

NYS Payroll Online

Presented by
Amanda Killips and
Kyla Scott



NYS COMPTROLLER
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NYS Payroll Online

What We Will Cover Today

- What is NYSPO
- Accessing NYSPO
 - Who can use
 - How to access
- Current Functionality
- Multifactor Authentication (MFA)
- Future Functionality
- NYSPO Help
 - Agency roles and responsibilities
- Questions



NYS Payroll Online

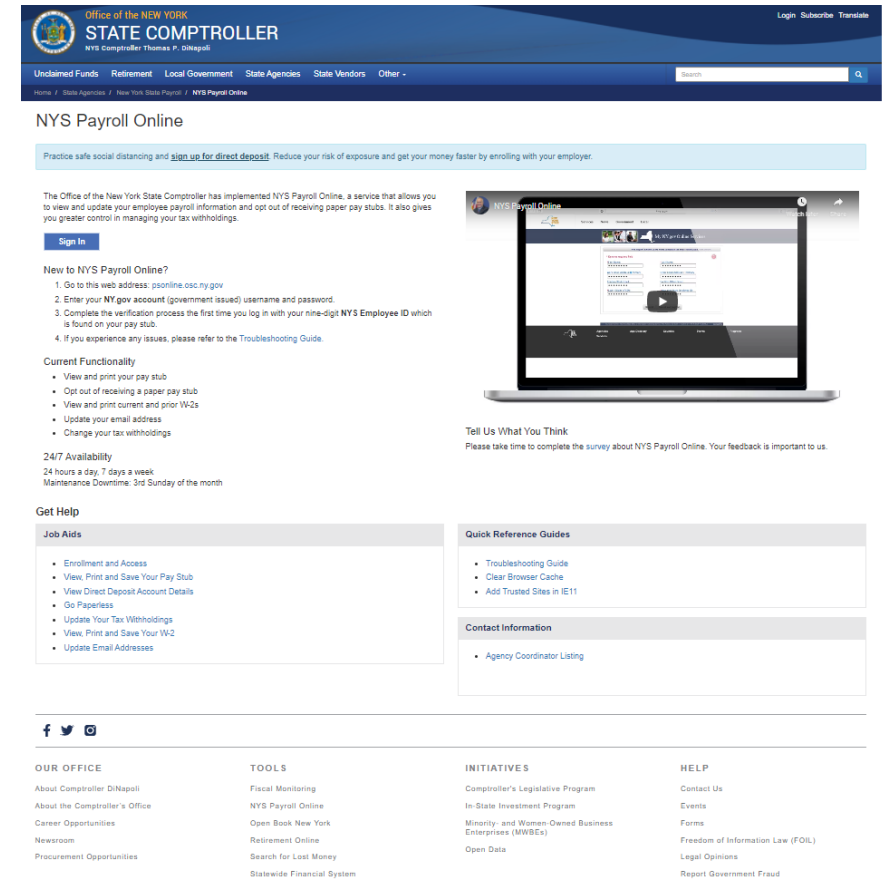
History

- NYS Payroll Online (NYSPO) was launched on March 8, 2016.
- NYSP0 is an employee self-service payroll application that allows state employees to view and print their pay stubs and W-2s, opt out of receiving paper pay stubs, and update their tax withholdings.
- Since its launch, the service has been made available to all NYS agencies and over 250,000 state employees.
- So far, NYSP0 has had:
 - More than 100,000 unique user logins
 - More than 55,000 employee opt-outs of printed and mailed payroll material
 - Nearly 88,000 W-4 Self-Service Tax Changes

NYS Payroll Online

Accessing NYSPPO

- To use NYSPPO employees must:
 - have an active Job Record in PayServ,
 - have an active agency-issued ny.gov account, and
 - complete the initial verification application accurately.
- To sign in to NYSPPO, log in using a government account at:
 - <https://www.osc.state.ny.us/state-agencies/payroll/nyspo>
 - <https://my.ny.gov>



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Undelivered Funds Retirement Local Government State Agencies State Vendors Other

NYS Payroll Online

Practice safe social distancing and [sign up for direct deposit](#). Reduce your risk of exposure and get your money faster by enrolling with your employer.

The Office of the New York State Comptroller has implemented NYS Payroll Online, a service that allows you to view and update your employee payroll information and opt out of receiving paper pay stubs. It also gives you greater control in managing your tax withholdings.

[Sign In](#)

New to NYS Payroll Online?

1. Go to this web address: psonline.osc.ny.gov
2. Enter your NY.gov account (government issued) username and password.
3. Complete the verification process the first time you log in with your nine-digit NYS Employee ID which is found on your pay stub.
4. If you experience any issues, please refer to the [Troubleshooting Guide](#).

Current Functionality

- View and print your pay stub
- Opt out of receiving a paper pay stub
- View and print current and prior W-2s
- Update your email address
- Change your tax withholdings

24/7 Availability
24 hours a day, 7 days a week
Maintenance Downtime: 3rd Sunday of the month

Get Help

Job Aids

- Enrollment and Access
- View, Print and Save Your Pay Stub
- View Direct Deposit Account Details
- Go Paperless
- Update Your Tax Withholdings
- View, Print and Save Your W-2
- Update Email Addresses

Quick Reference Guides

- Troubleshooting Guide
- Clear Browser Cache
- Add Trusted Sites in IE11

Contact Information

- Agency Coordinator Listing

OUR OFFICE

About Comptroller DiNapoli
About the Comptroller's Office
Career Opportunities
Newsroom
Procurement Opportunities

TOOLS

Fiscal Monitoring
NYS Payroll Online
Open Book New York
Retirement Online
Search for Lost Money
Statewide Financial System

INITIATIVES

Comptroller's Legislative Program
In-State Investment Program
Minority- and Woman-Owned Business Enterprises (MWBEs)
Open Data

HELP

Contact Us
Events
Forms
Freedom of Information Law (FOIL)
Legal Opinions
Report Government Fraud

NYS Payroll Online

Accessing NYSPPO

New users must complete the verification form before accessing NYSPPO.

- Fields:
 - First Name
 - Last Name
 - Work Email/Other Email Address
 - one must be checked as a 'Primary' email
 - Last 4 Digits of SSN
 - NYS Employee ID

News Government Local

My NY.gov Online Services

NYS Payroll Online users must complete the User Verification form below.

* Denotes required field

*First Name: Test	*Last Name: User
Work Email Address: <input checked="" type="checkbox"/> Primary NYSPOHelp@Osc.ny.gov	Other Email Address: <input type="checkbox"/> Primary
Confirm Work Email: NYSPOHelp@Osc.ny.gov	Confirm Other Email:
*Last 4 Digits of SSN:	*New York State Employee ID: N01234567

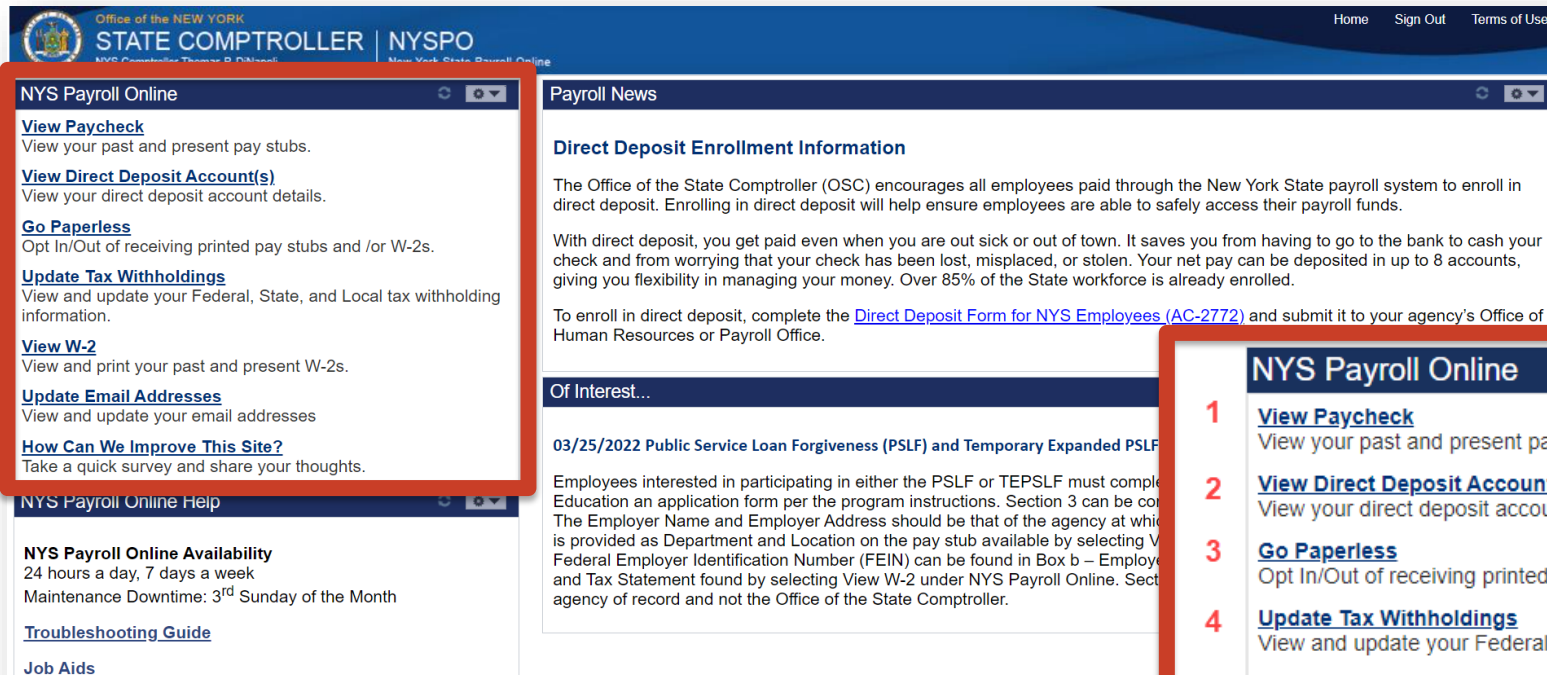
Submit Cancel and LogOut

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Agencies App Directory Counties Events Programs
Services

NYS Payroll Online

NYSPO Homepage



The screenshot shows the NYSPO Homepage. The left sidebar menu is highlighted with a red box. The menu items are:

- 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](#)
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
 - [Troubleshooting Guide](#)
 - [Job Aids](#)

The main content area is titled "Payroll News" and contains the following information:

Direct Deposit Enrollment Information

The Office of the State Comptroller (OSC) encourages all employees paid through the New York State payroll system to enroll in direct deposit. Enrolling in direct deposit will help ensure employees are able to safely access their payroll funds.

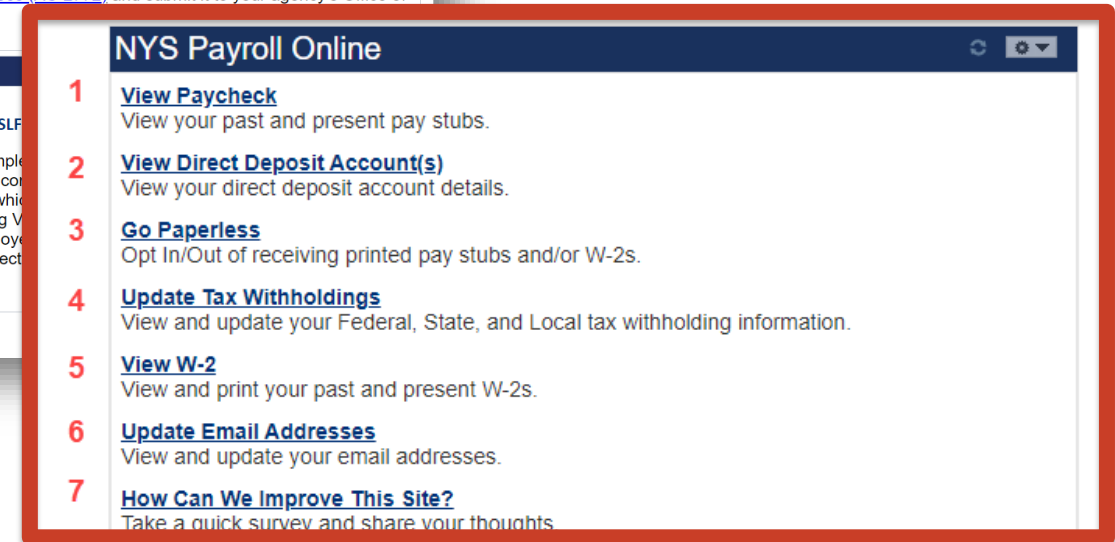
With direct deposit, you get paid even when you are out sick or out of town. It saves you from having to go to the bank to cash your check and from worrying that your check has been lost, misplaced, or stolen. Your net pay can be deposited in up to 8 accounts, giving you flexibility in managing your money. Over 85% of the State workforce is already enrolled.

To enroll in direct deposit, complete the [Direct Deposit Form for NYS Employees \(AC-2772\)](#) and submit it to your agency's Office of Human Resources or Payroll Office.

Of Interest...

03/25/2022 Public Service Loan Forgiveness (PSLF) and Temporary Expanded PSLF

Employees interested in participating in either the PSLF or TEPSLF must complete an application form per the program instructions. Section 3 can be completed by selecting View W-2 under NYS Payroll Online. The Employer Name and Employer Address should be that of the agency at which the employee is currently employed. The Department and Location on the pay stub available by selecting View W-2 under NYS Payroll Online. The Federal Employer Identification Number (FEIN) can be found in Box b – Employer Information on the pay stub. The agency of record and not the Office of the State Comptroller.



The screenshot shows the NYS Payroll Online menu. The menu items are:

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



NYS Payroll Online

View Paycheck

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View Paycheck

Review your available paychecks. Select the check date of the paycheck you would like to review.

Select Paycheck

Check Date	View Paycheck	Company
08/17/2022	View Paycheck	STATE OF NEW YORK
08/03/2022	View Paycheck	STATE OF NEW YORK
07/20/2022	View Paycheck	STATE OF NEW YORK
07/06/2022	View Paycheck	STATE OF NEW YORK
06/22/2022	View Paycheck	STATE OF NEW YORK
06/08/2022	View Paycheck	STATE OF NEW YORK
05/25/2022	View Paycheck	STATE OF NEW YORK
05/11/2022	View Paycheck	STATE OF NEW YORK

Return to NYS Payroll Online

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Pay Group: AL4-Administration-Leg 4
Pay Begin Date: 10/15/2020
Pay End Date: 10/29/2020
Negotiating Unit: 03
Retirement System: DBS

Advice #:
Advice Date: 11/16/2020

Employee ID:
Department: 49130
Location: Taconic State Park Comm
Job Title: PROGRAM AIDE
Pay Rate: \$6,187.00 Annual

TAX DATA:

Tax Status:
Allowances: 1
Add: Percent:
Add: Amount:

Federal: 0
NY State: 0
NYC:
Yorkers:

HOURS AND EARNINGS

Description	Current		YTD	
	Hours	Earnings	Hours	Earnings
Regular Pay Salary Employee	2,132.04	49,449.80	1,333.41	3,000.00
Location Mid-Hudson	36.03	0.00		
Longevity LSP	0.00	0.00		

TAXES

Description	Current	YTD
Fed Withholding	128.85	6,938.55
Medicare	31.86	715.40
Social Security	136.20	3,315.51
NY Withholding	98.71	2,493.21

BEFORE TAX DEDUCTIONS

Description	Refund	Current	YTD
Deferred Comp	0.00	139.84	2,523.84
Regular Before Tax Health	0.00	13.36	307.28

AFTER TAX DEDUCTIONS

Description	Refund	Current	YTD
Deferred Comp	0.00	0.00	0.00
ERS Retirement After Tax	0.00	0.00	0.00
Civil Service Employees Assoc	0.00	30.91	710.93

TOTAL GROSS

FED TAXABLE GROSS

NET PAY

Current	2,210.27	2,366.87	1,558.55
YTD	53,783.21	50,952.00	37,718.45

NET PAY DISTRIBUTION

Account Type	Transfer #	Debit Amount
Checking		1,558.55


TOTAL: 1,558.55

MESSAGE:

- View pay advices going back one year
- PDFs open in a separate tab

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View Direct Deposit



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HomeSign OutTerms of Use

New Window | Personalize Page

Direct Deposit

Please review your direct deposit information.

Direct Deposit Details ?

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order
Checking		*****	Balance of Net Pay		999

[Opt In/Out of Printed Pay Stubs](#)

[Return to NYS Payroll Online](#)

NYS Payroll Online

Go Paperless




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Opt In/Out of ...

[Printed Pay Stubs](#)
Grant or withdraw consent to stop printing pay stubs

[Printed W-2s](#)
Grant or withdraw consent to stop printing W-2s

[Return to NYS Payroll Online](#)



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Printed Pay Stubs

Select the appropriate button to indicate your preference for receiving a printed copy of your direct deposit pay stub

☒ I would like a printed copy of my Direct Deposit pay stub sent to me.

☐ I do not want a printed copy of my Direct Deposit pay stub sent to me.


Submit

[Return to Opt In/Out of ...](#)

[Return to NYS Payroll Online](#)

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Go Paperless



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Printed W-2s

Submit or withdraw your consent to receive a printed copy of your W-2s.

By checking the box below and clicking Save, I am confirming that I no longer wish to receive a printed copy of my Form W-2, Wage and Tax Statement. I understand that I can access and print a copy of my Form W-2 from NYSPON, and that a [Job Aid](#) is available for printing instructions. I reserve the right to change my election at any time.

Your Current Status : No consent received.

☐ I do not want a printed copy of my W-2s sent to me.

Save

[Return to Opt In/Out of ...](#)
[Return to NYS Payroll Online](#)

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Update Tax Withholding

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Group box

W-4 Withholding Certificate

2022

Employee Number: [REDACTED]

STATE OF NEW YORK

Complete the information below to adjust the amount of tax withheld from your pay. We recommend you first complete the worksheets found on federal Form W-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 different than your federal allowances.

Step 1: Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Address
[REDACTED]

[W4 Form](#)

Federal Form W-4

Federal W-4 Form and Instructions

Filing Status

☒ Single or Married filing separately
☐ Married filing jointly (or Qualifying widow(er))
☐ Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all these jobs.
[View Instructions](#)

☐ Multiple Jobs or Spouse Works

Complete Steps 3 through 4(b) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs.
(Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

[View Instructions](#)

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

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Step 4: Other Adjustments

[View Instructions](#)

(a) Other Income [REDACTED]
(b) Deductions [REDACTED]
(c) Extra Withholding [REDACTED]

Claim Exemption from Withholding

I claim exemption from withholding for the year 2022 and I certify that I meet BOTH of the following conditions for exemption from withholding:

Exemption Conditions

- Last year I owed no federal income tax.
- This year I expect to owe no federal income tax.

☐ Check this box if you meet both conditions to claim exemption from tax withholding.
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

NYS Form IT-2104

NY State IT-2104 Forms and Instructions [IT-2104](#)

Employee's Withholding Allowance Certificate

This certificate, Form IT-2104, is completed by an employee and submitted online to instruct the employer how much New York State (and New York City and Yonkers) tax to withhold from the employee's pay. The more allowances claimed the lower the amount of tax withheld.

You cannot use Form IT-2104 to claim exemption from withholding. To claim exemption from income tax withholding, you must file Form IT-2104-E. Please contact your payroll administrator for additional information.

New York State Tax Withholding

Indicate Marital Status: ☒ Single or Head of Household / ☐ Married
Married, but withhold at higher single rate

Enter total number of state allowances you are claiming: [REDACTED] 0

Additional state amount, if any, you want withheld from each paycheck: [REDACTED] 0.00

Local Tax Withholding

Are you a resident of New York City? ☐ Yes ☒ No
Are you a resident of Yonkers? ☐ Yes ☒ No

Enter total number of local allowances you are claiming: [REDACTED] 0

Additional local amount, if any, you want withheld from each paycheck: [REDACTED] 0.00

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.

[Save](#)

[Return to NYS Payroll Online](#)



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Update Tax Withholding

- Users can have a maximum of two email addresses listed on their NYSPPO account (Work and/or Other).
- One must be marked as a 'Preferred' email.

At least one e-mail entry must be selected as the preferred e-mail.

OK

- NYS Payroll Online will send an email notification whenever the user makes a change to their payroll information through NYSPPO.

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Email Addresses

[Redacted]

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
Other	<input type="text"/>	<input type="checkbox"/>	
Work	<input type="text"/>	<input checked="" type="checkbox"/>	

[Save](#)

* Required Field

[Return to NYS Payroll Online](#)

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Satisfaction Survey

NYS Payroll Online Customer Satisfaction Survey

We welcome your comments.

*** 1. What agency do you work for? Select your agency from the drop down menu.**

2. What was the purpose of your visit to NYS Payroll Online today?

☐ View my paycheck

☐ View my direct deposit account(s)

☐ Opt out of receiving printed pay stubs

☐ Update my tax withholding

☐ View my W-2s

☐ Update my email addresses

*** 3. Have you opted out of receiving a paper pay stub?**

☐ Yes

☐ No

[Next](#)



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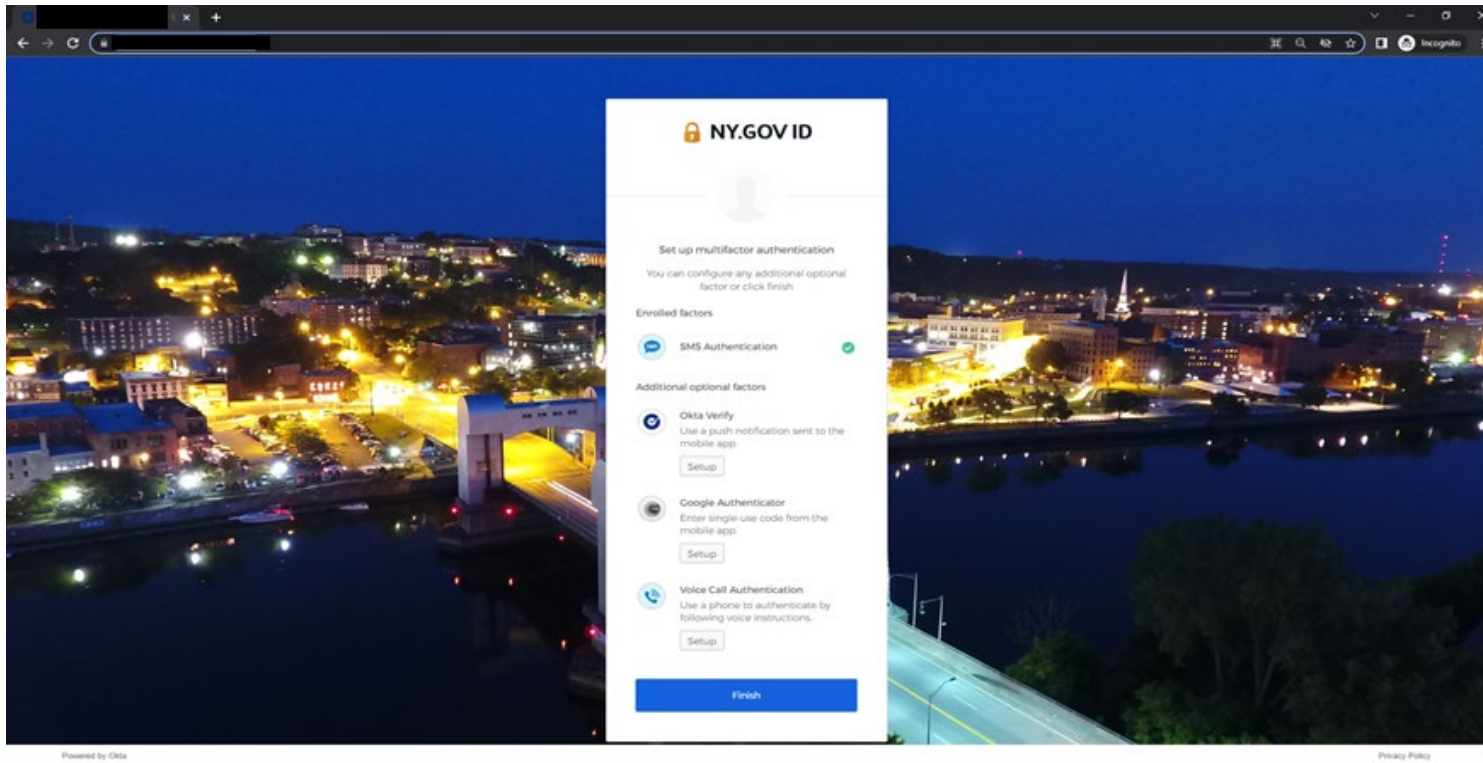
Multifactor Authentication (MFA)

- Utilizes additional factors to confirm account is not being accessed fraudulently
- Being rolled out on ny.gov one application at a time
 - NYSPO is an early adopter
- Set up at initial login after MFA is turned on, user may choose one or many factors
 - SMS
 - Voice call
 - Google Authenticate application
 - OKTA Verify application
- All NYSPO users are required to authenticate before accessing NYSPO (after logging in to ny.gov)



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Multifactor Authentication (MFA)



Job Aids for setting up MFA are provided on the NYSPO webpage and in a bulletin sent prior to rollout.



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Future Functionality

MFA implementation enables OSC to consider future enhancements including Address Changes and Direct Deposit Account Management; these are currently being analyzed.



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Agency Responsibilities – NYSPO Help Roles

- Agency Coordinator (NYSPO AC):
 - First point of contact for employees at an agency
 - Some agencies also assign a backup coordinator
 - Should have access to PayServ
- Payroll Officer:
 - Assist with questions and information related to paychecks and PayServ
- Agency Participating Organization Directory Services Administrator (PODSA) or Participating Organization Delegated Administrator (PODA):
 - Roles assigned by New York State Directory Service (NYSDS) in the Office of Information Technology Services (ITS)
 - Responsible for managing various aspects of the agency's ny.gov accounts



NYS Payroll Online

Agency Responsibilities – NYSPO AC

Responsibility	NYSPO AC	PODSA/PODA	Agency Payroll Officer
First contact for employees' questions about NYSPO	✓		
Providing employees with NYSPO job aids	✓		
Providing employees with NYSPO Quick Reference Guides	✓		
Providing employees with NYSPO Troubleshooting Guide	✓		



NYS Payroll Online

Agency Responsibilities – PODSA/PODA

Responsibility	NYSPO AC	PODSA/PODA	Agency Payroll Officer
Resetting ny.gov passwords		✓	
Updating NYSDS/ny.gov information using Delegated Admin, including Employee ID		✓	
Providing ny.gov account usernames		✓	
Creating ny.gov accounts for new employees at their agency		✓	
Reclaiming accounts when an employee transfers into their agency		✓	
Archiving accounts when an employee leaves their agency (so the new agency can reclaim the account)		✓	
Unlocking ny.gov accounts		✓	
Removing/combining duplicate accounts		✓	
Reviewing employee entitlements in ny.gov		✓	



NYS Payroll Online

Agency Responsibilities – Payroll Officers

Responsibility	NYSPO AC	PODSA/PODA	Agency Payroll Officer
Updating employee information in PayServ			✓
Providing EMPLIDs to new employees			✓
Answering questions related to Payroll (paychecks, taxes, PayServ, etc.)			✓



NYS Payroll Online

Questions?

- Email: nyspohelp@osc.ny.gov
- Phone: (518) 408-4271
- Web: <https://www.osc.state.ny.us/state-agencies/payroll/nyspo>
 - Includes Job Aids, Troubleshooting Guide and Quick Reference Guides
- Troubleshooting Guide: <https://www.osc.state.ny.us/files/state-agencies/payroll/pdf/troubleshooting-guide.pdf>

