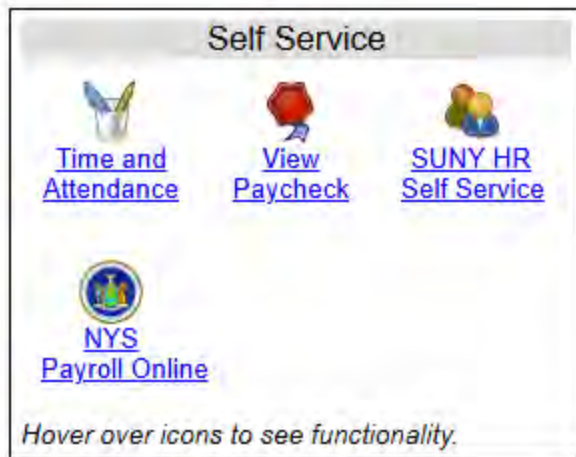


Update Direct Deposit(s)

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 NYSPO. It is important that you maintain up-to-date contact information.

1. Log in to SUNY HR
2. Click NYS Payroll Online



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 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"/>	<input type="button" value="Delete"/>

[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

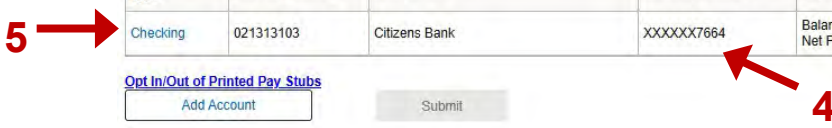
Please review your direct deposit information.

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"/>	<input type="button" value="Delete"/>

[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 ⓘ

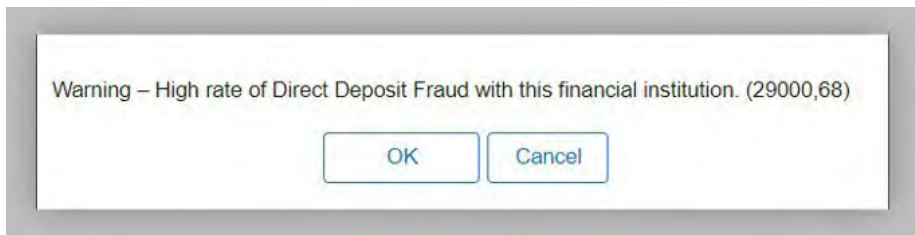
Account Type	Routing Number	Bank Name	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Delete
Checking	021313103	Citizens Bank	XXXXXX7664	Balance of Net Pay		999	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

[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'.

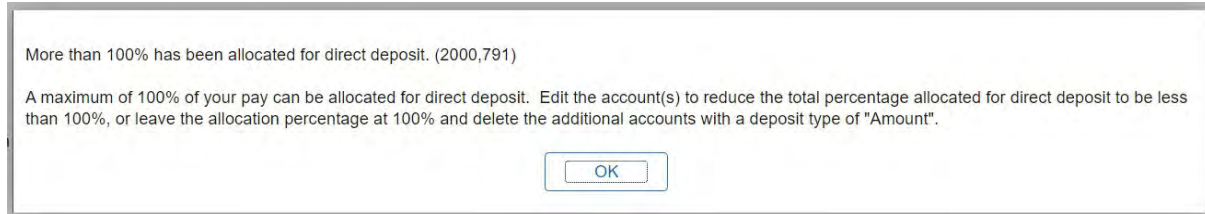
NOTE: You will not be able to change the deposit type to 'Balance of Net Pay', If you attempt to add another account with deposit type 'Balance of Net Pay', you will receive an error message and will need to select a different Deposit Type.

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

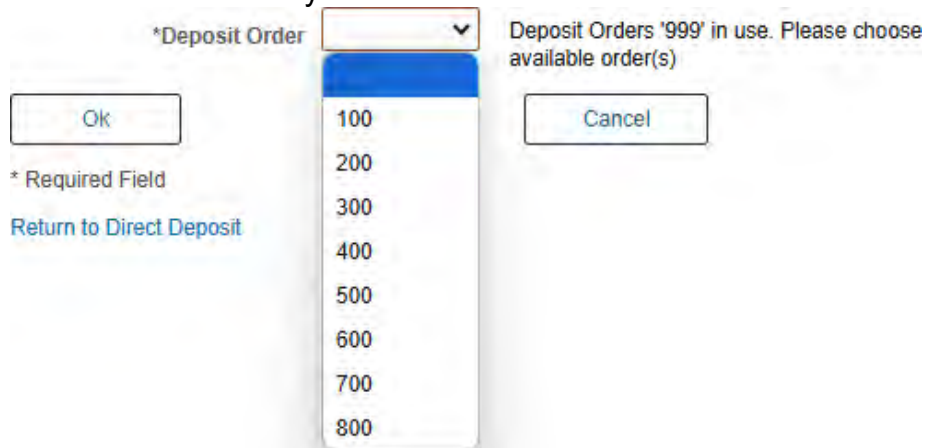
Multiple Deposit Types of Savings or Checking are allowed, but only one entry for the Deposit Type of 'Balance' is allowed.

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.

User Agreement x

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.

11 → ← 12

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.

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.

← 13

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

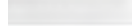
[Return to NYS Payroll Online](#)

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 ← 2

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](#)

<input type="button" value="Add Account"/>	<input type="button" value="Submit"/>
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[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. At the top, there is a blue 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 in the top right. The main content area is divided into two columns. The left column, titled "NYS Payroll Online", contains several menu items: "View Paycheck", "Update Direct Deposit", "Go Paperless", "Update Tax Withholdings", "View W-2", "Update Email Addresses", "Update Personal Information", "How Can We Improve This Site?", "NYS Payroll Online Help", and "NYS Payroll Online Availability". The right column, titled "Payroll News", contains several news items: "Upcoming NYSPO Direct Deposit Add/Update Implementation", "Still receiving a check?", "Want to go paperless?", and "Have a new coworker?".