

# NYS Payroll Online

PRESENTED BY: SARAH FEDIGAN & JAMIE KELLY  
OCTOBER 5, 2017



NYS COMPTROLLER  
**THOMAS P. DiNAPOLI**

# NYS Payroll Online

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

#### [View Paycheck](#)

View your past and present pay stubs.

#### [View Direct Deposit Account\(s\)](#)

View your direct deposit account details.

#### [Go Paperless](#)

Opt out of receiving printed pay stubs.

#### [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](#)

Weekdays from 6:00 a.m. to 10:00 p.m.

#### [Troubleshooting Guide](#)

#### [Job Aids](#)

#### [Agency Coordinators](#)

#### [NYS Agency Payroll Officer Directory](#)

#### [Browser Compatibility Information](#)

### Welcome



#### 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. Together, we can save money when you opt out of receiving your paper advice.

We're pleased to introduce this new service and encourage you to provide your feedback. Over time, we'll expand the features to meet more of your needs.

### Payroll News

#### Still receiving a check?

Try direct deposit! It's safe, fast, and convenient. No worries about lost or stolen checks; funds are automatically deposited. No matter where you are, your money will be in your bank account on payday. Once you're enrolled you can choose to go paperless! To enroll in direct deposit, download the [direct deposit enrollment form](#) and submit it to your Human Resources Office.

#### Want to go paperless?

You can choose to stop receiving printed pay stubs by clicking the [Go Paperless](#) link. Just select "I do not want a printed copy of my Direct Deposit statement sent to me" and click save! Don't worry, you can print your own from the View Paycheck link or choose to get a printed pay stub when you need one.

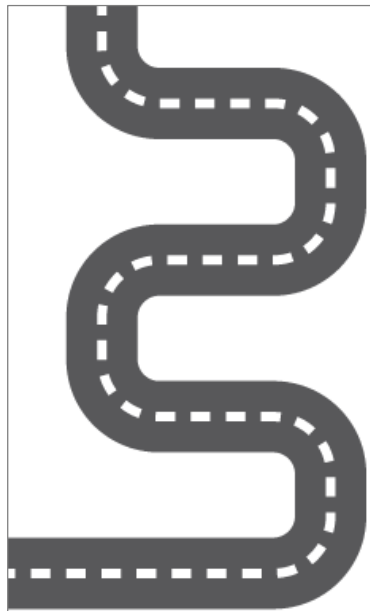
#### Have a new coworker?

First time users need to log in through <https://psonline.osc.ny.gov>. They'll need to use their government issued NY Gov ID and password. After completing the verification process, they will be brought to this home page. On the left, there are links to the current functionality, such as View Paycheck.



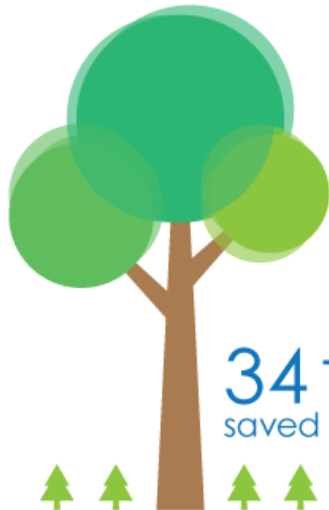
NYS COMPTROLLER  
**THOMAS P. DiNAPOLI**

# NYSPO BY THE NUMBERS



if placed end to end,  
the number of advices  
printed would stretch

**1,074.3** MILES



**34** TREES  
saved per year



**283,322**  
sheets of paper saved

statewide workforce  
**308,000**



**10,950**  
OPTED OUT

**38.2** MILES  
OPTED OUT



NYS COMPTROLLER  
**THOMAS P. DiNAPOLI**

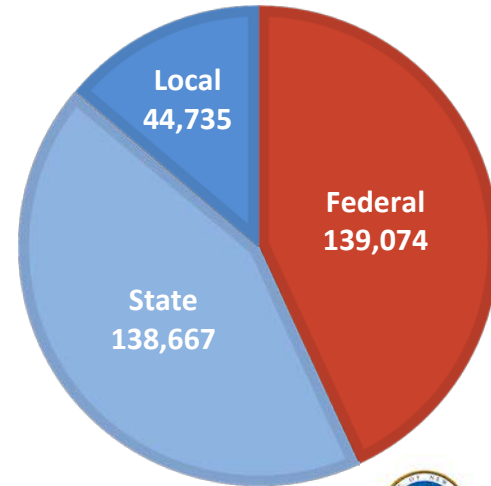
# What's in it for You?

## Agency Benefits

- Reduces number of requests fielded by payroll staff
- Administrative workload decreases
- Fewer forms
- Less time spent processing transactions (i.e. W-4 changes)

## W-4 Processing Transactions

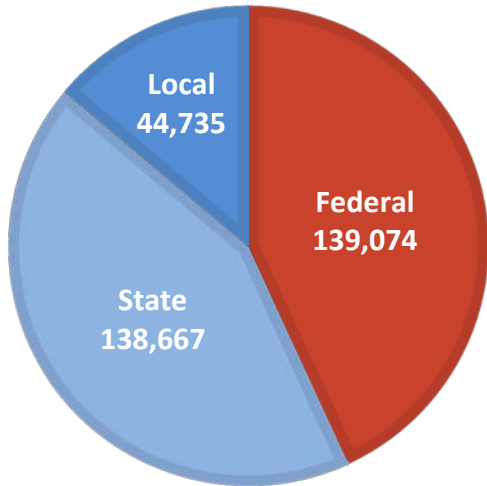
**TOTAL = 322,476**



# Cost of W-4 Processing

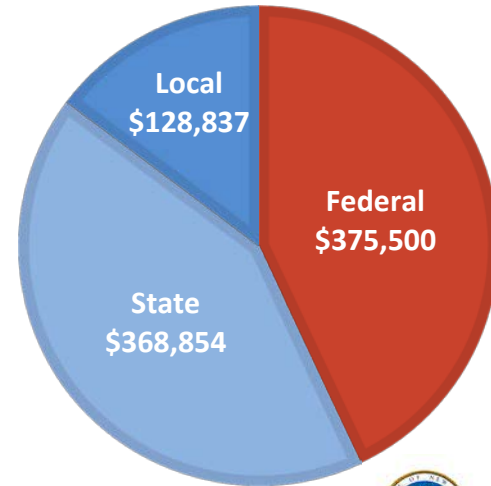
## W-4 Transactions Processed

TOTAL = 322,476



## Annual Processing Cost

TOTAL = \$873,191



# What's in it for You?

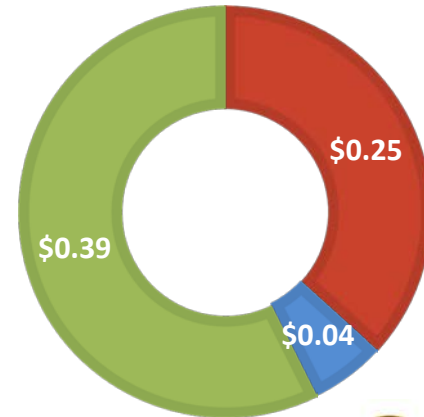
## Cost Savings

- Continuity of Service – even during significant events
- Less paper, postage, sorting, and distribution
- Reduced labor costs
- **REDUCTION IN COST TO YOUR AGENCY BUDGET!**

## Printing & Mailing Pay Stubs

**COST FOR 1 = \$.67**

■ Printing ■ Paper ■ Postage



# Opportunity for Savings

## Printing & Mailing Costs

	Pay Stub	Check	W-2
Cost for 1	\$0.67	\$0.68	\$0.72
Printed	6,020,082	1,614,349	336,603
Annual	\$4,044,662	\$1,093,659	\$242,846
Biweekly	\$155,564	\$42,064	N/A

**\$4 Million!**

# What's in it for You?

## Current Functionality

- View Paycheck
- View Direct Deposit Account(s)
- Go Paperless
- Update Tax Withholding
- View W-2
- Update Email Address(es)
- How Can We Improve This Site?

## Benefits for the Employee

- All pay stubs in one place
- Print pay stubs when needed
- Paycheck info available sooner
- Manage your personal data to ensure accuracy
- Change withholdings without HR
- W-2s available online before they are mailed





# Self-Service & Identity Theft

## How is NYSP0 Secure?

- Self-Service access is through a secure web portal
- Data is contained on a secure server, not the internet/cloud
- Secure log in credentials
- Verification is required prior to accessing site for first time
- OSC collaboration with OITS
- Account numbers are masked (View Direct Deposit)
- Paper documents can get misplaced, allowing for theft
- Mailboxes can be vulnerable, assuming mail makes it there



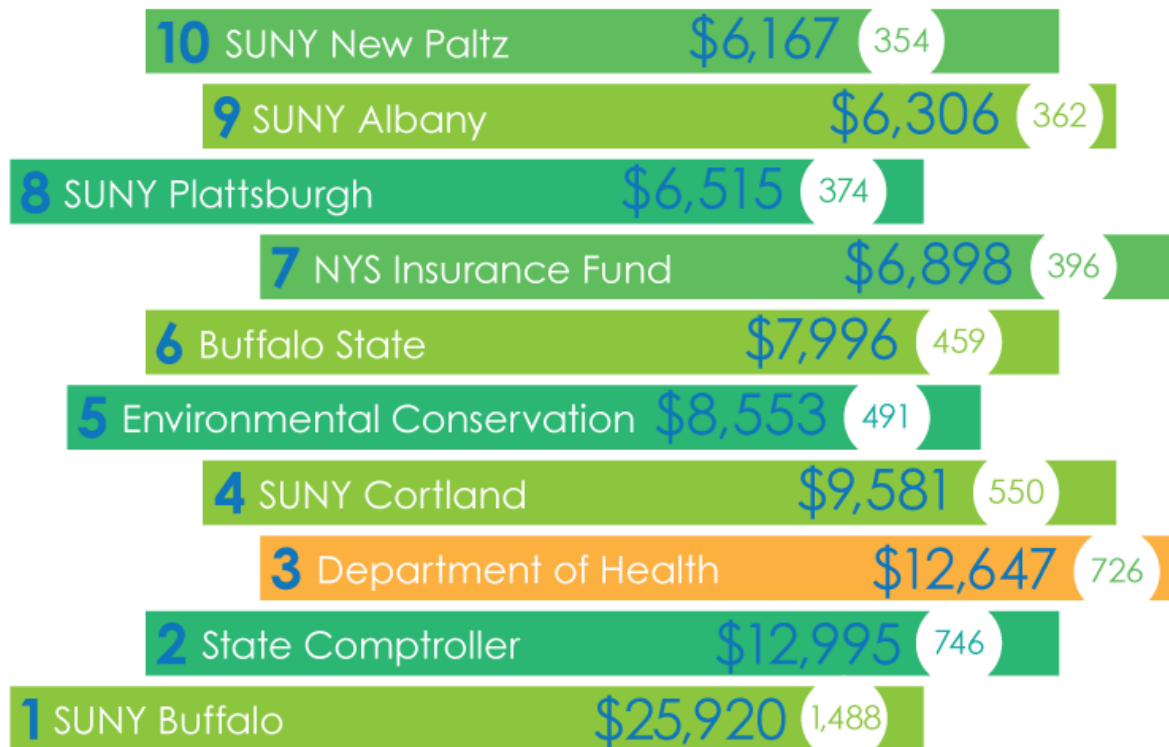
# Go Paperless!

## Good for the Environment

- Supports Go Green initiatives
- Reduces paper use, saves trees
- Printing and postage costs are reduced significantly
- Savings for agency budgets
- Employee self-service



# TOP 10 AGENCIES SAVING WITH NYSPO



\$ Savings

○ Opt Outs



NYS COMPTROLLER  
**THOMAS P. DiNAPOLI**

# So Now What?

## Enrolled Agencies

- Go to:  
<https://psonline.osc.ny.gov>
- Enter your NY.gov account username and password
- Complete verification process
  - Last four digits of SSN
  - NYS Employee ID

## Agencies Not Yet Enrolled

- Create NYSDS accounts for all active employees
- Provide PODSA contact
- Choose rollout date
- Contact us!  
NYSPayrollOnline@osc.state.ny.us



# NYS Payroll Online

## Q & A

Thank you!

## Resources

- <https://psonline.osc.ny.gov>
- [NYSPayrollOnline@osc.state.ny.us](mailto:NYSPayrollOnline@osc.state.ny.us)
- [osc.state.ny.us/payroll/nyspo.htm](https://osc.state.ny.us/payroll/nyspo.htm)

