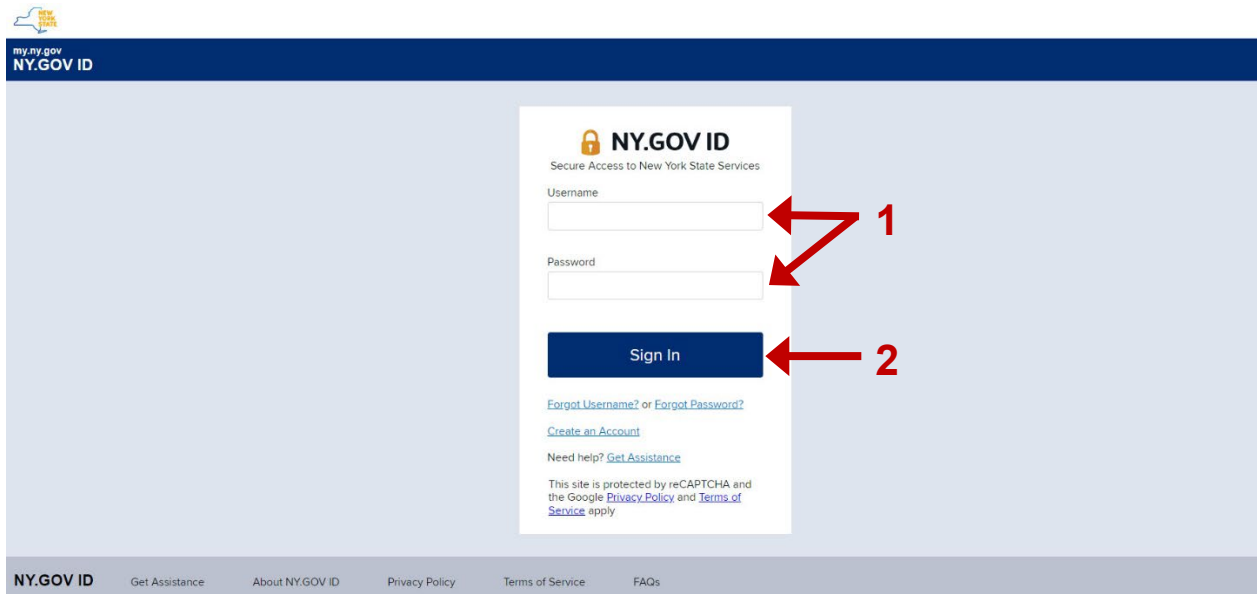


Update Direct Deposit(s)

Each time you make a change to your direct deposit information in NYS Payroll Online (NYSPO), an email will be sent notifying you of the change. This message will be sent to the preferred e-mail address stored in NYSP0. It is important that you maintain up-to-date contact information. Please see the [Update Email Addresses](#) Job Aid for information on maintaining and updating email addresses.

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



The screenshot shows the NY.GOV ID login interface. At the top left, there is a logo for 'my.ny.gov NY.GOV ID'. The main content area features a white box with the 'NY.GOV ID' logo and the text 'Secure Access to New York State Services'. Below this, there are two input fields: 'Username' and 'Password'. A red arrow labeled '1' points to both of these fields. Below the input fields is a blue 'Sign In' button, with a red arrow labeled '2' pointing to it. Underneath the button, there are links for 'Forgot Username? or Forgot Password?', 'Create an Account', and 'Need help? Get Assistance'. At the bottom of the white box, there is a disclaimer: 'This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply'. The footer of the page contains the text 'NY.GOV ID' followed by links for 'Get Assistance', 'About NY.GOV ID', 'Privacy Policy', 'Terms of Service', and 'FAQs'.

NOTE: If you have never logged into NYSP0 before, please check out the NYSP0 [Enrollment and Access](#) job aid or contact your [Agency NYSP0 Coordinator](#).

3. Click Update Direct Deposit on the left menu.

From here you will be able to view, add, edit or delete your direct deposit information.

The screenshot shows the NYS Payroll Online website. The header includes the Office of the New York State Comptroller and the NYSPO logo. The main content area is split into two columns. The left column, titled 'NYS Payroll Online', lists several navigation options. A red arrow points to the 'Update Direct Deposit' link, which is accompanied by a red number '3'. The right column, titled 'Payroll News', contains several news items, including one about the upcoming direct deposit implementation.

The Direct Deposit page will display current and submitted direct deposit account(s) as well as the opt in/opt out link.

View Direct Deposit

On the Direct Deposit page, you can see detailed information about your current direct deposit accounts.

1. Deposit Order indicates the priority that your net pay will be deposited into multiple accounts. Deposit Order allows only values in increments of 100 with an end value of 999.
 - a. Example:
 - Deposit Order 100 = First Account Processed
 - Deposit Order 200 = Second Account Processed
 - Deposit Order 999 = Last Account Processed

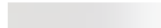
NOTE: You will be able to add 9 deposit accounts in total with at least one account with Deposit Type of Balance of Net Pay.

2. Click 'Opt In/Out of Printed Pay Stubs' to update your preference on going paperless or receiving a printed copy of your paystub.

NOTE: Further information about going paperless and opting out of receiving a printed copy of your pay stub, can be found in the NYSPO [Go Paperless](#) job aid.

3. Click 'Return to NYS Payroll Online' to return to home page.

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	Delete
Checking	021313103	Citizens Bank	XXXXXX7664	Balance of Net Pay		999	<input type="button" value="Edit"/>	

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

[Return to NYS Payroll Online](#)



4. For security reasons, your account number is masked and only the last 4 digits are visible.
5. If you need to view your account number, you can do so by clicking on the link under Account Type.

Direct Deposit



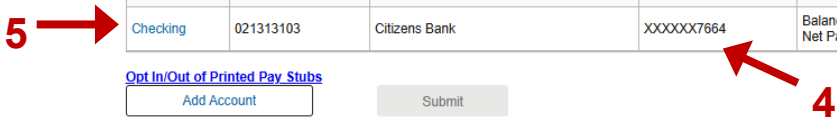
Please review your direct deposit information.

Direct Deposit Details ⓘ

Account Type	Routing Number	Bank Name	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Delete
Checking	021313103	Citizens Bank	XXXXXX7664	Balance of Net Pay		999	<input type="button" value="Edit"/>	

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

[Return to NYS Payroll Online](#)



6. Click 'Return to Direct Deposit' to return to the Direct Deposit page.
7. Click 'Return to NYS Payroll Online' to return to home page.

Direct Deposit Details

Your Bank Information

Routing Number 021313103
Bank Name Citizens Bank

[View Check Example](#)

Distribution Instructions

Edit Account Number

Account Number XXXXXX7664
Retype Account Number XXXXXX7664
Account Type Checking
Deposit Type Balance of Net Pay

[Return to Direct Deposit](#) ← **6**
[Return to NYS Payroll Online](#) ← **7**

NOTE: Balance of Net Pay account is required. If no Balance of Net Pay account exists, you will not be able to submit changes until a Balance of Net Pay account is added to your direct deposit details. You can only submit direct deposit account changes once per day.

Add Direct Deposit

On the Direct Deposit page, you can see detailed information about your current direct deposit accounts.

1. There is an 'Add Account' button below the Direct Deposit Details table. Clicking on it will navigate you to the Add Direct Deposit page.

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

Direct Deposit

Please review your direct deposit information.

Direct Deposit Details ⓘ

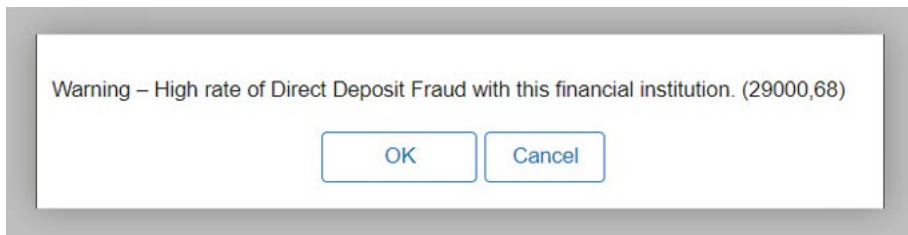
Account Type	Routing Number	Bank Name	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Delete
Checking	021313103	Citizens Bank	XXXXXX7664	Balance of Net Pay		999	Edit	

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

[Return to NYS Payroll Online](#)

2. On the Routing Number field, please enter the routing number for your account and tab to get to the next field. If you do not know your routing number, you can click on 'View Check Example' to know where your routing number is on a check.

NOTE: Routing number must be numeric and 9 digits long. If the bank name does not appear automatically after you enter the routing number and press tab, please contact your payroll officer. Users will receive the warning message below if a bank has been selected that has been identified with a high rate of fraud. If you have verified the routing number is correct, select OK to save the entry.



3. On the Account Number field, please enter the account number for which you want to add deposit, and tab to get to the next field. Make sure you re-enter the same number again.

NOTE: Account number should not contain any special characters or spaces. Please ensure that you enter the correct account number to receive a direct deposit to your account.

Add Direct Deposit

Your Bank Information

*Routing Number [View Check Example](#)

Bank Name

Distribution Instructions

*Account Number ← 3

*Retype Account Number

*Account Type ↓ ← 4

*Deposit Type ↓ ← 5

*Amount or Percent ← 6

*Deposit Order ↓ ← 7
 Deposit Orders '999' in use. Please choose available order(s)

* Required Field

[Return to Direct Deposit](#)

4. You will be able to select an account type from the list of dropdown options – 'Checking and Savings'.
5. You will be able to select Deposit Type from the list of dropdown options – 'Amount', 'Percent', 'Balance of Net Pay'.

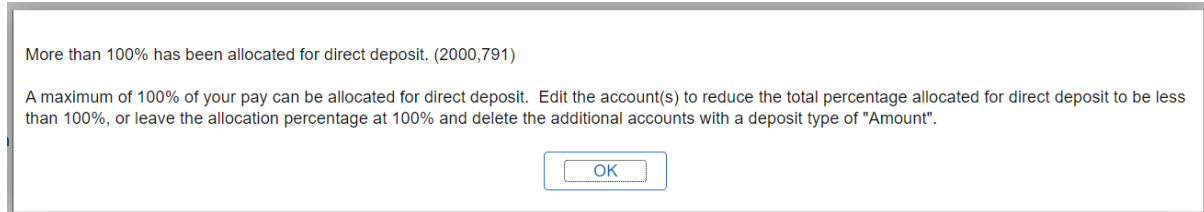
NOTE: You will not be able to change the deposit type to 'Balance of Net Pay', If you attempt to add another account with deposit type 'Balance of Net Pay', you will receive an error message and will need to select a different Deposit Type.

Only one Deposit Type of 'Balance' allowed'. (2001,506)

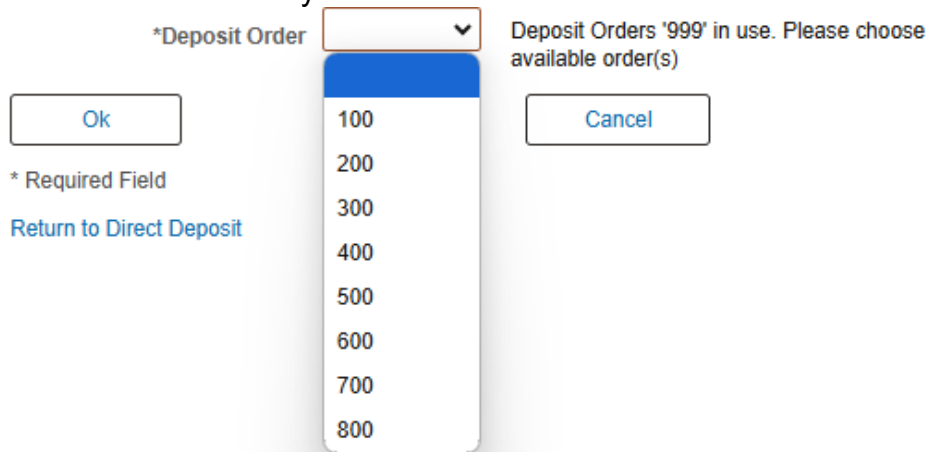
Multiple Deposit Types of Savings or Checking are allowed, but only one entry for the Deposit Type of 'Balance' is allowed.

6. You will be able to enter an amount or percent based on the Deposit Type from step 5.

NOTE: If you select a Deposit Type of 'Percent', you will not be able to enter a value above 100.



7. You can select Deposit Order from the list of available deposit orders. Deposit orders that are already in use will be visible in the text indicated to the right.



8. After filling in the information, clicking 'Cancel' will discard the change and will take you back to Direct Deposit page.
9. After filling in the information, clicking 'OK' will save the change and open the Direct Deposit page with newly added distribution information.

Add Direct Deposit

Your Bank Information

*Routing Number

[View Check Example](#)

Bank Name JP Morgan Chase Bank

Distribution Instructions

*Account Number

*Retype Account Number

*Account Type

*Deposit Type

*Amount or Percent

*Deposit Order

Deposit Orders '999' in use. Please choose available order(s)

← 9

← 8

* Required Field

[Return to Direct Deposit](#)

10. After clicking 'Submit', the user agreement will open.

Direct Deposit

Please review your direct deposit information.

[Direct Deposit Details](#)

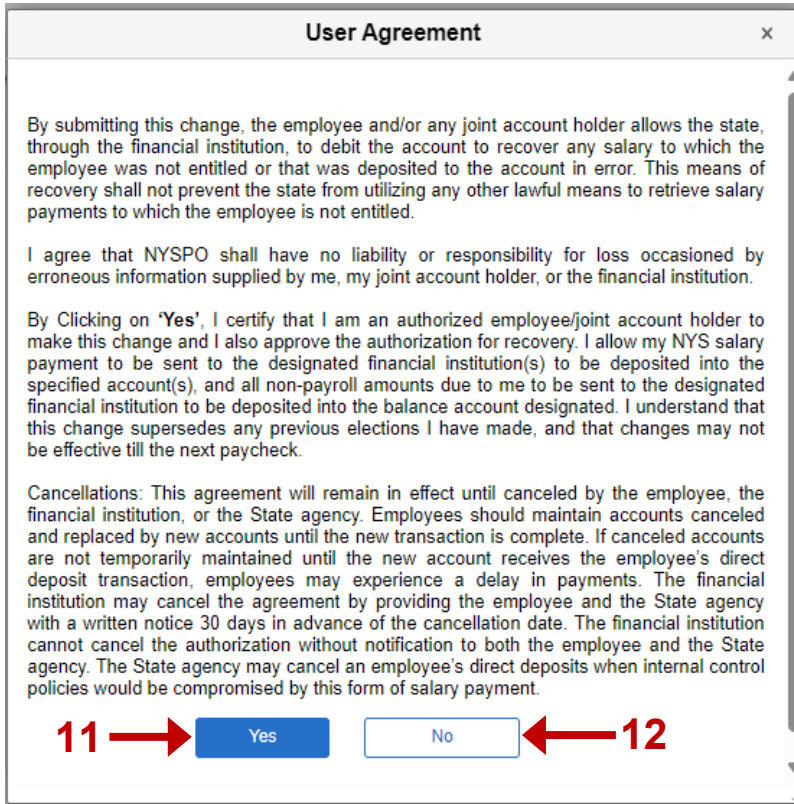
Account Type	Routing Number	Bank Name	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Delete
Checking	021000021	JP Morgan Chase Bank	XXXX5678	Amount	\$300.00	100	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Checking	021313103	Citizens Bank	XXXXXX7664	Balance of Net Pay		999	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

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

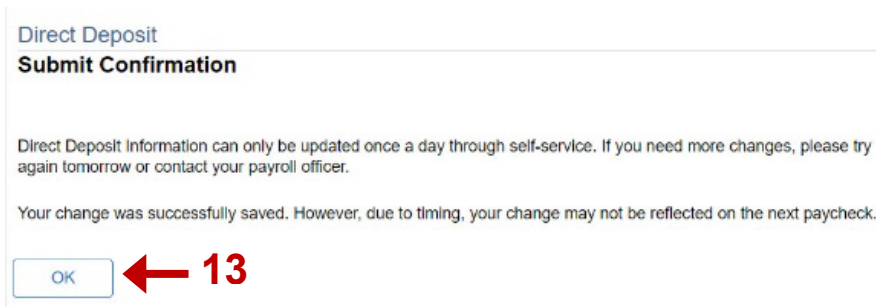
← 10

[Return to NYS Payroll Online](#)

NOTE: Your changes will only take place once you click on Submit. If you return to the home page, the changes will not be saved.

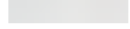


11. Please make sure you read the user agreement carefully before clicking on 'Yes'. Clicking 'Yes' will save the changes and take you to the Submit Confirmation page.
12. If you click 'No', your changes will not save, and it will take you back to the Direct Deposit page.
13. After clicking 'OK' you will be redirected to the Direct Deposit page with the new distribution information. The page will be greyed out since you already submitted a change.





NOTE: Due to timing, your change may not be reflected in your next paycheck. This is because the change may have been made too late for the payroll system to update your distribution information. If it has been determined that the information submitted is incorrect, you will need to reach out to your payroll officer, since only one change can be made in a day.

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	Delete
Checking	021000021	JP Morgan Chase Bank	XXXX5678	Amount	\$300.00	100	Edit	
Checking	021313103	Citizens Bank	XXXXXX7664	Balance of Net Pay		999	Edit	

Opt In/Out of Printed Pay Stubs

Add Account

Submit

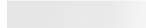
[Return to NYS Payroll Online](#)

Edit Direct Deposit

On the Direct Deposit page, you can see detailed information about all your current direct deposit accounts.





1. There is an 'Edit' column on the Direct Deposit Details table. Each account has an Edit button next to Deposit Order. You will be able to edit your distribution information once you click on 'Edit'.

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	Delete
Checking	021000021	JP Morgan Chase Bank	XXXX5678	Amount	\$300.00	100		
Checking	021313103	Citizens Bank	XXXXXX7664	Balance of Net Pay		999		

Opt In/Out of Printed Pay Stubs

Add Account

Submit

[Return to NYS Payroll Online](#)

NOTE: You will not be able to add/edit or delete if a change has already been made that day.

2. Clicking on 'Edit' navigates you to the Edit Direct Deposit page. You will be able to edit all the information on this page except Account Number. This page displays the existing information for that account. Fields editable on this page are: Routing Number, Account Type, Deposit Type, Amount or Percent, Deposit Order.





Edit Direct Deposit

Your Bank Information

*Routing Number [View Check Example](#)
Bank Name JP Morgan Chase Bank

Distribution Instructions

3  Edit Account Number

*Account Number
*Retype Account Number **4** 
*Account Type 
*Deposit Type 
*Amount or Percent
*Deposit Order  Deposit Orders '100','999' in use. Please choose available order(s)

* Required Field

[Return to Direct Deposit](#)

NOTE: If you want to edit an account with deposit type 'Balance of Net Pay', you will only be able to edit the fields: Routing Number, Account Number and Account Type.

3. You will be able to edit Account Number if you check the box next to 'Edit Account Number'.
4. After checking the box, make sure you enter the same account number in the fields 'Account Number' and 'Retype Account Number'. You will need to re-enter your Account Type, Deposit Type, Amount or Percent and Deposit Order.

Edit Direct Deposit

Your Bank Information

*Routing Number [View Check Example](#)
Bank Name JP Morgan Chase Bank

Distribution Instructions

3 → Edit Account Number

*Account Number **4**

*Retype Account Number **4**

*Account Type ▼

*Deposit Type ▼

*Amount or Percent

*Deposit Order ▼ Deposit Orders '100','999' in use. Please choose available order(s)

6

5

* Required Field

[Return to Direct Deposit](#)



NOTE: You will not be able to change the Deposit Type to 'Balance of Net Pay', if you already have a balance of net pay account. You will receive an error message if you try to have more than one balance of net pay account.

5. Click 'Cancel' to cancel any changes you made and take you back to the Direct Deposit page. This transaction will not be saved, and you can continue editing this page.
6. Click 'OK' to save your changes. You will be navigated to the Direct Deposit page with your newly saved changes.

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	Delete
Checking	021000021	JP Morgan Chase Bank	XXXX5432	Amount	\$300.00	100	<input type="button" value="Edit"/>	
Checking	021313103	Citizens Bank	XXXXXX7664	Balance of Net Pay		999	<input type="button" value="Edit"/>	

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

[Return to NYS Payroll Online](#)

NOTE: If you are editing your direct deposit account information, employees will need to save those changes first before navigating to the Opt In/Opt Out of Printed Pay Stubs page. If you navigate to the Opt/In/Out of Printed Pay Stubs page before saving, your direct deposit updates will not be saved.



Delete Direct Deposit

1. There is a 'Delete' column on the Direct Deposit Details table. Each account has a delete symbol next to edit. You will be able to delete your distribution information once you click on the recycle bin symbol next to edit.
2. Clicking on recycle bin navigates you to the Delete Account page. It displays a message confirming if you want to delete account ending in 'XXXX'.

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	Delete
Checking	021000021	JP Morgan Chase Bank	XXXX5432	Amount	\$300.00	100	<input type="button" value="Edit"/>	
Checking	021313103	Citizens Bank	XXXXXX7664	Balance of Net Pay		999	<input type="button" value="Edit"/>	

Opt In/Out of Printed Pay Stubs

[Return to NYS Payroll Online](#)

NOTE: You will not be able to delete an account with deposit type of 'Balance of Net Pay'.

3. If you click 'No – Do Not Delete', you will be redirected to Direct Deposit page without deleting the account
4. If you click 'Yes – Delete', you will be redirected to Direct Deposit page and the account is deleted.

Direct Deposit

Delete Confirmation



Are you sure you want to delete this Deposit Account: XXXX5432?



Yes - Delete

No - Do Not Delete



Sign Out

For security purposes, you should always Sign out of NYSPO when you are finished viewing or updating your direct deposit information. Close all open browser windows when finished. Your direct deposit page will remain open until you close the browser window even if you log out or are timed out of NYSPO.

The screenshot shows the NYS Payroll Online website interface. At the top, there is a header with the Office of the New York State Comptroller logo and the text "STATE COMPTROLLER | NYSPO" and "New York State Payroll Online". Navigation links for "Home", "Sign Out", and "Terms of Use" are visible in the top right corner.

The main content area is divided into two columns. The left column contains a sidebar with the following links and descriptions:

- NYS Payroll Online**
- View Paycheck**: View your past and present pay stubs.
- Update Direct Deposit**: View and update your direct deposit 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.
- NYS Payroll Online Help**
- NYS Payroll Online Availability**: 24 hours a day, 7 days a week. Maintenance Downtime: 3rd Sunday of the Month.

The right column is titled "Payroll News" and contains the following sections:

- Upcoming NYSPO Direct Deposit Add/Update Implementation**: The Office of the State Comptroller (OSC) is preparing for the upcoming implementation of NYSPO direct deposit changes by the end of 2024. This new functionality to NYSPO will allow employees to make changes to their direct deposit accounts. If you have any question on the upcoming functionality, contact NYSPOHelp@osc.ny.gov.
- 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 Resource Office.
- Want to go paperless?**: You can choose to stop receiving printed pay stubs by clicking the Update Pay Statement Option 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 NYGov ID and password. After completing the verification process and multifactor authentication, they will be brought to the home page. On the left, there are links to all the current functionality, such as the newly added Employee Address Add/Update under the menu Update Personal Information.