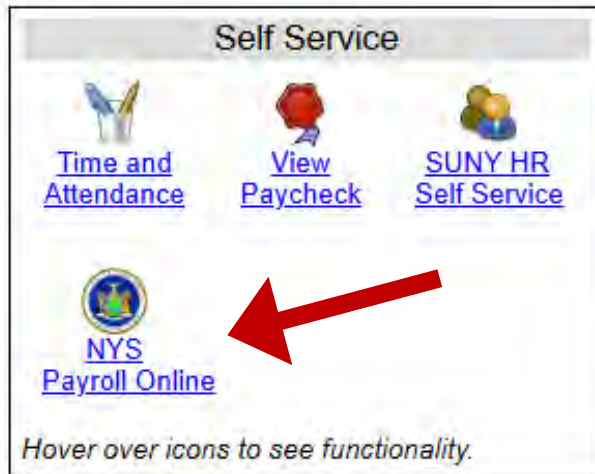


## View, Print and Save Your Pay Stub

NYS Payroll Online (NYSPO) provides access to view, print and save your pay stub.

1. Log in to [suny.edu/hrportal](http://suny.edu/hrportal).
2. Click NYS Payroll Online.



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

3. Click **View Paycheck** in the left menu.

Office of the State Comptroller  
**Online Services**  
NYS Payroll Online

New York State Comptroller  
Thomas P. DiNapoli

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**NYS Payroll Online**

[View Paycheck](#) ← 3  
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.

[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: 3<sup>rd</sup> Sunday of the Month

**Payroll News**

**IRS Urges Taxpayers to Complete a Paycheck Checkup**

Earlier this year, you may have noticed a slight increase in your net income. The United States Congress passed the *Tax Cuts and Jobs Act* which made significant changes to taxation laws that could affect taxpayer payroll withholdings. Having too little tax withheld could result in an unexpected tax bill or penalty when you file your 2018 taxes.

The Internal Revenue Service (IRS) and the NYS Office of the State Comptroller (OSC) encourage all employees to complete a "paycheck checkup" to make sure you have the right amount of tax withheld from your paycheck. To help you perform this checkup, the IRS has made the [IRS Withholding Calculator](#) available. The IRS Withholding Calculator will help you determine if you need to make changes to your tax withholdings.

According to the IRS, taxpayers in the following categories should conduct a "checkup" immediately:

- Those who itemize their deductions on Schedule A of the Form 1040
- Households with two wage earners
- Taxpayers with incomes from multiple sources
- Taxpayers with complex tax profiles

Tips to avoid tax surprises:

- Complete a "paycheck checkup"
- Talk to a tax professional
- General rule: the fewer withholding allowances, the higher the tax withholding

## View Your Pay Stub

1. The **View Paycheck** page displays the following items for each check listed:
  - Check Date
  - View Paycheck (link)
  - Company
  - Pay Begin Date
  - Pay End Date
  - Net Pay
  - Paycheck Number
2. Click **View Paycheck** to view all information for a specific paycheck.

Office of the State Comptroller  
**Online Services**  
NYS Payroll Online

New York State Comptroller  
Thomas P. DiNapoli

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**View Paycheck**  
NYS EMPLOYEE  
Review your available paychecks below.

Check Date	<a href="#">View Paycheck</a>	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
10/04/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	09/07/2017	09/20/2017	\$901.91	173425
09/20/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	08/24/2017	09/06/2017	\$901.89	99947249
09/06/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	08/10/2017	08/23/2017	\$901.91	99726808
08/23/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	07/27/2017	08/09/2017	\$901.90	99512182
08/09/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	07/13/2017	07/26/2017	\$901.90	99298462
07/26/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	06/29/2017	07/12/2017	\$901.90	99082551
07/12/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	06/15/2017	06/28/2017	\$901.90	98867215
06/28/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	06/01/2017	06/14/2017	\$901.90	98650904

[Return to NYS Payroll Online](#)

**NOTE:** If you are using Internet Explorer, you may be prompted to **Open** or **Save** your pay stub. Click **Open** and it will open as an Adobe PDF document in a new window.

**NOTE:** You must allow pop-ups in order to view your pay stub or W-2 information in NYSPO. There are instructions on how to manage internet browser pop-ups further on in this document.

A	 <b>Thomas P. DiNapoli</b> State Comptroller	NYS EMPLOYEE 110 STATE STREET ALBANY, NY 12236	Pay Group: ALA-Administration/Lag 1.0 Pay Begin Date: 09/06/2018 Pay End Date: 09/19/2018 Negotiating Unit: 02 Retirement System: ERS	Advice #: 00000006014614 Advice Date: 11/03/2018																																
		Employee ID: N01 Department: 01 050 Location: Office of General Services Job Title: BUSINESS SRVS CENTER REP 2 Pay Rate: 47,773.00 Annual	<b>TAX DATA:</b> Tax Status: Federal 5 NY State 5 NYC 5 Yonkers 5 Allowances: 0 0 Addl. Percent: Addl. Amount:																																	
B	<b>HOURS AND EARNINGS</b>				<b>TAXES</b>																															
	<table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th colspan="2">Current</th> <th colspan="2">YTD</th> </tr> <tr> <th>Hours</th> <th>Earnings</th> <th>Hours</th> <th>Earnings</th> </tr> </thead> <tbody> <tr> <td>Regular Pay Salary Employee</td> <td></td> <td>1,832.38</td> <td></td> <td>31,305.13</td> </tr> </tbody> </table>				Description	Current		YTD		Hours	Earnings	Hours	Earnings	Regular Pay Salary Employee		1,832.38		31,305.13	<table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>Fed Withholding</td> <td>190.94</td> <td>3,142.77</td> </tr> <tr> <td>Medicare</td> <td>25.74</td> <td>439.08</td> </tr> <tr> <td>Social Security</td> <td>110.06</td> <td>1,877.44</td> </tr> <tr> <td>NY Withholding</td> <td>82.32</td> <td>1,316.02</td> </tr> </tbody> </table>				Description	Current	YTD	Fed Withholding	190.94	3,142.77	Medicare	25.74	439.08	Social Security	110.06	1,877.44	NY Withholding	82.32
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	Current	1,832.38	1,720.08	1,285.78																																
YTD	31,356.16	29,340.54	22,060.43																																	
F	<b>NET PAY DISTRIBUTION</b>																																			
	Advice #00000006014614	Account Type Savings	Transit # 221373383	Deposit Amount 1,285.78	<b>TOTAL:</b> 1,285.78																															

## A. GENERAL INFORMATION

- **Heading:** identifies the employee by name and address.
- **Pay Group:** identifies a group of employees with similar attributes whose paychecks are processed together.
- **Pay Begin Date and Pay End Date:** identifies the period for which the employee is being paid.
- **Negotiating Unit:** the code indicating the union that represents the employee.
- **Retirement System:** represents the retirement system that the employee belongs to.
- **Advice Number or Check Number:** a unique number that identifies the document.
- **Advice Date or Check Date:** date of payment.
- **Employee ID:** a unique number used for identifying the employee.
- **Department and Location:** the 5-digit agency or facility code and name.

- **Job Title:** the employee's position.
- **Pay Rate:** for annual salaried employees, an annual amount; for hourly employees, an hourly rate.
- **Tax Data:** a summary of federal, state and local tax status data, as identified by the employee. This section identifies marital status (single or married), number of exemptions (allowances), and additional withholding amounts requested by the employee.

## B. HOURS AND EARNINGS

- **Current Earnings:** all types of earnings for the current pay period.
- **Current Hours:** identifies number of units on which certain earnings are based; for example, overtime hours, holiday days, or overtime meals for the current pay period.
- **YTD Earnings:** earnings by type, for the calendar year.
- **YTD Hours:** identifies number of units on which certain earnings are based, for the calendar year.

## C. TAXES

- **Taxes:** withholdings for the current pay period and calendar year-to-date for each tax category. This includes federal income tax, Medicare, Social Security, and state and local income taxes.

## D. DEDUCTIONS

- **Before Tax Deductions:** deductions which reduce taxable gross salary.
- **After Tax Deductions:** deductions which are included in taxable gross (for example, union dues, union-sponsored insurances and SEFA contributions) for the current pay period and year-to-date.  
**NOTE:** Benefits may also be listed for which no employee contribution is made, such as non-contributory membership in the Employees Retirement System. In those cases, the benefit will be listed with no amount.
- **Refund:** deduction amounts, by type, refunded for this pay period.
- **Current Deductions:** deduction amounts, by type, for this pay period.
- **YTD Deductions:** deduction amounts, by type, for the calendar year.

## E. PAYCHECK TOTALS

- **Current Total Gross:** gross earnings paid this pay period.
- **Current Federal Taxable Gross:** gross earnings paid this pay period and any amounts paid by voucher that are subject to federal income tax.

- **Current Net Pay:** earnings paid for this pay period after all taxes and deductions. This amount equals the amount of the check received or direct deposits made.
- **YTD Total Gross:** gross earnings paid to date for the calendar year.
- **YTD Federal Taxable Gross:** gross earnings paid for the calendar year that are subject to federal income tax.
- **YTD Net Pay:** total earnings paid to date (after all taxes and deductions) for the calendar year.

## Manage Pop-ups in Internet Explorer

There are two options you can select when allowing pop-ups:

1. Select **Allow once** every time a pop-up appears, or
2. Allow all pop-ups from NYSP0 by selecting the **Options for this site** and choosing **Always allow**.

Office of the State Comptroller  
**Online Services**  
NYS Payroll Online

New York State Comptroller  
Thomas P. DiNapoli

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**View Paycheck**  
NYS EMPLOYEE  
Review your available paychecks below.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
10/04/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	09/07/2017	09/20/2017	\$901.91	173425
09/20/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	08/24/2017	09/06/2017	\$901.89	99947249
09/06/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	08/10/2017	08/23/2017	\$901.91	99726808
08/23/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	07/27/2017	08/09/2017	\$901.90	99512182
08/09/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	07/13/2017	07/26/2017	\$901.90	99298462
07/26/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	06/29/2017	07/12/2017	\$901.90	99082551
07/12/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	06/15/2017	06/28/2017	\$901.90	98867215
06/28/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	06/01/2017	06/14/2017	\$901.90	98650904

[Return to NYS Payroll Online](#)

Internet Explorer blocked a pop-up from \*.osc.ny.gov.

1 ↓ Allow once

2 ↓ Options for this site

Always allow  
More settings

## Manage Pop-ups in Google Chrome

1. Click the red X icon to open the Google Chrome pop-up announcement.
2. Select the radio button to the left of **Always allow pop-ups from...**
3. Click **Done**.

The following pop-ups were blocked on this page:

- <https://qapsonline.osc.ny.gov/psc/p91vo...NyD29sg4q5v0FZSL5JmrZ2g==/SSPUSADV.pdf>

Always allow pop-ups from <https://qapsonline.osc.ny.gov>

Continue blocking pop-ups

[Manage pop-up blocking...](#) **Done**

### View Paycheck

NYS EMPLOYEE

Review your available paychecks below.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
10/04/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	09/07/2017	09/20/2017	\$901.91	173425
09/20/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	08/24/2017	09/06/2017	\$901.89	99947249
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07/12/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	06/15/2017	06/28/2017	\$901.90	98867215
06/28/2017	<a href="#">View Paycheck</a>	STATE OF NEW YORK	06/01/2017	06/14/2017	\$901.90	98650904

[Return to NYS Payroll Online](#)



## Print Your Pay Stub in Internet Explorer

There are two available options.

1. Click **Tools > Print > Print** and follow the prompts, or
2. Move the mouse to the bottom of the window, select the **Printer** icon from the pop-up tool bar and follow the prompts.

https://gapsonline.osc.ny.gov/psc/p91vofa/viewredirect/pQzUdY... View Paycheck gapsonline.osc.ny.gov

File Edit Go to Favorites Help

Thomas P. DiNapoli  
State Comptroller

NYS EMPLOYEE  
110 STATE STREET  
ALBANY, NY 12236

Pay Group: ALA-Administration/Lag 10  
Pay Begin Date: 09/06/2018  
Pay End Date: 09/19/2018  
Negotiating Unit: 02  
Retirement System: ERG

Advice #: 00000006014614  
Advice Date: 10/03/2018

		TAX DATA:			
		Federal	NY State	NYC	Yonkers
Employee ID:	N01	Tax Status:	S	S	
Department:	D1050	Allowances:	0	0	
Location:	Office of General Services	Addl. Percent:			
Job Title:	BUSINESS SRVS CENTER REP	Addl. Amount:			
Pay Rate:	47,773.00 Annual				

HOURS AND EARNINGS					TAXES		
Description	Current		YTD		Description	Current	YTD
	Hours	Earnings	Hours	Earnings			
Regular Pay Salary Employee		1,832.38		31,305.13	FedWithholding	180.94	3,142.77
					Medicare	25.74	439.06
					Social Security	110.06	1,877.44
					NY Withholding	82.32	1,316.02

BEFORE TAX DEDUCTIONS				AFTER TAX DEDUCTIONS			
Description	Refund	Current	YTD	Description	Refund	Current	YTD
ERS Retirement Before Tax	0.00	54.97	940.67	Civil Service Employees Assoc	0.00	25.24	504.80
Regular Before Tax Health	0.00	57.33	1,031.96				

TOTAL GROSS	FED TAXABLE GROSS	NET PAY
Current	1,832.38	1,285.78
YTD	31,356.16	22,060.43

NET PAY DISTRIBUTION			
Advice #	Account Type	Transit #	Deposit Amount
00000006014614	Savings	221373383	1,285.78
<b>TOTAL:</b>			<b>1,285.78</b>

MESSAGE:

1 / 1

## Print Your Pay Stub in Google Chrome

There are two available options.

1. Click **Menu > Print** and follow the prompts, or
2. Select the **Printer** icon from the tool bar at the top of the window and follow the prompts.

View Paycheck x SSPUSADV.pdf x

https://gapsonline.osc.ny.gov/psc/p91vola/view/pQzUdYIA&vB\_vXBC8LptvxgP1YzuYkNXMffid4gX3E0bU3Gh54GNm390ht...

SSPUSADV.pdf 1 / 1

**Thomas P. DiNapoli**  
State Comptroller

**NYS EMPLOYEE**  
110 STATE STREET  
ALBANY, NY 12236

Pay Group: ALA-Administration/Lag 10  
Pay Begin Date: 09/06/2018  
Pay End Date: 09/19/2018  
Negotiating Unit: 02  
Retirement System: ERS

Advice #: 00000006014614  
Advice Date: 10/03/2018

TAX DATA:		Federal	NY State	NYC	Yonkers
Employee ID:	N0	S	S		
Department:	01050	0	0		
Location:	Office of General Services				
Job Title:	BUSINESS SRVS CENTER REP				
Pay Rate:	47,773.00 Annual				

HOURS AND EARNINGS				TAXES				
Description	Current		YTD		Description	Current		YTD
	Hours	Earnings	Hours	Earnings		Current	YTD	
Regular Pay Salary Employee		1,832.38		31,305.13	Fed Withholding	190.94	3,142.77	
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BEFORE TAX DEDUCTIONS				AFTER TAX DEDUCTIONS			
Description	Refund	Current	YTD	Description	Refund	Current	YTD
	ERS Retirement Before Tax	0.00	54.97		940.67	Civil Service Employees Assoc	0.00
Regular Before Tax Health	0.00	57.33	1,031.96				

TOTAL GROSS	FED TAXABLE GROSS	NET PAY
Current	1,832.38	1,285.78
YTD	31,356.16	22,060.43

NET PAY DISTRIBUTION			
Advice #	Account Type	Transit #	Deposit Amount
#00000006014614	Savings	221373383	100.00
<b>TOTAL:</b>			<b>1,285.78</b>

MESSAGE: 1285.78

## Save Your Pay Stub in Internet Explorer

There are two available options.

1. Click **Tools > File > Save as...** and follow the prompts, or
2. Move the mouse to the bottom of the window, select the **Diskette** icon from the pop-up tool bar, and follow the prompts.

https://gapsonline.osc.ny.gov/psc/p91vofa/viewdirect/pQzUdY... View Paycheck gapsonline.osc.ny.gov

File Edit Go to Favorites Help  
Convert Select

**Thomas P. DiNapoli**  
State Comptroller

NYS EMPLOYEE  
110 STATE STREET  
ALBANY, NY 12236

Pay Group: ALA-Administration/Lag 10  
Pay Begin Date: 09/06/2018  
Pay End Date: 09/19/2018  
Negotiating Unit: 02  
Retirement System: ERG

Advice #: 00000006014614  
Advice Date: 10/03/2018

		TAX DATA:			
		Federal	NY State	NYC	Yonkers
Employee ID:	N01	Tax Status:	S	S	
Department:	D1050	Allowances:	0	0	
Location:	Office of General Services	Addl. Percent:			
Job Title:	BUSINESS SRVS CENTER REP	Addl. Amount:			
Pay Rate:	47,773.00 Annual				

HOURS AND EARNINGS					TAXES		
Description	Current		YTD		Description	Current	YTD
	Hours	Earnings	Hours	Earnings			
Regular Pay Salary Employee		1,832.38		31,305.13	Fed Withholding	180.94	3,142.77
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					Social Security	110.06	1,877.44
					NY Withholding	82.32	1,316.02

BEFORE TAX DEDUCTIONS				AFTER TAX DEDUCTIONS			
Description	Refund	Current	YTD	Description	Refund	Current	YTD
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TOTAL GROSS	FED TAXABLE GROSS	NET PAY
Current	1,832.38	1,285.78
YTD	31,356.16	22,060.43

NET PAY DISTRIBUTION			
Advice #	Account Type	Transf #	Deposit Amount
00000006014614	Savings	221373383	1,285.78
<b>TOTAL:</b>			<b>1,285.78</b>

MESSAGE:

1 / 1

## Save Your Pay Stub in Google Chrome

There are two available options.

1. Right click, select **Save as...** and follow the prompts, or
2. Select the **Download** icon from the tool bar at the top of the window and follow the prompts.

The screenshot shows a Google Chrome browser window with two tabs: 'View Paycheck' and 'SSPUSADV.pdf'. The address bar shows the URL: [https://qapsonline.osc.ny.gov/psc/p91vola/view/pQzUdYIA8vB\\_vXBC8LptvxgP1YZuYkNXMff4gX3E0bU3Gh54GNm390hQx...](https://qapsonline.osc.ny.gov/psc/p91vola/view/pQzUdYIA8vB_vXBC8LptvxgP1YZuYkNXMff4gX3E0bU3Gh54GNm390hQx...)

The PDF document is titled 'SSPUSADV.pdf' and is page 1 of 1. It contains the following information:

**Thomas P. DiNapoli**  
State Comptroller

**NYS EMPLOYEE**  
110 STATE STREET  
ALBANY, NY 12236

Pay Group: ALA-Administration/Lag 10  
Pay Begin Date: 09/06/2018  
Pay End Date: 09/19/2018  
Negotiating Unit: 02  
Retirement System: ERS

Advice #: 000000006014614  
Advice Date: 10/03/2018

Employee ID:	N0	TAX DATA:		Federal		NY State		NYC		Yonkers	
Department:	01050	Tax Status:	S	S	0	0					
Location:	Office of General Services	Allowances:									
Job Title:	BUSINESS SRVS CENTER REP	Addl. Percent:									
	2	Addl. Amount:									
Pay Rate:	47,773.00 Annual										

**HOURS AND EARNINGS**

Description	Current		YTD
	Hours	Earnings	
Regular Pay Salary Employee		1,832.38	

**BEFORE TAX DEDUCTIONS**

Description	Refund	Current	YTD
ERS Retirement Before Tax	0.00	54.97	
Regular Before Tax Health	0.00	57.33	

**TOTAL GROSS**      **FED TAXABLE GROSS**      **NET PAY**

Current	1,832.38	1,720.68	1,285.78
YTD	31,356.16	29,340.54	22,060.43

**NET PAY DISTRIBUTION**

Advice #	Account Type	Transit #	Deposit Amount
#000000006014614	Savings	221373383	100.00

**TOTAL:** 1,285.78

MESSAGE: 1285.78

## Sign Out

For security purposes, you should always **Sign out** of NYSPPO when you are finished viewing or updating your payroll information. **Close** all open browser windows when finished. Your pay stub or W-2 will remain open until you close the browser window, even if you log out or are timed out of NYSPPO.

The screenshot shows the NYSPPO Online Services website. The header includes the Office of the State Comptroller logo and the text "New York State Comptroller Thomas P. DiNapoli". The main navigation bar contains "Home", "Sign out" (circled in red), and "Terms of Use". The "NYS Payroll Online" section lists several services: "View Paycheck", "View Direct Deposit Account(s)", "Go Paperless", "Update Tax Withholdings", "View W-2", "Update Email Addresses", and "How Can We Improve This Site?". The "Payroll News" section features an article titled "IRS Urges Taxpayers to Complete a Paycheck Checkup" with a list of categories and tips to avoid tax surprises.

Office of the State Comptroller  
**Online Services**  
NYS Payroll Online

New York State Comptroller  
Thomas P. DiNapoli

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 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.
- [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: 3<sup>rd</sup> Sunday of the Month

**Payroll News**

**IRS Urges Taxpayers to Complete a Paycheck Checkup**

Earlier this year, you may have noticed a slight increase in your net income. The United States Congress passed the *Tax Cuts and Jobs Act* which made significant changes to taxation laws that could affect taxpayer payroll withholdings. Having too little tax withheld could result in an unexpected tax bill or penalty when you file your 2018 taxes.

The Internal Revenue Service (IRS) and the NYS Office of the State Comptroller (OSC) encourage all employees to complete a "paycheck checkup" to make sure you have the right amount of tax withheld from your paycheck. To help you perform this checkup, the IRS has made the [IRS Withholding Calculator](#) available. The IRS Withholding Calculator will help you determine if you need to make changes to your tax withholdings.

According to the IRS, taxpayers in the following categories should conduct a "checkup" immediately:

- Those who itemize their deductions on Schedule A of the Form 1040
- Households with two wage earners
- Taxpayers with incomes from multiple sources
- Taxpayers with complex tax profiles

Tips to avoid tax surprises:

- Complete a "paycheck checkup"
- Talk to a tax professional
- General rule: the fewer withholding allowances, the higher the tax withholding