

View, Print and Save Your W-2

NYS Payroll Online (NYSPO) makes it easy to view and print current year and prior year W-2s.

- 1. Log in to suny.edu/hrportal.
- 2. Click NYS Payroll Online.



NOTE: If you have never logged into NYSPO before, please check out the NYSPO <u>Enrollment and Access</u> job aid or contact your agency coordinator.

3. Select **View W-2** from the left menu.

Office of the State Comptroller Online Services	New York State Comptroller Thomas P. DiNapoli
NYS Payroll Online	Home Sign out Terms of Use
NYS Payroll Online 🔹 🗪	Payroll News
View Paycheck View your past and present pay stubs.	IRS Urges Taxpayers to Complete a Paycheck Checkup
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.	Earlier this year, you may have noticed a slight increase in your net income. The United States Congress passed the <i>Tax Cuts and Jobs Act</i> 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 I <u>RS Withholding Calculator</u> 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:
Update Email Addresses View and update your email addresses. How Can We Improve This Site? Take a quick survey and share your thoughts.	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
NYS Payroll Online Help NYS Payroll Online Availability 24 hours a day, 7 days a week Maintenance Downtime: 3 rd Sunday of the Month	Tips to avoid tax surprises: Complete a "paycheck checkup" Talk to a tax professional General rule: the fewer withbolding allowances, the higher the tay withbolding

View Your W-2

- 1. The View W-2 page displays the following items for each W-2 listed:
 - Tax Year
 - W-2 Reporting Company
 - Tax Form ID
 - Issue Date
 - Year End Form (link)
 - Filing Instructions (link)

NOTE: The **View W-2** page currently shows only W-2 forms. Any amended W-2c forms (corrected W-2s) issued after the W-2 will not be included in this list.

2. Click **Year End Form** to view the W-2 for the selected year.

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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.

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 NYSPO by selecting the **Options for this site** and choosing **Always allow**.

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013	NYS	W-2	01/10/2014	Year End Form	Filing Instructions		
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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.

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Personalize
Filing Instructions

Print Your W-2 in Internet Explorer

- 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.

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Print Your W-2 in Google Chrome

- 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.

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