NYS Payroll Online
Office of the NYS Comptroller
110 State Street, Albany, NY 12236
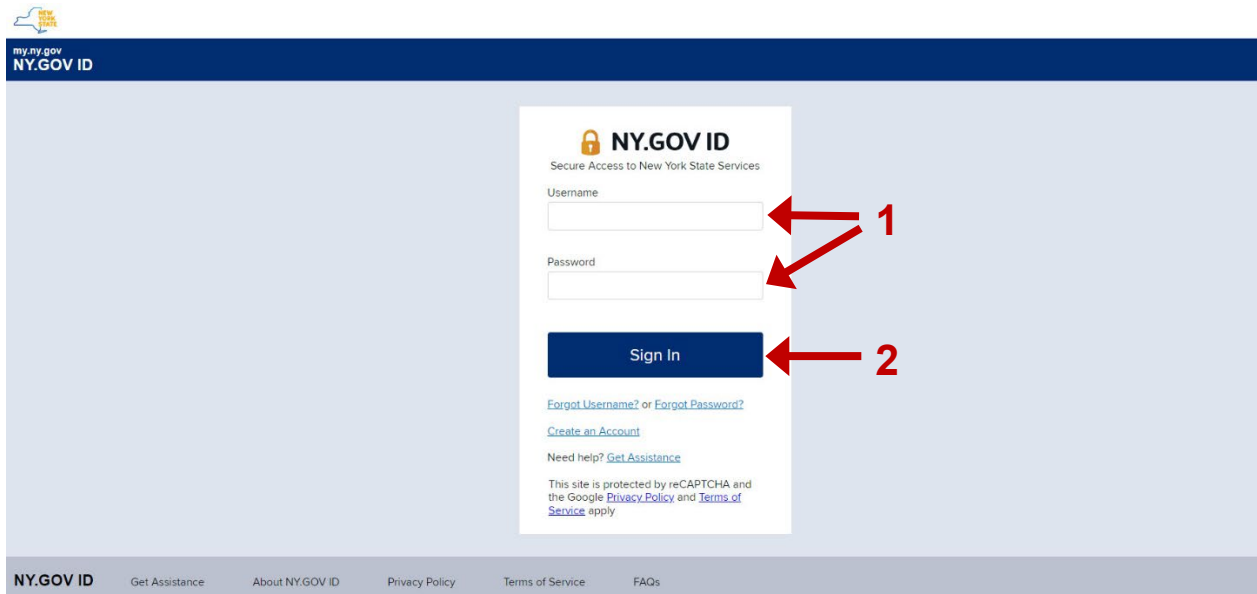osc.state.ny.us/payroll/nyspo.htm

Direct Deposit for New Enrollment

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 email address stored in NYSPO. 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.

NOTE: If you have never logged into NYSPO before, please check out the NYSPO Enrollment and Access job aid or contact your Agency NYSPO Coordinator.

3. Click Update Direct Deposit on the left menu.

   From here you will be able to update your direct deposit information. If you do not have direct deposit set up, you can enroll using the same link.

4. The Direct Deposit page will display a page with a link for you to enroll into direct deposit online. Upon clicking 'here' you will be able to add your bank account information.

5. 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, contact your agency 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.

6. On the Account Number field, please enter the account number for which you want to add the 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.

NOTE: Participating in full direct deposit requires one balance of net pay account; this account will receive any excess funds after all other distributions are deposited as indicated and will be last in the deposit order. Non-payroll amounts, such as travel reimbursements, will be deposited in the balance of net pay account. If no other accounts are listed, the full net pay will be deposited into the balance of net pay account.

7. You will be able to select an account type from the list of dropdown options – 'Checking and Savings'.
8. Deposit type for the first account you add is defaulted to 'Balance of Net Pay'. After adding your first account, you will be able to add new accounts with Deposit Type 'Amount' and 'Percent'.

NOTE: You can only have one account with deposit type '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.

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

NOTE: New enrollees are automatically opted out of receiving printed paystubs when they enroll in direct deposit. If they wish to change their opt in/opt out options, they will need to submit the account enrollment first.

11. If you wish to add more accounts, please refer to the Direct Deposit_Add_Edit_Delete job aid, otherwise proceed to step 12 to submit the current enrollment.
12. After making necessary changes, click 'Submit'. You will be redirected to a user agreement. Please make sure you read it carefully before clicking 'Yes'.

User Agreement   ✕

By submitting this change, the employee and/or any joint account holder allows the state, through the financial institution, to debit the account to recover any salary to which the employee was not entitled or that was deposited to the account in error. This means of recovery shall not prevent the state from utilizing any other lawful means to retrieve salary payments to which the employee is not entitled.

I agree that NYSPO shall have no liability or responsibility for loss occasioned by erroneous information supplied by me, my joint account holder, or the financial institution.

By Clicking on 'Yes', I certify that I am an authorized employee/joint account holder to make this change and I also approve the authorization for recovery. I allow my NYS salary payment to be sent to the designated financial institution(s) to be deposited into the specified account(s), and all non-payroll amounts due to me to be sent to the designated financial institution to be deposited into the balance account designated. I understand that this change supersedes any previous elections I have made, and that changes may not be effective till the next paycheck.

Cancellations: This agreement will remain in effect until canceled by the employee, the financial institution, or the State agency. Employees should maintain accounts canceled and replaced by new accounts until the new transaction is complete. If canceled accounts are not temporarily maintained until the new account receives the employee's direct deposit transaction, employees may experience a delay in payments. The financial institution may cancel the agreement by providing the employee and the State agency with a written notice 30 days in advance of the cancellation date. The financial institution cannot cancel the authorization without notification to both the employee and the State agency. The State agency may cancel an employee's direct deposits when internal control policies would be compromised by this form of salary payment.

14 ➡️ [Yes]   [No] ⬅️ **13**

13. Clicking 'No' will take you back to the Direct Deposit page.
14. Clicking 'Yes' will save the changes and take you to the Submit Confirmation page.

Direct Deposit
Submit Confirmation

Direct Deposit information can only be updated once a day through self-service. If you need more changes, please try again tomorrow or contact your payroll officer.

Your change was successfully saved. However, due to timing, your change may not be reflected on the next paycheck.

OK ← **15**

15. 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.

Direct Deposit

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	XXXXX5D62	Balance of Net Pay		999	Edit	🗑

Opt In/Out of Printed Pay Stubs ← **16**

Add Account   Submit

Return to NYS Payroll Online

16. You will now be able to opt in/opt out of receiving printed paystub.

For more information on adding, editing, and deleting direct deposit accounts, please refer to the Direct Deposit_Add_Edit_Delete job aid. If you have additional questions, please contact your Agency NYSPO Coordinator.

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.