

## View, Print and Save Your Pay Stub

NYS Payroll Online (NYSPO) provides access to view, print and save your pay stub.

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

Please login after reading the [Acceptable Use Policy](#) below

**NY.gov ID**

Username:

Password:

**Sign In**

Forgot your [Username](#) or [Password](#)

[NY.gov ID - Terms of Service](#)

[Agency Assistance & Contact Information](#)

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**NEW YORK STATE**  
Agencies Services  
App Directory  
Counties  
Events  
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 **View Paycheck** in the left menu.

Office of the State Comptroller  
**Online Services**  
NYS Payroll Online

New York State Comptroller  
Thomas P. DiNapoli

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**NYS Payroll Online**

- [View Paycheck](#) ← 3  
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](#)  
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: 3<sup>rd</sup> 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

## View Your Pay Stub

1. The **View Paycheck** page displays the following items for each check listed:
  - Check Date
  - View Paycheck (link)
  - Company
  - Pay Begin Date
  - Pay End Date
  - Net Pay
  - Paycheck Number
2. Click **View Paycheck** to view all information for a specific paycheck.

Office of the State Comptroller  
**Online Services**  
NYS Payroll Online

New York State Comptroller  
Thomas P. DiNapoli

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**View Paycheck**  
NYS EMPLOYEE  
Review your available paychecks below.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
10/04/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	09/07/2017	09/20/2017	\$901.91	173425
09/20/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	08/24/2017	09/06/2017	\$901.89	99947249
09/06/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	08/10/2017	08/23/2017	\$901.91	99726808
08/23/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	07/27/2017	08/09/2017	\$901.90	99512182
08/09/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	07/13/2017	07/26/2017	\$901.90	99298462
07/26/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	06/29/2017	07/12/2017	\$901.90	99082551
07/12/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	06/15/2017	06/28/2017	\$901.90	98867215
06/28/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	06/01/2017	06/14/2017	\$901.90	98650904

[Return to NYS Payroll Online](#)

**NOTE:** If you are using Internet Explorer, you may be prompted to **Open** or **Save** your pay stub. Click **Open** and it will open as an Adobe PDF document in a new window.

**NOTE:** You must allow pop-ups in order to view your pay stub or W-2 information in NYSPO. There are instructions on how to manage internet browser pop-ups further on in this document.

A	 <b>Thomas P. DiNapoli</b> <b>State Comptroller</b>	NYS EMPLOYEE 110 STATE STREET ALBANY, NY 12236	Pay Group: ALA-Administration/Lag 10 Pay Begin Date: 09/06/2018 Pay End Date: 09/19/2018 Negotiating Unit: 02 Retirement System: ERS	Advice #: 00000006014614 Advice Date: 10/03/2018				
B	Employee ID: N01 Department: 01050 Location: Office of General Services Job Title: BUSINESS SRVS CENTER REP 2 Pay Rate: 47,773.00 Annual	<b>TAX DATA:</b>			<b>Federal</b>	<b>NY State</b>	<b>NYC</b>	<b>Yonkers</b>
		Tax Status: S Allowances: 0 Addl. Percent: 0 Addl. Amount:	S 0 0	S 0				
C	<b>HOURS AND EARNINGS</b>				<b>TAXES</b>			
	<b>Current</b>		<b>YTD</b>		<b>Description</b>	<b>Current</b>	<b>YTD</b>	
	<b>Description</b> Regular Pay Salary Employee	<b>Hours</b> 1,832.38	<b>Earnings</b> 31,305.13	<b>Description</b> Fed Withholding Medicare Social Security NY Withholding	190.94 25.74 110.06 82.32	3,142.77 439.08 1,877.44 1,316.02		
D	<b>BEFORE TAX DEDUCTIONS</b>				<b>AFTER TAX DEDUCTIONS</b>			
	<b>Description</b>	<b>Refund</b>	<b>Current</b>	<b>YTD</b>	<b>Description</b>	<b>Refund</b>	<b>Current</b>	<b>YTD</b>
	ERS Retirement Before Tax Regular Before Tax Health	0.00 0.00	54.97 57.33	940.67 1,031.96	Civil Service Employees Assoc	0.00	25.24	504.80
E	<b>TOTAL GROSS</b>		<b>FED TAXABLE GROSS</b>		<b>NET PAY</b>			
	Current YTD	1,832.38 31,356.16	1,720.08 29,340.54				1,285.78 22,060.43	
F	<b>NET PAY DISTRIBUTION</b>							
	Advice #00000006014614	<b>Account Type</b> Savings	<b>Transit #</b> 221373383	<b>Deposit Amount</b> 1285.78				
	<b>TOTAL:</b>			<b>1,285.78</b>				

MESSAGE:

## A. GENERAL INFORMATION

- **Heading:** identifies the employee by name and address.
- **Pay Group:** identifies a group of employees with similar attributes whose paychecks are processed together.
- **Pay Begin Date and Pay End Date:** identifies the period for which the employee is being paid.
- **Negotiating Unit:** the code indicating the union that represents the employee.
- **Retirement System:** represents the retirement system that the employee belongs to.
- **Advice Number or Check Number:** a unique number that identifies the document.
- **Advice Date or Check Date:** date of payment.
- **Employee ID:** a unique number used for identifying the employee.
- **Department and Location:** the 5-digit agency or facility code and name.

- **Job Title:** the employee's position.
- **Pay Rate:** for annual salaried employees, an annual amount; for hourly employees, an hourly rate.
- **Tax Data:** a summary of federal, state and local tax status data, as identified by the employee. This section identifies marital status (single or married), number of exemptions (allowances), and additional withholding amounts requested by the employee.

## B. HOURS AND EARNINGS

- **Current Earnings:** all types of earnings for the current pay period.
- **Current Hours:** identifies number of units on which certain earnings are based; for example, overtime hours, holiday days, or overtime meals for the current pay period.
- **YTD Earnings:** earnings by type, for the calendar year.
- **YTD Hours:** identifies number of units on which certain earnings are based, for the calendar year.

## C. TAXES

- **Taxes:** withholdings for the current pay period and calendar year-to-date for each tax category. This includes federal income tax, Medicare, Social Security, and state and local income taxes.

## D. DEDUCTIONS

- **Before Tax Deductions:** deductions which reduce taxable gross salary.
- **After Tax Deductions:** deductions which are included in taxable gross (for example, union dues, union-sponsored insurances and SEFA contributions) for the current pay period and year-to-date.  
**NOTE:** Benefits may also be listed for which no employee contribution is made, such as non-contributory membership in the Employees Retirement System. In those cases, the benefit will be listed with no amount.
- **Refund:** deduction amounts, by type, refunded for this pay period.
- **Current Deductions:** deduction amounts, by type, for this pay period.
- **YTD Deductions:** deduction amounts, by type, for the calendar year.

## E. PAYCHECK TOTALS

- **Current Total Gross:** gross earnings paid this pay period.
- **Current Federal Taxable Gross:** gross earnings paid this pay period and any amounts paid by voucher that are subject to federal income tax.

- **Current Net Pay:** earnings paid for this pay period after all taxes and deductions. This amount equals the amount of the check received or direct deposits made.
- **YTD Total Gross:** gross earnings paid to date for the calendar year.
- **YTD Federal Taxable Gross:** gross earnings paid for the calendar year that are subject to federal income tax.
- **YTD Net Pay:** total earnings paid to date (after all taxes and deductions) for the calendar year.

## Manage Pop-ups in Internet Explorer

There are two options you can select when allowing pop-ups:

1. Select **Allow once** every time a pop-up appears, or
2. Allow all pop-ups from NYSP0 by selecting the **Options for this site** and choosing **Always allow**.

The screenshot shows the 'View Paycheck' page in Internet Explorer. The browser's address bar displays the URL 'https://qapsonline.osc.ny.gov/psp/pa91'. The page header includes 'Office of the State Comptroller' and 'New York State Comptroller Thomas P. DiNapoli'. The main content area is titled 'View Paycheck' and lists available paychecks for an NYS EMPLOYEE. A table with 7 columns (Check Date, View Paycheck, Company, Pay Begin Date, Pay End Date, Net Pay, Paycheck Number) contains 8 rows of data. At the bottom of the page, a yellow notification bar states 'Internet Explorer blocked a pop-up from \*.osc.ny.gov.'. Two red arrows, labeled '1' and '2', point to the 'Allow once' and 'Options for this site' buttons respectively. The 'Options for this site' button is currently expanded, showing 'Always allow' and 'More settings' options.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
10/04/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	09/07/2017	09/20/2017	\$901.91	173425
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08/23/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	07/27/2017	08/09/2017	\$901.90	99512182
08/09/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	07/13/2017	07/26/2017	\$901.90	99298462
07/26/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	06/29/2017	07/12/2017	\$901.90	99082551
07/12/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	06/15/2017	06/28/2017	\$901.90	98867215
06/28/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	06/01/2017	06/14/2017	\$901.90	98650904

## Manage Pop-ups in Google Chrome

1. Click the red X icon to open the Google Chrome pop-up announcement.
2. Select the radio button to the left of **Always allow pop-ups from...**
3. Click **Done**.

The following pop-ups were blocked on this page:

- <https://qapsonline.osc.ny.gov/psc/p91vo...NyD29sg4q5v0FZSLJmrZ2g==/SSPUSADV.pdf>

Always allow pop-ups from https://qapsonline.osc.ny.gov

Continue blocking pop-ups

[Manage pop-up blocking...](#) **Done**

### View Paycheck

NYS EMPLOYEE

Review your available paychecks below.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
10/04/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	09/07/2017	09/20/2017	\$901.91	173425
09/20/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	08/24/2017	09/06/2017	\$901.89	99947249
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07/12/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	06/15/2017	06/28/2017	\$901.90	98867215
06/28/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	06/01/2017	06/14/2017	\$901.90	98650904

[Return to NYS Payroll Online](#)



## Print Your Pay Stub in Internet Explorer

There are two available options.

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

https://qapsonline.osc.ny.gov/psc/p91vola/viewredirect/pQzUdY View Paycheck qapsonline.osc.ny.gov

File Edit Go to Favorites Help

Convert Select

**Thomas P. DiNapoli**  
State Comptroller

NYS EMPLOYEE  
110 STATE STREET  
ALBANY, NY 12236

Pay Group: ALA-Administration/Lag 10  
Pay Begin Date: 09/06/2018  
Pay End Date: 09/19/2018  
Negotiating Unit: 02  
Retirement System: ERS

Advice #: 00000006014614  
Advice Date: 10/03/2018

		TAX DATA:			
		Federal	NY State	NYC	Yonkers
Employee ID:	N01	Tax Status:	S	S	
Department:	D1050	Allowances:	0	0	
Location:	Office of General Services	Add. Percent:			
Job Title:	BUSINESS SRVS CENTER REP	Add. Amount:			
Pay Rate:	47,773.00 Annual				

HOURS AND EARNINGS					TAXES		
Description	Current		YTD		Description	Current	YTD
	Hours	Earnings	Hours	Earnings			
Regular Pay Salary Employee		1,832.38		31,305.13	FedWithholding	180.94	3,142.77
					Medicare	25.74	439.08
					Social Security	110.06	1,877.44
					NY Withholding	82.32	1,316.02

BEFORE TAX DEDUCTIONS				AFTER TAX DEDUCTIONS			
Description	Refund	Current	YTD	Description	Refund	Current	YTD
ERS Retirement Before Tax	0.00	54.97	940.67	Civil Service Employees Assoc	0.00	25.24	504.80
Regular Before Tax Health	0.00	57.33	1,031.96				

	TOTAL GROSS	FED TAXABLE GROSS	NET PAY
Current	1,832.38	1,720.08	1,285.78
YTD	31,356.16	29,340.54	22,060.43

NET PAY DISTRIBUTION			
Advice #	Account Type	Transit #	Deposit Amount
00000006014614	Savings	221373383	1285.78
<b>TOTAL:</b>			<b>1,285.78</b>

MESSAGE:

1 / 1

## Print Your Pay Stub in Google Chrome

There are two available options.

1. Click **Menu > Print** and follow the prompts, or
2. Select the **Printer** icon from the tool bar at the top of the window and follow the prompts.

The screenshot shows a Google Chrome browser window with two tabs: 'View Paycheck' and 'SSPUSADV.pdf'. The address bar shows the URL: [https://qapsonline.osc.ny.gov/psc/p91vola/view/pQzUdYIA8vB\\_vXBC8LptvxgP1YZuYkNXMffid4gX3E0bU3Gh54GNm390ht...](https://qapsonline.osc.ny.gov/psc/p91vola/view/pQzUdYIA8vB_vXBC8LptvxgP1YZuYkNXMffid4gX3E0bU3Gh54GNm390ht...). The PDF content is a pay stub for Thomas P. DiNapoli, State Comptroller, NYS Employee, 110 STATE STREET, ALBANY, NY 12236. The pay group is ALA-Administration/Lag 10, with a pay begin date of 09/06/2018 and a pay end date of 09/19/2018. The advice number is 00000006014614, dated 10/03/2018. The pay rate is 47,773.00 Annual. The tax data shows Federal, NY State, NYC, and Yonkers taxes. The hours and earnings section shows 1,832.38 current hours and 31,305.13 YTD earnings. The taxes section shows Fed Withholding (190.94), Medicare (25.74), Social Security (110.95), and NY Withholding (82.32). The before tax deductions section shows ERS Retirement Before Tax (0.00) and Regular Before Tax Health (0.00). The after tax deductions section shows Civil Service Employees Assoc (0.00). The total gross is 1,832.38 current and 31,356.16 YTD. The fed taxable gross is 1,720.08 current and 29,340.54 YTD. The net pay is 1,285.78 current and 22,060.43 YTD. The net pay distribution shows a deposit amount of 100.00 to a savings account. The message at the bottom right says '1285.78'.

Employee ID:	Department:	Location:	Job Title:	Pay Rate:	TAX DATA:	Federal	NY State	NYC	Yonkers
N0	01050	Office of General Services	BUSINESS SRVS CENTER REP	47,773.00 Annual	Tax Status:	S	S		
					Allowances:	0	0		
					Addl. Percent:				
					Addl. Amount:				

HOURS AND EARNINGS					TAXES			
Description	Current		YTD		Description	Current		YTD
	Hours	Earnings	Hours	Earnings				
Regular Pay Salary Employee		1,832.38		31,305.13	Fed Withholding	190.94	3,142.77	
					Medicare	25.74	439.08	
					Social Security	110.95	1,877.44	
					NY Withholding	82.32	1,316.02	

BEFORE TAX DEDUCTIONS				AFTER TAX DEDUCTIONS			
Description	Refund	Current	YTD	Description	Refund	Current	YTD
	ERS Retirement Before Tax	0.00	54.97		940.67	Civil Service Employees Assoc	0.00
Regular Before Tax Health	0.00	57.33	1,031.96				

TOTAL GROSS	FED TAXABLE GROSS	NET PAY
Current	1,832.38	1,285.78
YTD	31,356.16	22,060.43

NET PAY DISTRIBUTION			
Advice #	Account Type	Transit #	Deposit Amount
#00000006014614	Savings	22137383	100.00
<b>TOTAL:</b>			<b>1,285.78</b>

MESSAGE: 1285.78

## Save Your Pay Stub in Internet Explorer

There are two available options.

1. Click **Tools > File > Save as...** and follow the prompts, or
2. Move the mouse to the bottom of the window, select the **Diskette** icon from the pop-up tool bar, and follow the prompts.

Employee Information:

Employee ID: N01	NYS EMPLOYEE	Pay Group: ALA-Administration/Lag 10	Advice #: 00000006014614
Department: D1050	110 STATE STREET	Pay Begin Date: 09/06/2018	Advice Date: 10/03/2018
Location: Office of General Services	ALBANY, NY 12236	Pay End Date: 09/19/2018	
Job Title: BUSINESS SRVS CENTER REP		Negotiating Unit: 02	
Pay Rate: 47,773.00 Annual		Retirement System: ERS	

TAX DATA:

	Federal	NY State	NYC	Yonkers
Tax Status:	S	S		
Allowances:	0	0		
Addl. Percent:				
Addl. Amount:				

HOURS AND EARNINGS

Description	Current		YTD		Description	TAXES	
	Hours	Earnings	Hours	Earnings		Current	YTD
Regular Pay Salary Employee		1,832.38		31,305.13	FedWithholding	180.94	3,142.77
					Medicare	25.74	439.08
					Social Security	110.06	1,877.44
					NY Withholding	82.32	1,316.02

BEFORE TAX DEDUCTIONS

Description	Refund	Current	YTD
ERS Retirement Before Tax	0.00	54.97	940.67
Regular Before Tax Health	0.00	57.33	1,031.96

AFTER TAX DEDUCTIONS

Description	Refund	Current	YTD
Civil Service Employees Assoc	0.00	25.24	504.80

TOTAL GROSS    FED TAXABLE GROSS    NET PAY

Current	1,832.38	1,720.08	1,285.78
YTD	31,356.16	29,340.54	22,060.43

NET PAY DISTRIBUTION

Account Type	Transit #	Deposit Amount
Savings	221373383	1285.78
<b>TOTAL:</b>		<b>1,285.78</b>

MESSAGE:

# Save Your Pay Stub in Google Chrome

There are two available options.

1. Right click, select **Save as...** and follow the prompts, or
2. Select the **Download** icon from the tool bar at the top of the window and follow the prompts.

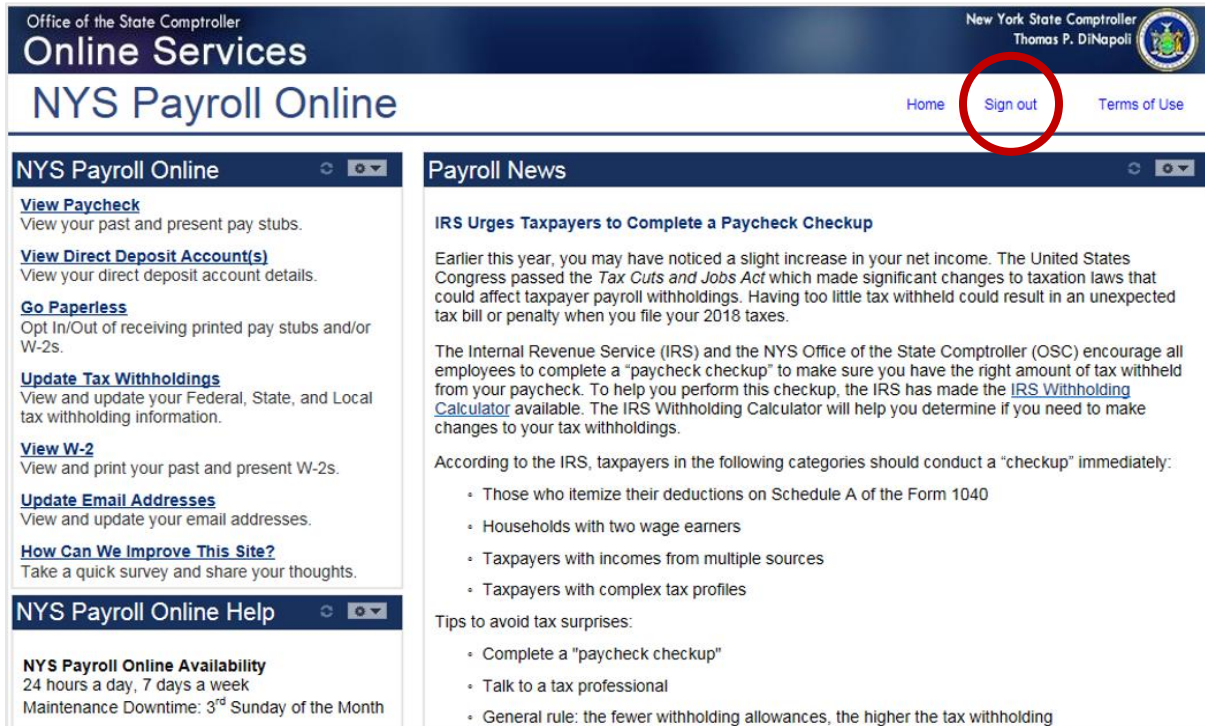
The screenshot shows a Google Chrome browser window displaying a PDF document titled "SSPUSADV.pdf". The document is a pay stub for Thomas P. DiNapoli, State Comptroller, a NYS Employee. The document includes sections for Employee Information, Tax Data, Hours and Earnings, Before Tax Deductions, and Net Pay Distribution. A context menu is open over the "Hours and Earnings" table, with a red arrow pointing to the "Save as..." option. Another red arrow points to the download icon in the Chrome toolbar.

EMPLOYEE INFORMATION		TAX DATA		HOURS AND EARNINGS		BEFORE TAX DEDUCTIONS		TOTAL GROSS / FED TAXABLE GROSS		NET PAY	
Employee ID:	N0	Tax Status:	Federal	Current	Hours	Refund	Current	Current	YTD	Current	YTD
Department:	01050	Allowances:	S	Regular Pay Salary Employee	1,832.38	0.00	54.97	1,832.38	1,720.68	1,832.38	1,285.78
Location:	Office of General Services	Addl. Percent:	NY State			0.00	57.33	1,832.38	1,720.68	1,832.38	1,285.78
Job Title:	BUSINESS SRVS CENTER REP	Addl. Amount:	NYC					1,832.38	1,720.68	1,832.38	1,285.78
Pay Rate:	47,773.00 Annual		Yonkers					1,832.38	1,720.68	1,832.38	1,285.78

NET PAY DISTRIBUTION			
Account Type	Transit #	Deposit Amount	
Savings	22137383	100.00	
TOTAL:			1,285.78

## 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 several services: View Paycheck, View Direct Deposit Account(s), Go Paperless, Update Tax Withholdings, View W-2, Update Email Addresses, and How Can We Improve This Site?. The 'Payroll News' section features an article titled 'IRS Urges Taxpayers to Complete a Paycheck Checkup' with a detailed explanation and a list of categories for taxpayers who should conduct a 'checkup' immediately.

Office of the State Comptroller  
**Online Services**  
NYS Payroll Online

New York State Comptroller  
Thomas P. DiNapoli

Home **Sign out** Terms of Use

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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.

**NYS Payroll Online Help**

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

**Payroll News**

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- Taxpayers with complex tax profiles

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