

Opt Out of Receiving Paper Pay Stubs!

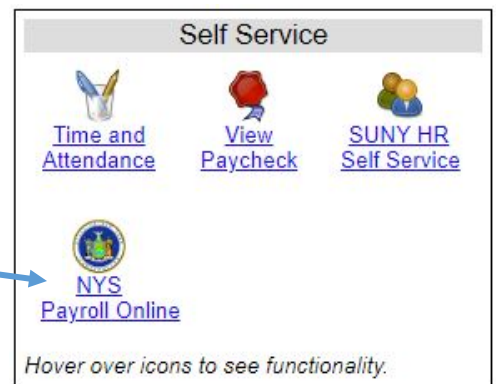
We are very excited to announce that the Office of the state comptroller has implemented a new service, **NYS Payroll Online**! All employees on the State payroll will have access to this service, which will allow you to:

*Opt out of receiving paper pay stubs

- *View and print your earnings statement
- *Change your State and Federal tax withholdings
- *View and print current and prior year W-2s
- *Add/update your email address so that you will receive an email confirmation after you make changes

Accessing this new service is easy!

Simply go to www.suny.edu/hrportal and click on the NYS Payroll icon (Located in the same area as Time and Attendance and HR Self Service).



The first time you log on, you need to complete a verification process with the last 4 digits of your Social Security number and your NYS ID Number (located on the top right corner of the portal screen and on your paper pay stub). *This will only need to be completed the first time you log in.*

We encourage all SUNY Oswego employees to utilize this new service!

Any questions concerning the NYS Payroll Online can be directed to Payroll at x2227 or payroll@oswego.edu.