Preferred       Delete       Other       Nork	Nopol	ite Comp as P. Dil	York State Thomas	New York S The	Ne																					N	Ne	le	e =	-	- 63	Y	rori T	rk Si Tha	Stat	ate as	e C	6. P.	Co . t	Di	mpi DIN	otre Vap	oli po	14 10		C	(	Ç	No.				)	
Email Addresses         NYS Payroli Online Will send an email notification to you whenever you make a change to your payroli information using the NYS Payroli Online Self Service application. The email notification will be sent to you at the email address(s) below. Prease make sure the email address(s) are correct.         Email Type       *Email Address         *Email Type       *Email Address         Other       Inevendent@coststate.ny.us         Work:       aPayAlert@cost state.ny.us	Terms of Use	1	Sign out	Sign o	ne	Home	Hor								-	н	н	He	lo	or	DIT	m	ne	0	1	1	1		- Anna		2	si	lign	in oi	out		1	ſ	í		-	1	Т	e		m	ma	15	81	to	of 1	u	Isi	
Email Addresses NYS Payroll Online Will send an email notification to you whenever you make a change to your payroll information using the NYS Payroll Online Self Service application. The email notification will be sent to you at the email address(es) below. Please make sure the email address(es) are correct.  Email Addresses ?  Email Addresses ?  Email Addresses ?  Email Addresses ?  Work: @PayAert@osc.state.ny.us	1 New Window	2																																	_							.Fr	01	N	ie.	ev	w	N.	v	A.	0n	nø	50	Ņ
NYS Payroll Online will send an email notification to you whenever you make a change to your payroll information using the NYS Payroll Online Self Service application. The email notification will be sent to you at the email oddress(se) below. Please make sure the email address(se) are correct.																																																						
NYS Payroll Online will send an email notification to you whenever you make a change to your payroll information sing the NYS Payroll Online Self Service application. The email notification will be sent to you at the email oddress(s) below. Please make sure the email address(se) are correct.       Email Type     *Email Address       Temail Type     *Email Address       Other     isrvurdeen@osc.state.ny.us       Work     aPayAlert@osc.state.ny us																																																						
Using the KYS Paryleli Chaine Serie Service application. The email hostication will be sent to you at the email Softrass(s) poly. Please make sure the email address(es) are correct. Email Address(s) Preferred Delete Other Neverdeen@cost.state.ny.us																																																						
Email Addresses     Preferred       Temail Type     Temail Address     Preferred       Other     Insverdeeri@osc.state.ny.us     Image: Comparison of the comp																																																						
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### Email Address (continued)

#### **Update Existing Email Address**

- Click in the Email Address field for the email address you want to update and enter your changes.
- Click Save

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							AN New W	Vindo
mail Addre	esses							
rS Payroll Online	e will send an email notification to you when	never you make a change to yo	or payroll information					
ang the NYS Pays ddress(es) below.	roll Online Self Service application, The en . Please make sure the email address(es) :	hail notification will be sent to yo are correct.	iu at the email					
mail Addresses	0							
Email Type	Email Address	1. Proferred	Deletie					
Ather I	@osc.state.ny.us	- 0	0					
Vork.	ePayAlent@osc.state.ny.us	2	0					

Click OK to return to the Email Addresses page.

### New Email Address

#### Add a New Email Address

Click Add Email Address to insert a new email address row.

Office of the S	ate Comptroller Services					New York State C Thomas P.	ompinaler Dihapal
NYS	Payroll Online				1	Home   Sign out	Terms of Use
Email Ad	Idresses miline will send an email notification to you when Payroll Online Self Bervice application. The em plow. Please make sure the email address(es) ar	ever you make a change to you al notification will be sent to you o corroct	payroll information at the email				D New Window
"Email Type	*Email Address	Preferred	Delete				
Work.	ePayAlert@osc.state.ny.us	~	0				
Add E Save * Required Fiel Return to NYS	a Payroli Online						

### New Email Address (continued)

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- Select Work or Other from the Email Type drop down menu in the new row.
- (What you see will vary based on what type of email address you already have in the system.)
- Enter your new email address in the Email Address field in the new row.
- Click Save

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IYS Payroll Online				Home	Sign out	I.	Terms of Use
							E New Window
mail Addresses							
rSi Payroli Online will send an email notification to you wi ing the NYS Payroli Online Self Service application. The Idress(es) below. Please make sure the email address(e)	nenever you make a change to your email notification will be sent to you s) are correct.	payrol information at the email					
Imail Type	Preferred	Delete					
Jork V ePayAlert@osc.state.ny.us	8	0					

### Deleting an Email Address

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#### **Delete an Email Address**

• Click the trash can icon next to the email address you want to delete.

NOTE: You will not be allowed to delete your preferred email address unless you change your preference for that address.

	Services			Thomas P. DiNapoli
VYS	Payroll Online			Home   Sign out   Terms of Use
				a New Window
Email Ad	dresses			
VYS Payroll C using the NYS Iddress(es) b	nîne will send an email notîfcalion îs you wheneve Payroli Online Self Service application. The email n Now. Please make sure the email address(es) are c	er you make a change to you notification will be sent to you correct.	r payroll information J at the email	
Email Addre	sus 😰			
Emuil Type	"Email Address	Preferred	Deteto	
Other Winds	vijosc state ny us		0	
loturn to NYE	Pastoli Onime			
Select	Yes – Delete to confirm	n deletion of	this email address.	
Select	Yes - Delete to confirm Store Comptroller e Services	n deletion of	this email address.	New York State Comptroller Thomas P. Dilhapol
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### Deleting an Email Address (continued)

• Click Save to complete your deletion. If you do not save this transaction the email address will continue to be stored in NYS Payroll Online

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Click OK to return to the Email Addresses page.

### **Personal Information**

#### **View Your Personal Information**

 Click on your name at the top of the screen under the Email Addresses header. A pop-up will be displayed showing your employee ID, your name, department, grade and pay status.

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# Sign Out

### Sign Out

For security purposes, you should always Sign out of NYS Payroll Online when you are finished viewing
or updating your payroll information and close any other open browser windows.



### Questions (?)

### **Questions?**

Contact: Lisa Campagna, Assnt. Business Officer Ellen Brown, Payroll Examiner II email: StatePayroll@esf.edu contact payroll: x6625