

Go Paperless

Now that you have online access to your Form W-2, Wage and Tax Statements (W-2), view your paycheck information and update Direct Deposit distribution, you can choose to stop receiving a printed copy of your W-2, your pay stub, or both!

NOTE: Anyone can choose to stop receiving a printed W-2. However, if you are still being issued a printed check you are not eligible to stop receiving a printed pay stub. If you would like to go paperless, you must enroll your entire check in direct deposit. To change your direct deposit, log into your NYSPo account and select "Update Direct Deposit"

1. Enter your username and password.
2. Click **Sign In**.



The screenshot shows the NY.GOV ID login interface. At the top left, there is a logo for 'my.ny.gov NY.GOV ID'. The main content area features a white box with the 'NY.GOV ID' logo and the text 'Secure Access to New York State Services'. Below this are two input fields: 'Username' and 'Password'. A red arrow labeled '1' points to both of these fields. Below the input fields is a blue 'Sign In' button, with a red arrow labeled '2' pointing to it. At the bottom of the white box, there are links for 'Forgot Username? or Forgot Password?', 'Create an Account', and 'Need help? Get Assistance'. A footer at the very bottom contains links for 'NY.GOV ID', 'Get Assistance', 'About NY.GOV ID', 'Privacy Policy', 'Terms of Service', and 'FAQs'.

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 **Go Paperless** in the left menu.

Office of the NEW YORK STATE COMPTROLLER | NYSPONYS State Payroll Online
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NYS Payroll Online

[View Paycheck](#)
View your past and present pay stubs.

[Update Direct Deposit](#)
View and update your direct deposit details.

[Go Paperless](#) ← **3**
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.

[Update Personal Information](#)
View and update home, mailing, and check addresses.

[How Can We Improve This Site?](#)
Take a quick survey and share your thoughts.

NYS Payroll Online Help

Payroll News

Upcoming NYSPON Direct Deposit Add/Update Implementation
The Office of the State Comptroller (OSC) is preparing for the upcoming impl to NYSPON will allow employees to make changes to their direct deposit acco NYSPONHelp@osc.ny.gov.

Still receiving a check?
Try direct deposit! It's safe, fast, and convenient. No worries about lost or sto will be in your bank account on payday. Once you're enrolled you can choose and submit it to your Human Resource Office.

Want to go paperless?
You can choose to stop receiving printed pay stubs by clicking the Update Pa statement sent to me" and click save! Don't worry, you can print your own fro

Have a new coworker?
First time users need to log in through https://psonline.osc.ny.gov. They'll nec verification process and multifactor authentication they will be brought to the

4. To stop receiving printed pay stubs, click the [Printed Pay Stubs](#) link or
5. To stop receiving printed W-2s, click the [Printed W-2s](#) link

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Home Sign Out Terms of Use

New Window | Personalize Page

Opt In/Out of ...

[Printed Pay Stubs](#) ← **4**
Grant or withdraw consent to stop printing pay stubs

[Printed W-2s](#) ← **5**
Grant or withdraw consent to stop printing W-2s

Return to NYS Payroll Online

Go Paperless — Printed Pay Stubs

Printed Pay Stubs

Select the appropriate button to indicate your preference for receiving a printed copy of your direct deposit pay stub

- I would like a printed copy of my Direct Deposit pay stub sent to me.
- I do not want a printed copy of my Direct Deposit pay stub sent to me.

Submit

[Return to Opt In/Out of ...](#)

[Return to NYS Payroll Online](#)

NOTE: If you are not currently enrolled in direct deposit and have no banking information on file, you will receive the message below. This message includes a link that will direct you to the direct deposit enrollment page.

Printed Pay Stubs

You are not currently enrolled in Direct Deposit. Click [here](#) to enroll in direct deposit.

[Return to Opt In/Out of ...](#)

[Return to NYS Payroll Online](#)

1. Select the radio button to indicate “I do not want a printed copy of my Direct Deposit pay stub sent to me.”
2. Click **Submit**.

Printed Pay Stubs

Select the appropriate button to indicate your preference for receiving a printed copy of your direct deposit pay stub

- I would like a printed copy of my Direct Deposit pay stub sent to me.
- I do not want a printed copy of my Direct Deposit pay stub sent to me. ← 1

← 2

[Return to Opt In/Out of ...](#)
[Return to NYS Payroll Online](#)

3. Click **OK** to return to the **Printed Pay Stubs** 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.

← 3

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 stop the printing of your most recent direct deposit pay stub. If this is the case, the change will take effect in the following pay period. If you opt for paperless pay stubs and later decide that you would like to change your status to receive a printed pay stub, you can do so by returning to this page

Go Paperless — Printed W-2s

NOTE: You only need to provide consent once, regardless of the number of State agencies you work for.

1. Read the disclosure message.
2. Select the checkbox to indicate **“I do not want a printed copy of my W-2s sent to me.”**
3. Click **Save**.

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Printed W-2s

Submit or withdraw your consent to receive a printed copy of your W-2s.

By checking the box below and clicking Save, I am confirming that I no longer wish to receive a printed copy of my Form W-2, Wage and Tax Statement. I understand that I can access and print a copy of my Form W-2 from NYSPO, and that a [Job Aid](#) is available for printing instructions. I reserve the right to change my election at any time.

Your Current Status : No consent received.

I do not want a printed copy of my W-2s sent to me.

Save

[Return to Opt In/Out of ...](#)
[Return to NYS Payroll Online](#)

4. Click **OK** to return to the **Printed W-2** page.

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W-2 Consent

Save Confirmation

Your change was successfully saved

OK

NOTE: If you opt for paperless W-2s and later decide that you would like to change your status, you can do so by returning to this page.

The following describes how the Office of the State Comptroller (OSC) will distribute Form W-2 to NYS employees, per [IRS Publication 15-A](#): IRS regulations apply to NYS employees and how their W-2 can be distributed by The Office of the State Comptroller (OSC):

- An employee will continue to receive a printed W-2 unless they elect to no longer receive printed W-2s.
- An employee electing to no longer receive printed W-2s will maintain this election for all subsequent years until they change their election or separates from state service.
- An employee may elect, via NYSPO, to no longer receive a printed W-2.
- The employee making the election will receive an email notification stating that their W-2 distribution status has changed.
- An employee can contact their agency Payroll Officer to request a printed W-2.
- An employee can request to change their status back to receiving printed W-2s via NYSPO or in writing to their agency Payroll Officer.
- The employee reversing the election via NYSPO will receive an email notification stating that their W-2 distribution status has changed.
- An employee who has elected to receive printed W-2s will maintain this election for all subsequent years until they change their election to no longer receive printed W-2s.
- Employees who are placed in a Terminated, Retired, or Deceased payroll status will have their W-2 consent status reset and will receive subsequent printed W-2s via USPS mail.
- The employee must have an internet connection to access NYSPO and modify their status.
- The employee must have a PDF viewer to access their W-2 on NYSPO.
- If the hardware or software required to access the W-2 creates a risk where employees might not be able to access the W-2, then OSC will contact all employees of the change and the required hardware or software needed to access the W-2.
- If the hardware or software required is changed, then OSC will reset all employees to receiving printed W-2s via USPS mail.
- The employee's W-2s will be available on NYSPO for a period of seven years.

Sign Out

For security purposes, you should always **Sign out** of NYSPO 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 NYSPO.

The screenshot shows the NYSPO website interface. At the top, there is a navigation bar with the following elements: the Office of the New York State Comptroller logo, the text "STATE COMPTROLLER | NYSPO", "NYS Comptroller Thomas P. DiNapoli", and "New York State Payroll Online". On the right side of the navigation bar, there are links for "Home", "Sign Out" (which is circled in red), and "Terms of Use".

The main content area is divided into two columns. The left column contains several menu items, each with a brief description:

- NYS Payroll Online** (with a search icon):
 - View Paycheck**: View your past and present pay stubs.
 - Update Direct Deposit**: View and update your direct deposit 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.
 - Update Personal Information**: View and update home, mailing, and check addresses.
 - How Can We Improve This Site?**: Take a quick survey and share your thoughts.
- NYS Payroll Online Help** (with a search icon):
 - NYS Payroll Online Availability**: 24 hours a day, 7 days a week. Maintenance Downtime: 3rd Sunday of the Month.

The right column is titled "Payroll News" and contains the following content:

- Upcoming NYSPO Direct Deposit Add/Update Implementation**: The Office of the State Comptroller (OSC) is preparing for the upcoming implementation of NYSPO direct deposit changes by the end of 2024. This new functionality to NYSPO will allow employees to make changes to their direct deposit accounts. If you have any question on the upcoming functionality, contact NYSPOHelp@osc.ny.gov.
- Still receiving a check?**: Try direct deposit! It's safe, fast, and convenient. No worries about lost or stolen checks; funds are automatically deposited. No matter where you are, your money will be in your bank account on payday. Once you're enrolled you can choose to go paperless! To enroll in direct deposit, download the direct deposit enrollment form and submit it to your Human Resource Office.
- Want to go paperless?**: You can choose to stop receiving printed pay stubs by clicking the Update Pay Statement Option link. Just select "I do not want a printed copy of my Direct Deposit statement sent to me" and click save! Don't worry, you can print your own from the View Paycheck link or choose to get a printed pay stub when you need one.
- Have a new coworker?**: First time users need to log in through <https://psonline.osc.ny.gov>. They'll need to use their government issued NY.Gov ID and password. After completing the verification process and multifactor authentication, they will be brought to the home page. On the left, there are links to all the current functionality, such as the newly added Employee Address Add/Update under the menu Update Personal Information.