

Update Email Addresses

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

1. Enter your username and password.
2. Click **Sign In**.

The screenshot shows the NYS.gov ID login interface. At the top left is the New York State logo. A navigation bar contains links for Services, News, Government, and Local. Below this is a dark blue header with links for NY.gov ID, Online Services, FAQs, About NY.gov ID, Help Desk Information, Privacy Policy, and Terms of Service. The main content area features a message: "Please login after reading the Acceptable Use Policy below". Below this is a white login box with a dark blue header containing the NY.gov ID logo. Inside the box are two input fields: "Username:" and "Password:". A red arrow labeled "1" points to the Username field. Below the password field is a grey "Sign In" button, with a red arrow labeled "2" pointing to it. Below the button are links for "Forgot your Username or Password" and "NY.gov ID - Terms of Service". At the bottom of the login box is a link for "Agency Assistance & Contact Information". The footer contains copyright information and a "Contact Us" link. A dark blue footer bar contains the New York State logo and links for Agencies Services, App Directory, Counties, Events, and Programs.

NOTE: If you have never logged into NYSPO before, please check out the NYSPO [Enrollment and Access](#) job aid or contact your agency coordinator.

3. Click **Update Email Addresses** in the left menu.

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

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Online Services
NYS Payroll Online

New York State Comptroller
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NYS Payroll Online

- [View Paycheck](#)
View your past and present pay stubs.
- [View Direct Deposit Account\(s\)](#)
View your direct deposit account details.
- [Go Paperless](#)
Opt In/Out of receiving printed pay stubs and/or W-2s.
- [Update Tax Withholdings](#)
View and update your Federal, State, and Local tax withholding information.
- [View W-2](#)
View and print your past and present W-2s.
- [Update Email Addresses](#) ← **3**
View and update your email addresses.
- [How Can We Improve This Site?](#)
Take a quick survey and share your thoughts.

NYS Payroll Online Help

NYS Payroll Online Availability
24 hours a day, 7 days a week
Maintenance Downtime: 3rd Sunday of the Month

Payroll News

IRS Urges Taxpayers to Complete a Paycheck Checkup

Earlier this year, you may have noticed a slight increase in your net income. The United States Congress passed the *Tax Cuts and Jobs Act* which made significant changes to taxation laws that could affect taxpayer payroll withholdings. Having too little tax withheld could result in an unexpected tax bill or penalty when you file your 2018 taxes.

The Internal Revenue Service (IRS) and the NYS Office of the State Comptroller (OSC) encourage all employees to complete a "paycheck checkup" to make sure you have the right amount of tax withheld from your paycheck. To help you perform this checkup, the IRS has made the [IRS Withholding Calculator](#) available. The IRS Withholding Calculator will help you determine if you need to make changes to your tax withholdings.

According to the IRS, taxpayers in the following categories should conduct a "checkup" immediately:

- Those who itemize their deductions on Schedule A of the Form 1040
- Households with two wage earners
- Taxpayers with incomes from multiple sources
- Taxpayers with complex tax profiles

Tips to avoid tax surprises:

- Complete a "paycheck checkup"
- Talk to a tax professional
- General rule: the fewer withholding allowances, the higher the tax withholding

Preferred Email Address

Although you will be notified via email to **BOTH** email addresses each time a change is made, NYSPO requires that you have at least one email address in the system and designate a preferred email address. To change your preferred address:

1. Click the check box under the **Preferred** column next to your preferred email address.
2. Click **Save** to complete your change.

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Online Services
NYS Payroll Online

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New Window

Email Addresses

NYS_EMPLOYEE

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 Type	*Email Address	Preferred	Delete
Work	<input type="text" value="nysemployee@osc.state.ny.us"/>	<input type="checkbox"/>	
Other	<input type="text" value="nysemployee@gmail.com"/>	<input checked="" type="checkbox"/>	

← 2

* Required Field

[Return to NYS Payroll Online](#)

↑ 1

3. Click **OK** to return to the **Email Addresses** page.

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NYS Payroll Online

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New Window

Email Addresses

Save Confirmation

Your change was successfully saved.

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Update Existing Email Address

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

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Email Addresses

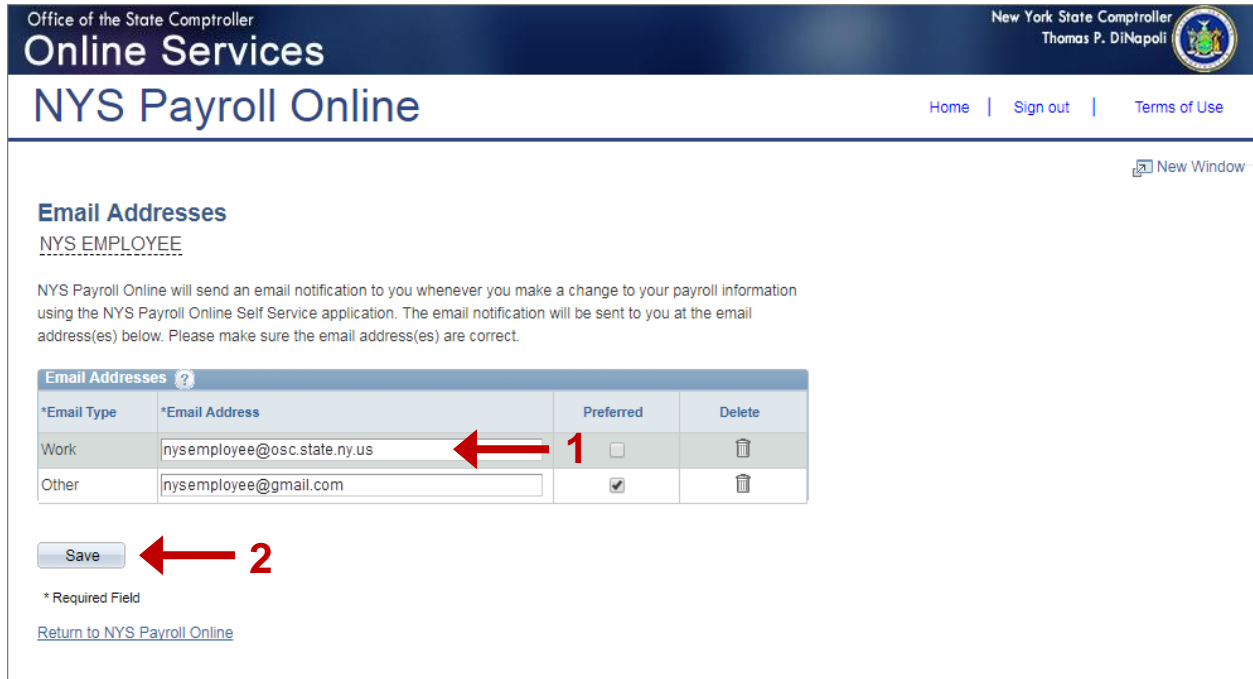
NYS_EMPLOYEE

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 Type	*Email Address	Preferred	Delete
Work	<input type="text" value="nysemployee@osc.state.ny.us"/>	<input type="checkbox"/>	
Other	<input type="text" value="nysemployee@gmail.com"/>	<input checked="" type="checkbox"/>	

* Required Field

[Return to NYS Payroll Online](#)



3. Click **OK** to return to the **Email Addresses** page.

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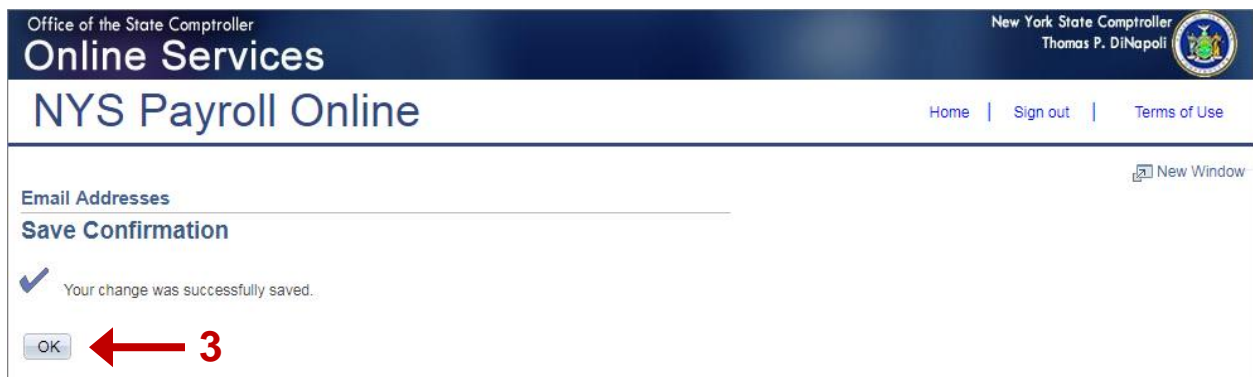
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Email Addresses

Save Confirmation

Your change was successfully saved.



Add a New Email Address

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

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Email Addresses

NYS.EMPLOYEE

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 Type	*Email Address	Preferred	Delete
Work	<input type="text" value="nysemployee@osc.state.ny.us"/>	<input checked="" type="checkbox"/>	

← 1

* Required Field

[Return to NYS Payroll Online](#)

2. Select **Work** or **Other** from the **Email Type** drop down menu in the new row.
NOTE: The available option, Work or Other, will vary based on what type of email address you already have in the system. You can have two (2) email addresses in the system—one (1) Work email address and one (1) Other email address.
3. Enter your new email address in the **Email Address** field in the new row.
4. Click **Save**.

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Email Addresses
 NYS_EMPLOYEE

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 Type	*Email Address	Preferred	Delete
Work	nysemployee@osc.state.ny.us	<input checked="" type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

* Required Field

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5. Click **OK** to return to the **Email Addresses** page.

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[New Window](#)

Email Addresses

Save Confirmation

Your change was successfully saved.

Delete an Email Address

1. 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.

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*Email Type	*Email Address	Preferred	Delete
Work	<input type="text" value="nysemployee@osc.state.ny.us"/>	<input type="checkbox"/>	 1
Other	<input type="text" value="nysemployee@gmail.com"/>	<input checked="" type="checkbox"/>	

* Required Field

[Return to NYS Payroll Online](#)

2. Click **Yes - Delete** to confirm deletion of this email address.

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Email Addresses

Delete Confirmation

? Are you sure you want to delete Email Address (Other)?

2

3. Click **Save** to complete your deletion. If you do not save this transaction the email address will continue to be stored in NYSP0.

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Email Addresses

NYS EMPLOYEE

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 Type	*Email Address	Preferred	Delete
Work	<input type="text" value="nysemployee@osc.state.ny.us"/>	<input checked="" type="checkbox"/>	

← **3**

* Required Field

[Return to NYS Payroll Online](#)

4. Click **OK** to return to the **Email Addresses** page.

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NYS Payroll Online

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New Window

Email Addresses

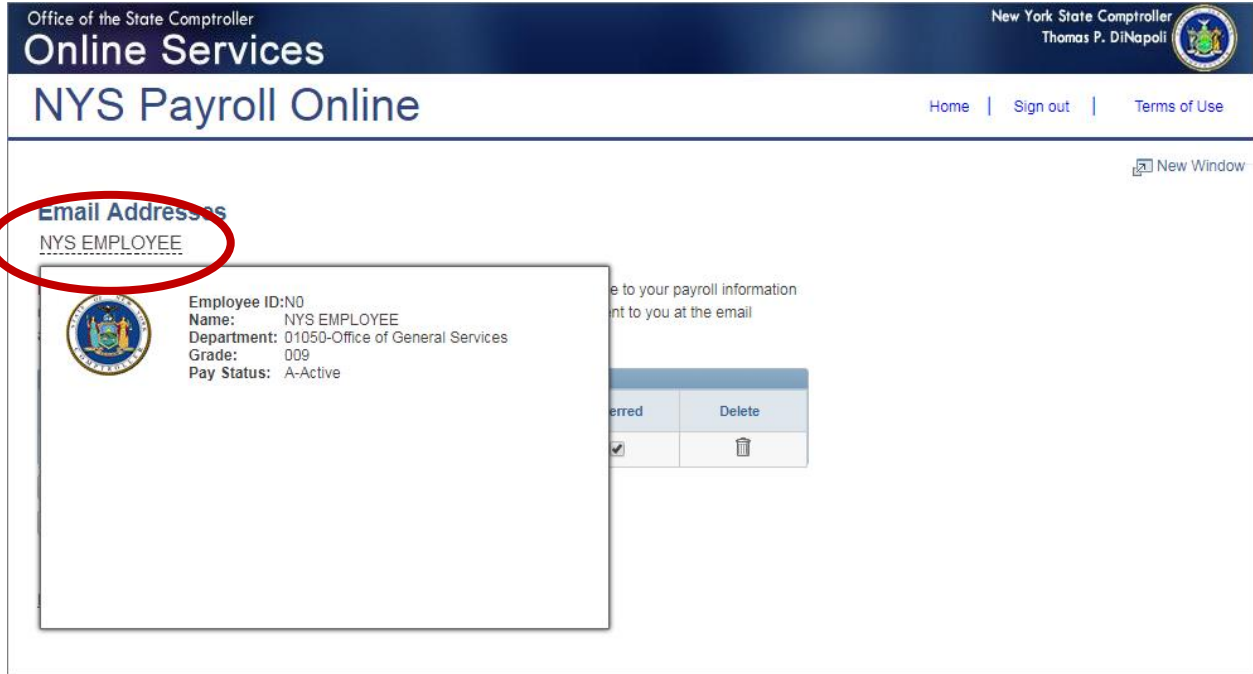
Save Confirmation

✓ Your change was successfully saved.


← **4**

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.



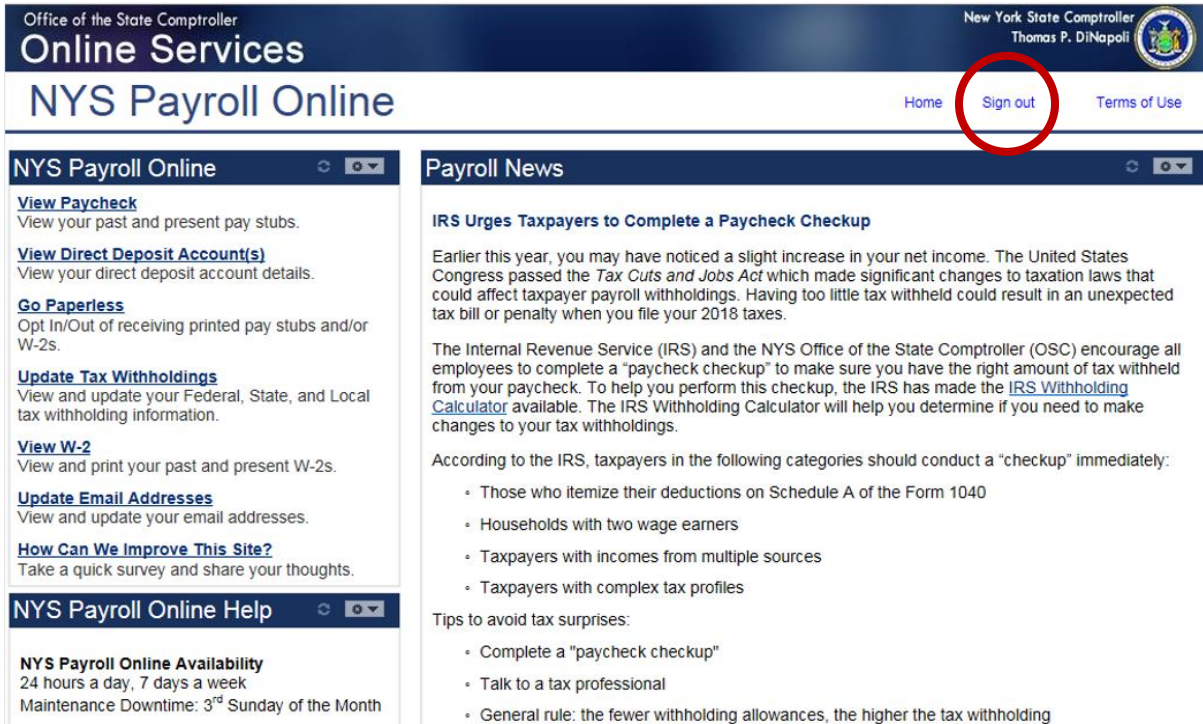
The screenshot displays the 'NYS Payroll Online' interface. At the top, the header includes 'Office of the State Comptroller' and 'New York State Comptroller Thomas P. DiNapoli'. The main navigation bar features 'Home', 'Sign out', and 'Terms of Use'. A 'New Window' button is visible in the top right corner. The 'Email Addresses' section is highlighted with a red circle, and a pop-up window is open, showing the following details:

	Employee ID: N0
	Name: NYS EMPLOYEE
	Department: 01050-Office of General Services
	Grade: 009
	Pay Status: A-Active

Below the pop-up, a table with 'Preferred' and 'Delete' columns is partially visible, containing a checked checkbox and a trash icon.

Sign Out

For security purposes, you should always **Sign out** of NYSPPO when you are finished viewing or updating your payroll information. **Close** all open browser windows when finished. Your pay stub or W-2 will remain open until you close the browser window, even if you log out or are timed out of NYSPPO.



The screenshot shows the top navigation bar of the NYSPPO website. The header includes the Office of the State Comptroller logo and the name Thomas P. DiNapoli. The main navigation area contains links for Home, Sign out (circled in red), and Terms of Use. Below the navigation bar, there are two main content areas: 'NYS Payroll Online' and 'Payroll News'. The 'NYS Payroll Online' section lists various services such as View Paycheck, View Direct Deposit Account(s), Go Paperless, Update Tax Withholdings, View W-2, and Update Email Addresses. The 'Payroll News' section features an article titled 'IRS Urges Taxpayers to Complete a Paycheck Checkup' with detailed text and a list of categories for taxpayers to conduct a 'checkup' immediately.

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Online Services
NYS Payroll Online

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Home **Sign out** Terms of Use

NYS Payroll Online

- [View Paycheck](#)
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- [View Direct Deposit Account\(s\)](#)
View your direct deposit account details.
- [Go Paperless](#)
Opt In/Out of receiving printed pay stubs and/or W-2s.
- [Update Tax Withholdings](#)
View and update your Federal, State, and Local tax withholding information.
- [View W-2](#)
View and print your past and present W-2s.
- [Update Email Addresses](#)
View and update your email addresses.
- [How Can We Improve This Site?](#)
Take a quick survey and share your thoughts.

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