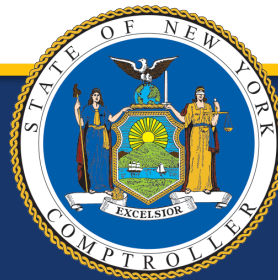


**Office of Operations'  
2024 Virtual Fall Conference**

# **NYS Payroll Online**

Amanda Killips

Akeem Cassermere



New York State Comptroller  
**THOMAS P. DINAPOLI**

# 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

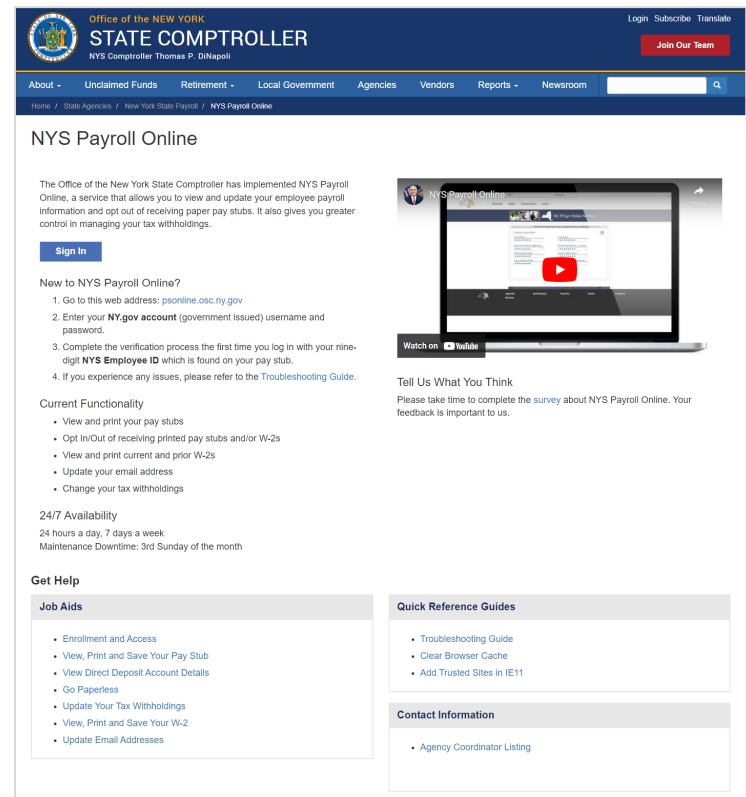
- NYS Payroll Online (NYSPO) was launched on March 8, 2016.
- NYSPO is an employee self-service payroll application that allows State employees the ability to view and print their pay stubs and W-2s, opt out of receiving a paper pay stub, update their tax withholdings and update/change address information.
- Since its launch, the service has been made available to all NYS agencies and over 250,000 State employees.
- So far, NYSPO has had...
  - More than 112,000 unique user log ins
  - More than 63,000 employee opt-outs of printed and mailed payroll material
  - Nearly 107,000 W-4 Self-Service Tax Changes



# NYS Payroll Online

## Accessing NYSP0

- To use NYSP0 employees must:
  - have an active Job record in PayServ,
  - have an active agency-issued ny.gov account at their current agency, and
  - complete the initial verification application accurately.
- To sign in to NYSP0, log in using a government account at:
  - <https://www.osc.state.ny.us/state-agencies/payroll/nyspo>
  - <https://my.ny.gov>



The screenshot shows the NYS Payroll Online website. At the top, it features the Office of the New York State Comptroller logo and navigation links for 'About', 'Unclaimed Funds', 'Retirement', 'Local Government', 'Agencies', 'Vendors', 'Reports', and 'Newroom'. A search bar is also present. The main heading is 'NYS Payroll Online'. Below this, there is a 'Sign In' button and a section titled 'New to NYS Payroll Online?' with a numbered list of instructions: 1. Go to the 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. There is also a 'Current Functionality' section listing tasks like viewing/printing pay stubs, updating email addresses, and changing tax withholdings. A '24/7 Availability' section states the service is available 24 hours a day, 7 days a week, with a maintenance downtime on the 3rd Sunday of the month. The bottom of the page has 'Get Help' sections for 'Job Aids' (including enrollment, printing pay stubs, and updating addresses) and 'Quick Reference Guides' (including troubleshooting, clearing browser cache, and adding trusted sites). A 'Contact Information' section lists an 'Agency Coordinator Listing'.

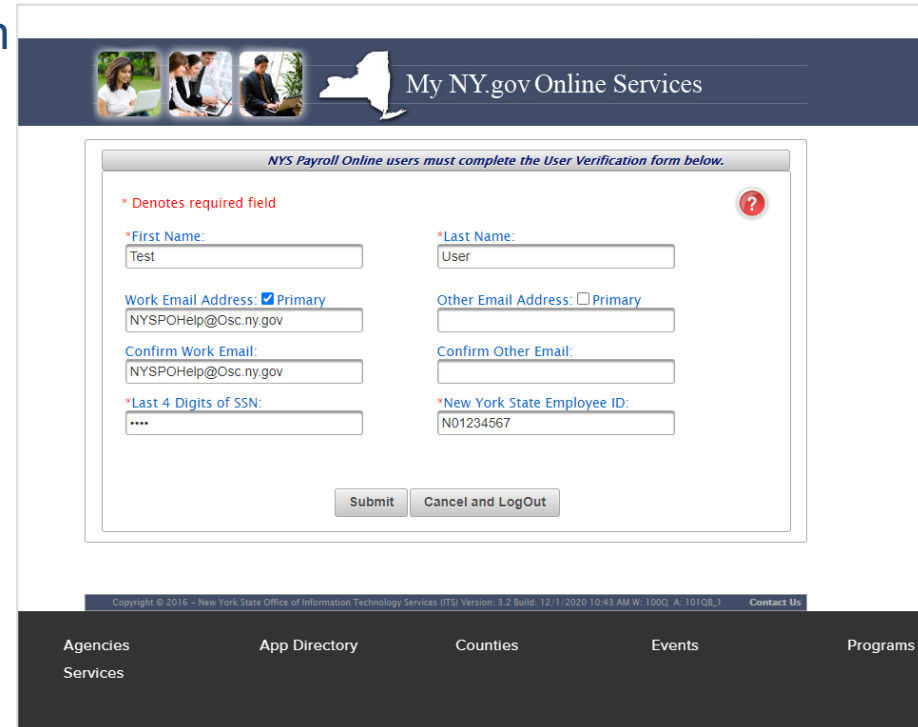


# NYS Payroll Online

## Accessing NYSP0

New users must complete the verification form before accessing NYSP0

- 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



The screenshot shows the 'My NY.gov Online Services' header with a navigation menu. Below it is a form titled 'NYS Payroll Online users must complete the User Verification form below.' The form contains several fields: 'First Name' (Test), 'Last Name' (User), 'Work Email Address' (NYSP0Help@Osc.ny.gov) with a 'Primary' checkbox checked, 'Other Email Address' (empty) with an unchecked 'Primary' checkbox, 'Confirm Work Email' (NYSP0Help@Osc.ny.gov), 'Confirm Other Email' (empty), 'Last 4 Digits of SSN' (\*\*\*\*), and 'New York State Employee ID' (N01234567). A red question mark icon is in the top right corner of the form. At the bottom of the form are 'Submit' and 'Cancel and LogOut' buttons. The footer of the page includes copyright information and a navigation menu with links for Agencies, App Directory, Counties, Events, and Programs.



# NYS Payroll Online

## NYSPPO Homepage

The screenshot shows the NYS Payroll Online homepage. The top navigation bar includes the Office of the New York State Comptroller logo, the text "STATE COMPTROLLER NYSPPO", and links for "Home", "Sign Out", and "Terms of Use". The main content area is titled "Payroll News" and features a section for "Direct Deposit Enrollment Information". A red box highlights the left sidebar menu, which contains the following items:

- [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.
- [Update Personal Information](#)  
View and update home, mailing and check addresses.
- [How Can We Improve This Site?](#)  
Take a quick survey and share your thoughts.

Below the sidebar menu, there is a section for "NYS Payroll Online Availability" with the text: "24 hours a day, 7 days a week" and "Maintenance Downtime: 3<sup>rd</sup> Sunday of the Month". There are also links for "Troubleshooting Guide" and "Job Aids".

The screenshot shows the NYS Payroll Online homepage with a red box highlighting the main content area. A red arrow points from the text "Change coming soon to direct deposit!" to the "Direct Deposit Enrollment Information" section. A numbered list of menu items is overlaid on the right side of the screenshot:

- 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 [Update Personal Information](#)  
View and update home, mailing and check addresses.
- 8 [How Can We Improve This Site?](#)  
Take a quick survey and share your thoughts.

Change coming soon  
to direct deposit!



New York State Comptroller  
THOMAS P. DiNAPOLI

# NYS Payroll Online

## View Paycheck

Office of the NEW YORK STATE COMPTROLLER | NYSPSO  
 NYS Comptroller Thomas P. DiNapoli | New York State Payroll Online

### 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	<a href="#">View Paycheck</a>	STATE OF NEW YORK
08/03/2022	<a href="#">View Paycheck</a>	STATE OF NEW YORK
07/20/2022	<a href="#">View Paycheck</a>	STATE OF NEW YORK
07/06/2022	<a href="#">View Paycheck</a>	STATE OF NEW YORK
06/22/2022	<a href="#">View Paycheck</a>	STATE OF NEW YORK
06/08/2022	<a href="#">View Paycheck</a>	STATE OF NEW YORK
05/25/2022	<a href="#">View Paycheck</a>	STATE OF NEW YORK
05/11/2022	<a href="#">View Paycheck</a>	STATE OF NEW YORK

[Return to NYS Payroll Online](#)

Thomas P. DiNapoli  
 State Comptroller

Pay Group: AC-Administration/Leg 4  
 Pay Begin Date: 10/02/2020  
 Pay End Date: 10/02/2020  
 Regulating Unit: 02  
 Retirement System: PERS

Advice #: [REDACTED]  
 Advice Date: 11/10/2020

TAX DATA		Federal	NY State	NYC	Yonkers
Tax Status		0	0		
Allowances		1	0		
ADD Percent					
ADD Amount					

HOURS AND EARNINGS				TAXES					
Description	Current		YTD		Description	Current		YTD	
	Hours	Earnings	Hours	Earnings		Current	YTD	Current	YTD
Regular Pay Salary Employee		2,152.04		49,440.80	Fed Withholding	228.65	5,936.59		
Location Mis-Match		58.03		1,312.41	Medicare	31.66	715.40		
Lumpsum LSP		0.00		3,000.00	Social Security	136.20	3,211.01		
					NY Withholding	99.71	2,493.21		

BEFORE TAX DEDUCTIONS				AFTER TAX DEDUCTIONS			
Description	Current	YTD	Description	Current	YTD		
Deferred Comp	0.00	108.84	Deferred Comp	0.00	0.00		
Regular Before Tax Health	0.00	13.36	401 Retirement After Tax	0.00	0.00		
			Cost Service Employees Assn	0.00	35.91		

TOTAL GROSS	FED TAXABLE GROSS	NET PAY
Current	2,152.04	1,558.58
YTD	53,783.21	40,992.09

NET PAY DISTRIBUTION			
Advice	Account Type	Transit #	Deposit Amount
[REDACTED]	Checking	[REDACTED]	1,558.58
<b>TOTAL:</b>			<b>1,558.58</b>

MESSAGE:

- View pay advices going back 3 years \* (36 months)

- PDFs open in a separate tab

\* 36 months as of 2023 when update was implemented to extend archive.



# NYS Payroll Online

Current  
Functionality

## View Direct Deposit

Office of the NEW YORK STATE COMPTROLLER | NYSPO  
NYS Comptroller Thomas P. DiNapoli | New York State Payroll Online

Home | Sign Out | Terms 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



Office of the NEW YORK  
**STATE COMPTROLLER** | NYSP  
NYS Comptroller Thomas P. DiNapoli | New York State Payroll Online

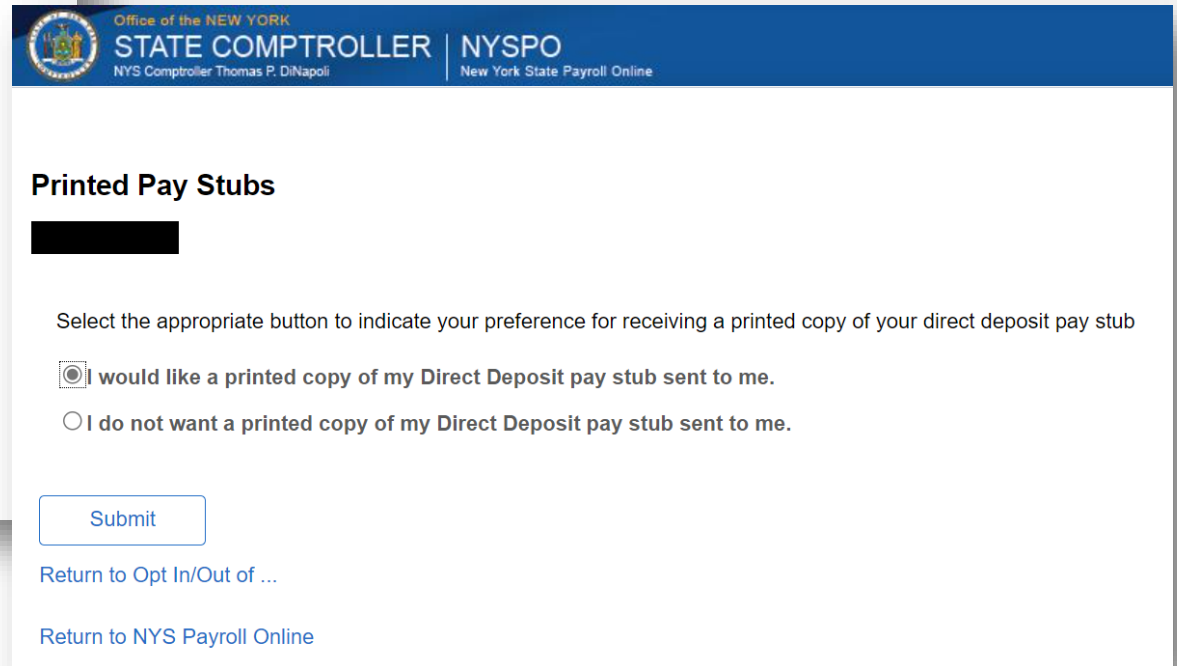
### Opt In/Out of ...

[Redacted]

[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](#)



Office of the NEW YORK  
**STATE COMPTROLLER** | NYSP  
NYS Comptroller Thomas P. DiNapoli | New York State Payroll Online

### Printed Pay Stubs

[Redacted]

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.


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

[Return to NYS Payroll Online](#)



# NYS Payroll Online

## Go Paperless



Office of the NEW YORK  
**STATE COMPTROLLER** | NYSPO  
NYS Comptroller Thomas P. DiNapoli | New York State Payroll Online

Home **Sign Out** Terms of Use

New Window | Personalize Page

### Printed W-2s

[REDACTED]

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 NYSPO, 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](#)



# NYS Payroll Online

## Update Tax Withholding

STATE COMPTROLLER | NYSPO  
New York State Payroll Online

Group box  
**W-4 Withholding Certificate**  
Employee Number: 2022

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](https://www.ssa.gov).

Address

[W-4 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):

STATE COMPTROLLER | NYSPO  
New York State Payroll Online

**Step 4: Other Adjustments**

[View Instructions](#)

(a) Other Income   
(b) Deductions   
(c) Extra Withholding

**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:   
Additional state amount, if any, you want withheld from each paycheck:

**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:   
Additional local amount, if any, you want withheld from each paycheck:

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](#)



New York State Comptroller  
THOMAS P. DiNAPOLI

# NYS Payroll Online

## View W-2

### View W-2



Available W-2 forms are listed below. Please click on Year End Form link to view printable W-2 form or on Filing Instructions link to view printable filing instructions.

[View a Different Tax Year](#)

### Select Year End Form

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2022	NYS	W-2	01/12/2023	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>

[Return to NYS Payroll Online](#)

- View W-2s and Filing Instructions
- PDFs open in a separate tab

Form **W-2 Wage and Tax Statement 2022**

Employee's name, address, and ZIP code  
STATE OF NEW YORK  
110 STATE STREET  
ALBANY NY 12207

7 Social security tips 125,327.80  
8 Allocated tips  
9  
10 Dependent care benefits  
11 Nonqualified plans  
12a See instructions for box 12  
12b  
12c  
12d

1 Wages, tips, other comp. 125,327.80  
2 Federal income tax withheld 28,620.57  
3 Social security wages 125,327.80  
4 Social security tax withheld 7,770.32  
5 Medicare wages and tips 125,327.80  
6 Medicare tax withheld 1,817.25

15 State Employee's state ID no. 146013200  
16 State wages, tips, etc. 125,327.80  
17 State income tax 6,410.91  
18 Local wages, tips, etc.  
19 Local income tax  
20 Locality name

Copy B To Be Filed With Employee's FEDERAL Tax Return  
This information is being furnished to the Internal Revenue Service.  
OMB No. 1545-0048 Dept. of the Treasury - IRS

---

Form **W-2 Wage and Tax Statement 2022**

Employee's name, address, and ZIP code  
STATE OF NEW YORK  
110 STATE STREET  
ALBANY NY 12207

7 Social security tips 125,327.80  
8 Allocated tips  
9  
10 Dependent care benefits  
11 Nonqualified plans  
12a See instructions for box 12  
12b  
12c  
12d

1 Wages, tips, other comp. 125,327.80  
2 Federal income tax withheld 28,620.57  
3 Social security wages 125,327.80  
4 Social security tax withheld 7,770.32  
5 Medicare wages and tips 125,327.80  
6 Medicare tax withheld 1,817.25

15 State Employee's state ID no. 146013200  
16 State wages, tips, etc. 125,327.80  
17 State income tax 6,410.91  
18 Local wages, tips, etc.  
19 Local income tax  
20 Locality name

Copy C For EMPLOYEE'S RECORDS (See Notice to Employee on back of Copy B)  
OMB No. 1545-0048 Dept. of the Treasury - IRS

---

Form **W-2 Wage and Tax Statement 2022**

Employee's name, address, and ZIP code  
STATE OF NEW YORK  
110 STATE STREET  
ALBANY NY 12207

7 Social security tips 125,327.80  
8 Allocated tips  
9  
10 Dependent care benefits  
11 Nonqualified plans  
12a See instructions for box 12  
12b  
12c  
12d

1 Wages, tips, other comp. 125,327.80  
2 Federal income tax withheld 28,620.57  
3 Social security wages 125,327.80  
4 Social security tax withheld 7,770.32  
5 Medicare wages and tips 125,327.80  
6 Medicare tax withheld 1,817.25

15 State Employee's state ID no. 146013200  
16 State wages, tips, etc. 125,327.80  
17 State income tax 6,410.91  
18 Local wages, tips, etc.  
19 Local income tax  
20 Locality name

Copy 2 To Be Filed With Employee's State, City, or Local Income Tax Return  
OMB No. 1545-0048 Dept. of the Treasury - IRS

---

Form **W-2 Wage and Tax Statement 2022**

Employee's name, address, and ZIP code  
STATE OF NEW YORK

7 Social security tips 125,327.80  
8 Allocated tips  
9  
10 Dependent care benefits  
11 Nonqualified plans  
12a See instructions for box 12  
12b  
12c  
12d

1 Wages, tips, other comp. 125,327.80  
2 Federal income tax withheld 28,620.57  
3 Social security wages 125,327.80  
4 Social security tax withheld 7,770.32



New York State Comptroller  
**THOMAS P. DiNAPOLI**

# NYS Payroll Online

## View W-2

### View W-2

[Redacted]

Available W-2 forms are listed below. Please click on Year End Form link to view printable W-2 form or on Filing Instructions link to view printable filing instructions.

[View a Different Tax Year](#)

### Select Year End Form

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2022	NYS	W-2	01/12/2023	<a href="#">Year End Form</a>	<a href="#">Filing Instructions</a>

[Return to NYS Payroll Online](#)

### View W-2

Select the tax year that you would like to review.

**Select Tax Year**

Tax Year	Company
<a href="#">2022</a>	STATE OF NEW YORK
<a href="#">2021</a>	STATE OF NEW YORK
<a href="#">2020</a>	STATE OF NEW YORK
<a href="#">2019</a>	STATE OF NEW YORK
<a href="#">2018</a>	STATE OF NEW YORK
<a href="#">2017</a>	STATE OF NEW YORK
<a href="#">2016</a>	STATE OF NEW YORK
<a href="#">2015</a>	STATE OF NEW YORK
<a href="#">2014</a>	STATE OF NEW YORK
<a href="#">2013</a>	STATE OF NEW YORK
<a href="#">2012</a>	STATE OF NEW YORK
<a href="#">2011</a>	STATE OF NEW YORK

[Return to Year End Form Selection](#)



# NYS Payroll Online

## Update Email Address

- 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.

Office of the NEW YORK STATE COMPTROLLER | NYSPPO  
NYS Comptroller Thomas P. DiNapoli | New York State Payroll Online

### 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](#)



# NYS Payroll Online

## Update Personal Information

- Address change – allows employees to maintain their home and/or mailing and check address(es) via self-service to include: view, add, change, and delete.
- Users can have a maximum of three addresses listed on their NYSPO account (Home, Mail, Check).
- One address must be marked as a 'Preferred' email.

### Personal Information Summary

[Expand All](#) [Collapse All](#)



#### Addresses

Addresses			
Address Type	Status	Country	Address
Home	Current	USA	

[Update Addresses](#)

#### Payroll Options

Payroll Options				
Company	Address Type	Address	Country	Status
STATE OF NEW YORK	Home		USA	Current

#### Email Addresses

Email Addresses		
Email Type	Email Address	Preferred
Work		<input checked="" type="checkbox"/>

Contact your Payroll Administrator if any of your Employee Information is incorrect.

[Return to NYS Payroll Online](#)



New York State Comptroller  
THOMAS P. DiNAPOLI

# NYS Payroll Online

## Update Personal Information

- One address must be identified as the address where the paycheck and/or advice will be mailed.

### Edit Payroll Options by Company

Payroll Options					
Company	Address Type	Address	Country	Status	Change
STATE OF NEW YORK	Home	[REDACTED]	USA	Current	
STATE OF NEW YORK	Mailing	[REDACTED]	USA	Submitted for Approval	

[Return to Personal Information](#)

[Return to NYS Payroll Online](#)

▼ Payroll Options

Payroll Options				
Company	Address Type	Address	Country	Status
STATE OF NEW YORK	Home	[REDACTED]	USA	Current
STATE OF NEW YORK	Mailing	[REDACTED]	USA	Submitted for Approval

[Update Payroll Options](#)





# NYS Payroll Online

## 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](#)



# NYS Payroll Online

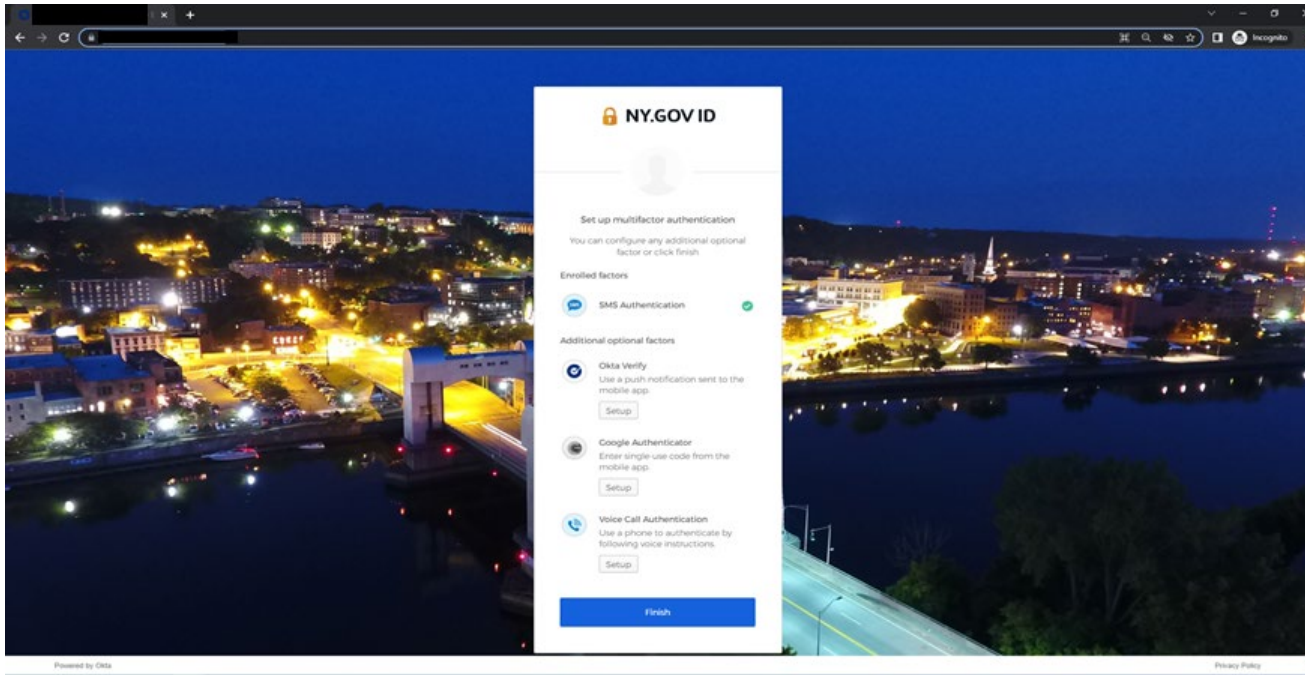
## Multifactor Authentication (MFA)

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



# NYS Payroll Online

## Multifactor Authentication (MFA)



Job Aids for setting up MFA are provided on the NYSPO webpage



New York State Comptroller  
**THOMAS P. DiNAPOLI**

# NYS Payroll Online

## Future Functionality

MFA implementation enables OSC to consider future enhancements including Direct Deposit Account Management

- Direct Deposit – Implementation in Fall/Winter 2024



# NYS Payroll Online

## Future Functionality – Direct Deposit

If a NYSPO user is currently not enrolled in Direct Deposit, they can enroll online

**Direct Deposit**

██████████

You are not currently enrolled in Direct Deposit. Click [here](#) to enroll in direct deposit.

[Return to NYS Payroll Online](#)

**Add Direct Deposit**

██████████

**Your Bank Information**

\*Routing Number  [View Check Example](#)

Bank Name

**Distribution Instructions**

\*Account Number

\*Retype Account Number

\*Account Type

\*Deposit Type

\* Required Field

Click [here](#) to see instructions on first time enrollment.

[Return to Direct Deposit](#)



# NYS Payroll Online

## Future Functionality – Direct Deposit

Users will now be able to edit their Direct Deposit Information

Office of the NEW YORK STATE COMPTROLLER | NYSP0  
NYS Comptroller Thomas P. DiNapoli | New York State Payroll Online

### Direct Deposit

██████████

Please review your direct deposit information.

**Direct Deposit Details** ⓘ

Account Type	Routing Number	Bank Name	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	██████████	State Employees Fcu	WE	Amount	\$3000.00	300	<a href="#">Edit</a>	🗑️
Checking	██████████	JP Morgan Chase Bank	XXXXXXXX ██████████	Balance of Net Pay		999	<a href="#">Edit</a>	🗑️

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

[Add Account](#)

[Return to NYS Payroll Online](#)



# NYS Payroll Online

## Future Functionality – Direct Deposit

View, Add, Edit, Remove

**Direct Deposit Details**

**Your Bank Information**

Routing Number [REDACTED] [View Check Example](#)

Bank Name Bank Of America

**Distribution Instructions**

Edit Account Number

Account Number [REDACTED]

Retype Account Number [REDACTED]

Account Type Checking

Deposit Type Percent

Amount or Percent 80.00

Deposit Order 100

Maximum number of accounts have been added in direct deposit distribution.

[Return to Direct Deposit](#)

STATE COMPTROLLER | NYSPO  
NYS Comptroller Thomas P. DiNapoli | New York State Payroll Online

**Direct Deposit**

Please review your direct deposit information.

**Direct Deposit Details**

Account Type	Routing Number	Bank Name	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	[REDACTED]	State Employees Fcu	WE [REDACTED]	Amount	\$3000.00	300	<a href="#">Edit</a>	<a href="#">Remove</a>
Checking	[REDACTED]	JP Morgan Chase Bank	XXXXXXXX [REDACTED]	Balance of Net Pay		999	<a href="#">Edit</a>	<a href="#">Remove</a>

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

[Add Account](#)

[Return to NYS Payroll Online](#)

**Direct Deposit Delete Confirmation**

Are you sure you want to delete this Deposit Account: 123?

**Add Direct Deposit**

**Your Bank Information**

\*Routing Number  [View Check Example](#)

Bank Name

**Distribution Instructions**

\*Account Number

\*Retype Account Number

\*Account Type

\*Deposit Type

\*Amount or Percent

\*Deposit Order  Deposit Orders '200', '300', '400', '500', '600', '700', '999' in use. Please choose available order(s)

\* Required Field

[Return to Direct Deposit](#)

**Edit Direct Deposit**

**Your Bank Information**

\*Routing Number  [View Check Example](#)

Bank Name State Employees Fcu

**Distribution Instructions**

Edit Account Number

\*Account Number WE

\*Retype Account Number WE

\*Account Type

\*Deposit Type

\*Amount or Percent 3000.00

\*Deposit Order 300  Deposit Orders '300', '999' in use. Please choose available order(s)

\* Required Field

[Return to Direct Deposit](#)



# NYS Payroll Online

## 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 – NYSP0 AC

Responsibility	NYSP0 AC	PODSA/PODA	Agency Payroll Officer
First contact for employees' questions about NYSP0	✓		
Providing employees with NYSP0 job aids	✓		
Providing employees with NYSP0 Quick Reference Guides	✓		
Providing employees with NYSP0 Troubleshooting Guide	✓		



# NYS Payroll Online

## Agency Responsibilities – PODSA/PODA

Responsibility	NYSP 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 EMPLID to new employees			✓
Answering questions related to Payroll (paychecks, taxes, PayServ, etc.)			✓



# NYS Payroll Online

## Questions?

- Email: [nyspohelp@osc.ny.gov](mailto:nyspohelp@osc.ny.gov)
- Phone: (518) 408-4271
- [Website](#)
  - Includes Job Aids and Troubleshooting Guide and Quick Reference Guides
- [Troubleshooting Guide](#)

