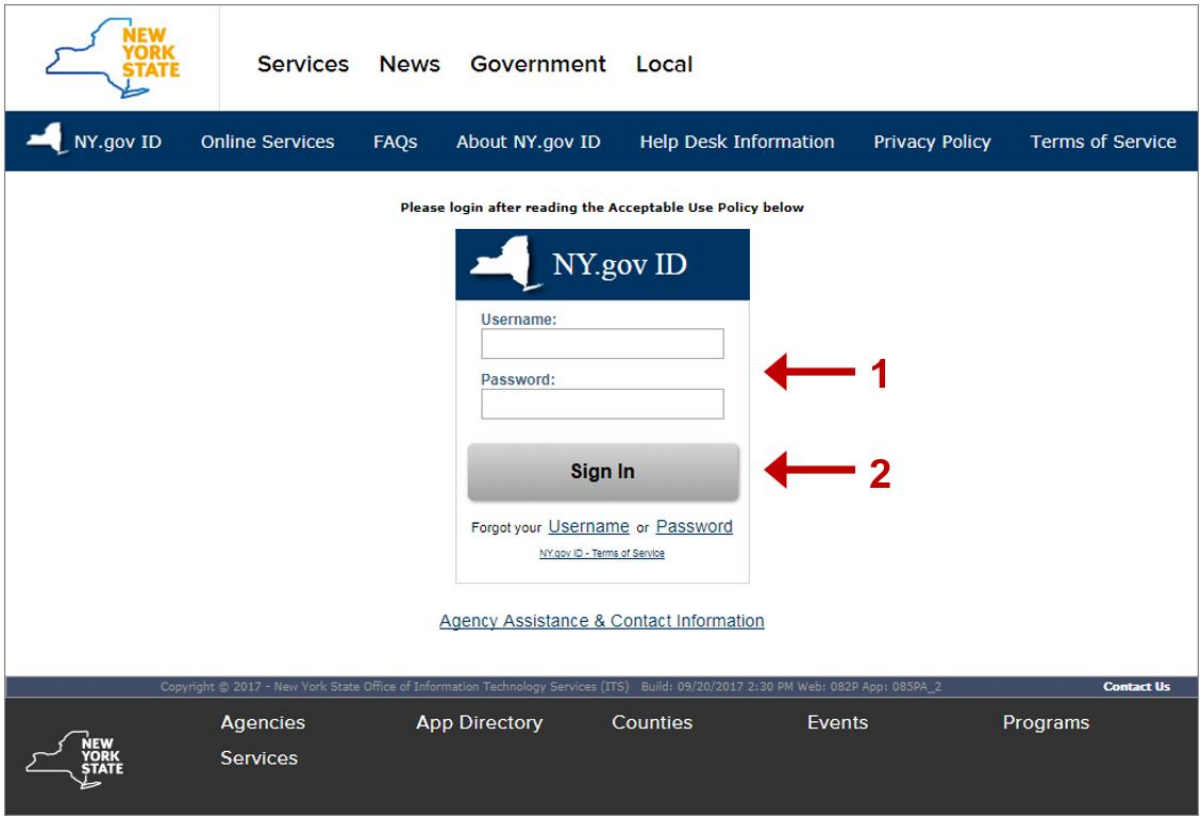
View, Print and Save Your Pay Stub

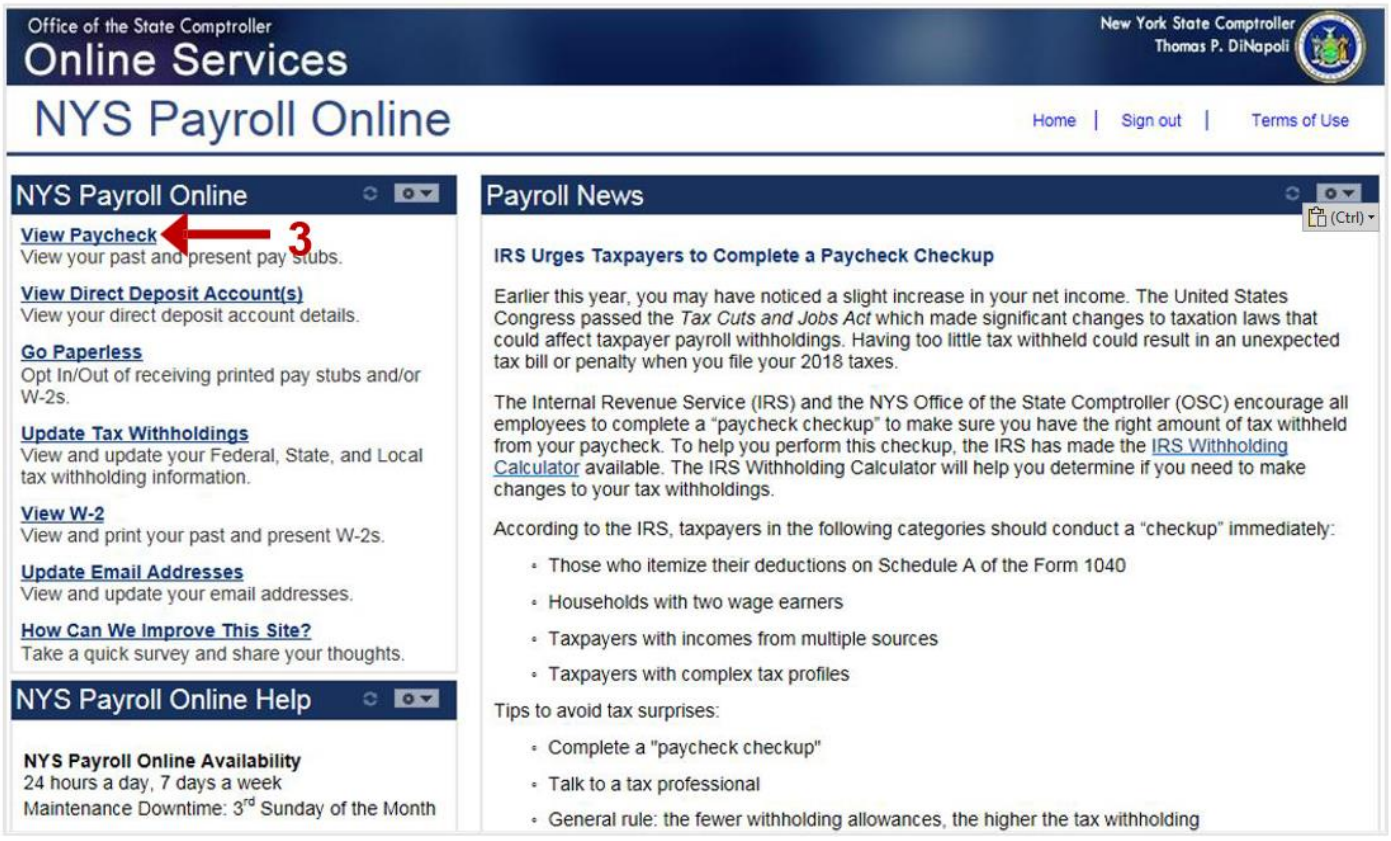
NYS Payroll Online (NYSPO) provides access to view, print and save your pay stub.

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



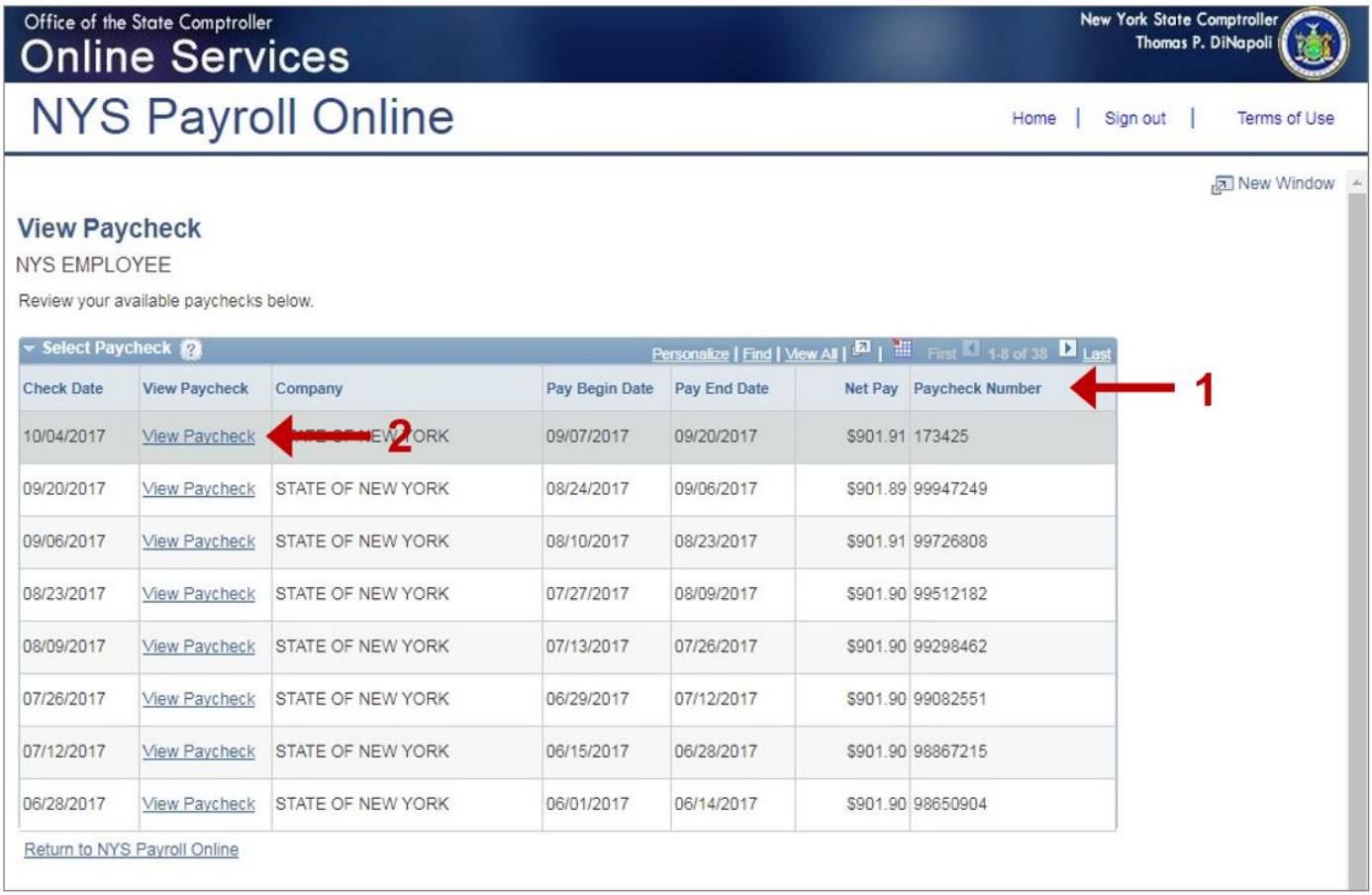
NOTE: If you have never logged into NYSPO before, please check out the NYSPO Enrollment and Access job aid or contact your agency coordinator.

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



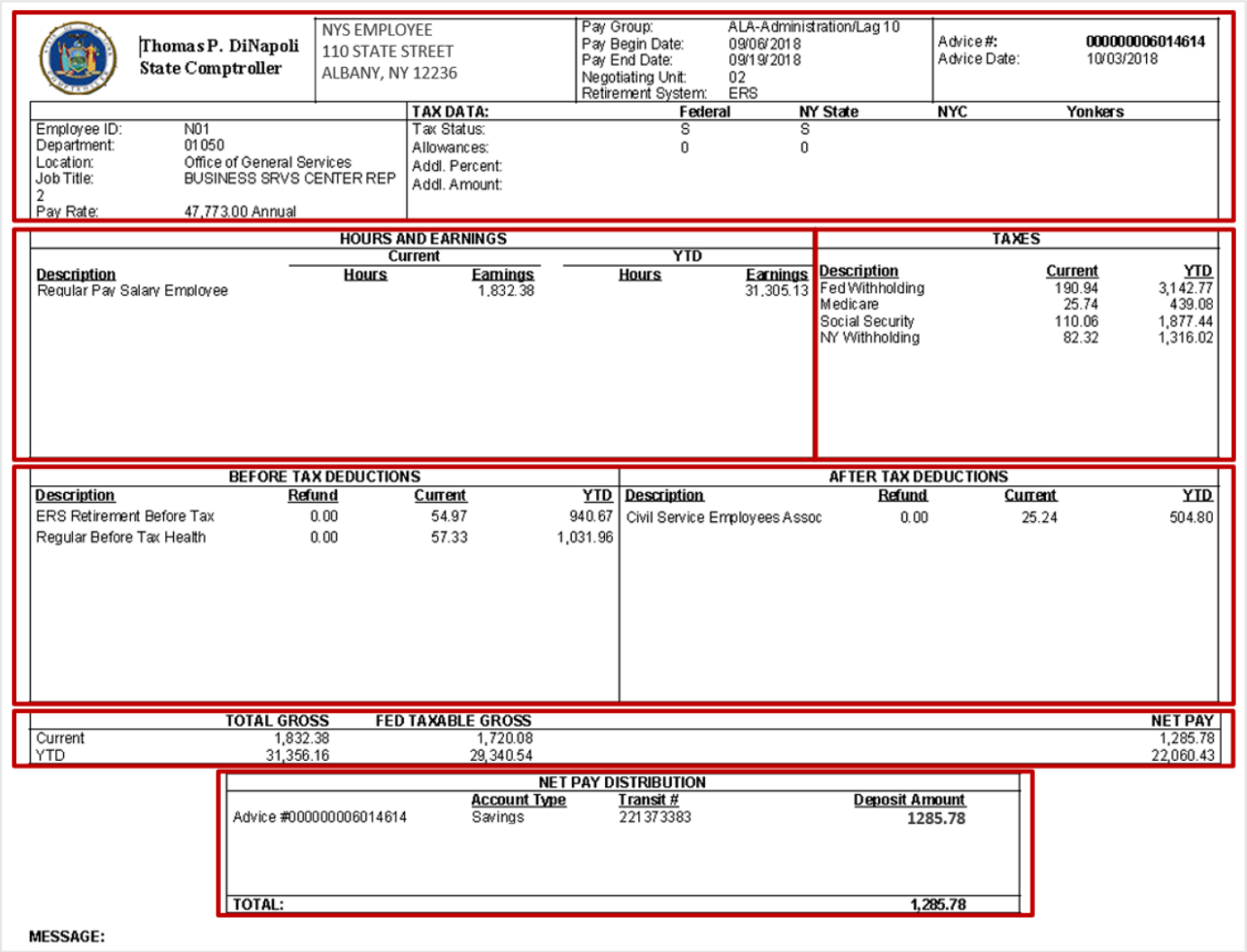
View Your Pay Stub

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. Select **View Paycheck** to view all information for a specific paycheck.



NOTE: If you are using Internet Explorer, you may be prompted to **Open** or **Save** your pay stub. Select **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.



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: N01
Department: 01050
Location: Office of General Services
Job Title: BUSINESS SRVS CENTER REP 2
Pay Rate: 47,773.00 Annual

TAX DATA:	Federal	NY State	NYC	Yonkers
Tax Status:	S	S		
Allowances:	0	0		
Addl. Percent:				
Addl. Amount:				

HOURS AND EARNINGS

Description	Current Hours	Current Earnings	YTD Hours	YTD Earnings
Regular Pay Salary Employee		1,832.38		31,305.13

TAXES

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	1,316.02

BEFORE TAX DEDUCTIONS

Description	Refund	Current	YTD
ERS Retirement Before Tax	0.00	54.97	940.67
Regular Before Tax Health	0.00	57.33	1,031.96

AFTER TAX DEDUCTIONS

Description	Refund	Current	YTD
Civil Service Employees Assoc	0.00	25.24	504.80

	TOTAL GROSS	FED TAXABLE GROSS	NET PAY
Current	1,832.38	1,720.08	1,285.78
YTD	31,356.16	29,340.54	22,060.43

NET PAY DISTRIBUTION

	Account Type	Transit #	Deposit Amount
Advice #000000006014614	Savings	221373383	1285.78
TOTAL:			1,285.78

MESSAGE:

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.

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.

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.

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.

PAYCHECK TOTALS

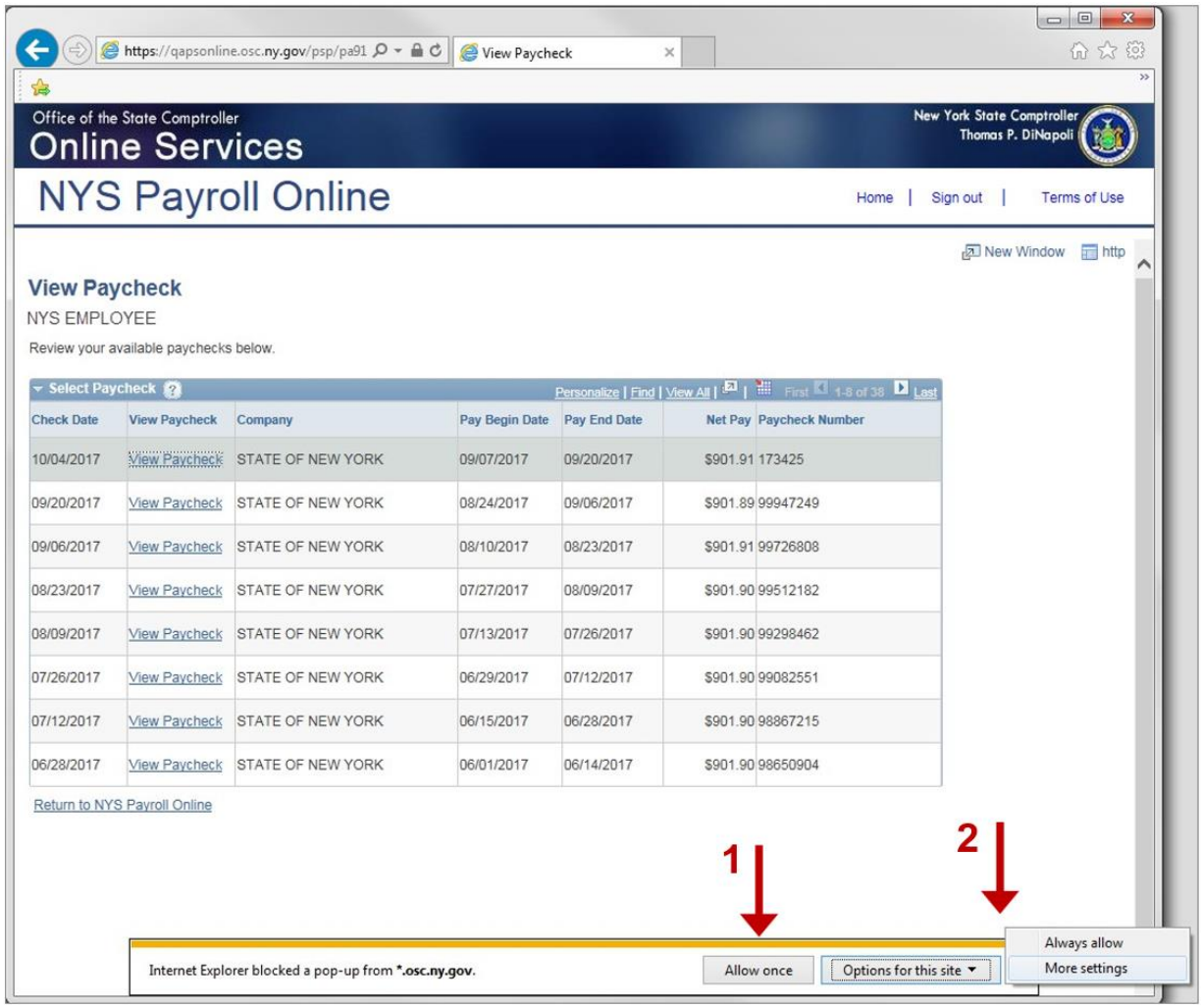
- **Current Total Gross:** gross earnings paid this pay period.

- **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

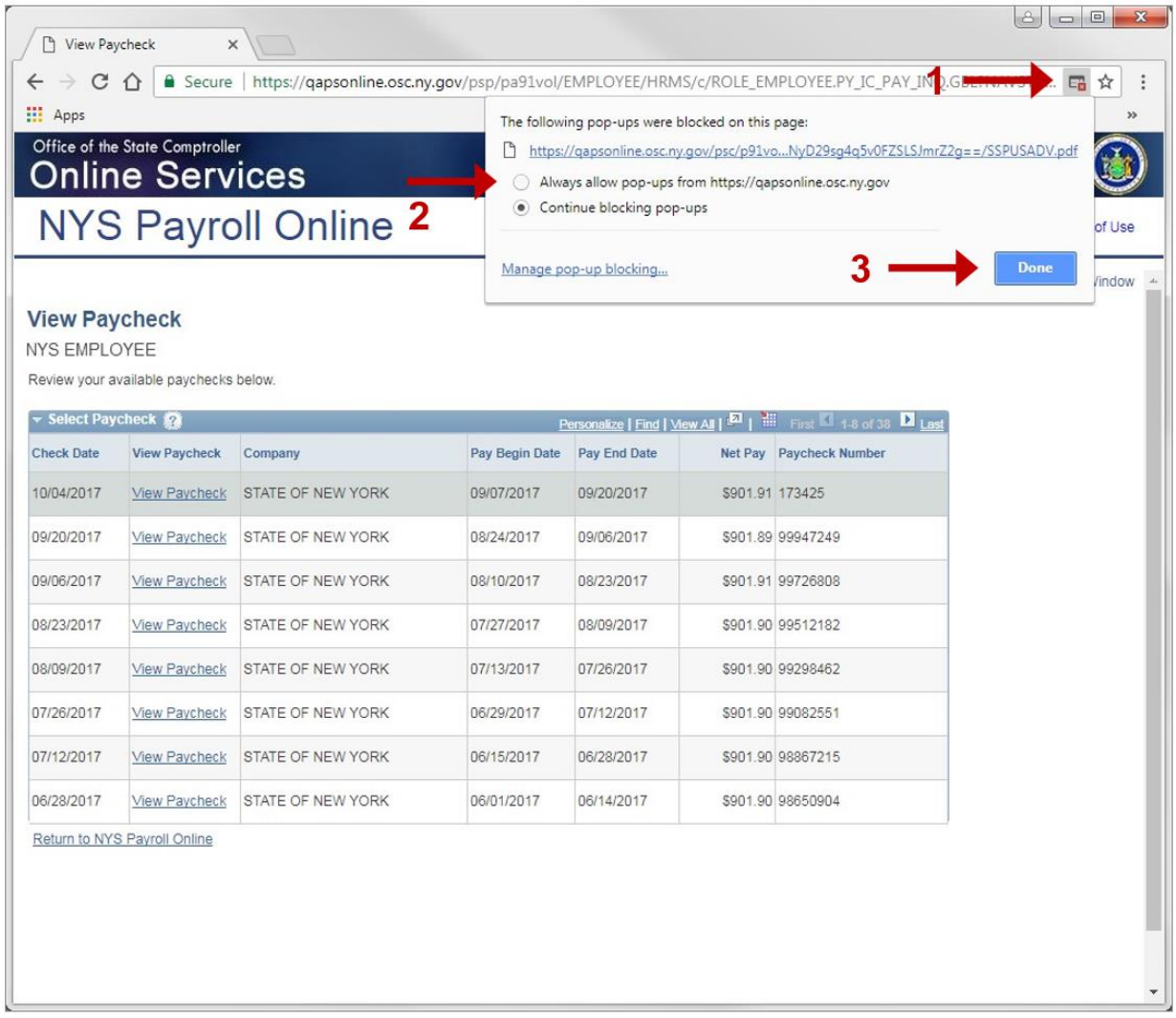
There are two options you can select when allowing pop-ups:

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


https://qapsonline.osc.ny.gov/psp/pa91
View Paycheck
Office of the State Comptroller
Online Services
New York State Comptroller
Thomas P. DiNapoli
NYS Payroll Online
Home | Sign out | Terms of Use
New Window
http
View Paycheck
NYS EMPLOYEE
Review your available paychecks below.
Select Paycheck
Personalize | Find | View All | First 1-8 of 38 Last
Check Date | View Paycheck | Company | Pay Begin Date | Pay End Date | Net Pay | Paycheck Number
10/04/2017 | View Paycheck | STATE OF NEW YORK | 09/07/2017 | 09/20/2017 | $901.91 | 173425
09/20/2017 | View Paycheck | STATE OF NEW YORK | 08/24/2017 | 09/06/2017 | $901.89 | 99947249
09/06/2017 | View Paycheck | STATE OF NEW YORK | 08/10/2017 | 08/23/2017 | $901.91 | 99726808
08/23/2017 | View Paycheck | STATE OF NEW YORK | 07/27/2017 | 08/09/2017 | $901.90 | 99512182
08/09/2017 | View Paycheck | STATE OF NEW YORK | 07/13/2017 | 07/26/2017 | $901.90 | 99298462
07/26/2017 | View Paycheck | STATE OF NEW YORK | 06/29/2017 | 07/12/2017 | $901.90 | 99082551
07/12/2017 | View Paycheck | STATE OF NEW YORK | 06/15/2017 | 06/28/2017 | $901.90 | 98867215
06/28/2017 | View Paycheck | STATE OF NEW YORK | 06/01/2017 | 06/14/2017 | $901.90 | 98650904
Return to NYS Payroll Online
1
2
Internet Explorer blocked a pop-up from *.osc.ny.gov.
Allow once
Options for this site
Always allow
More settings

Manage Pop-ups in Google Chrome

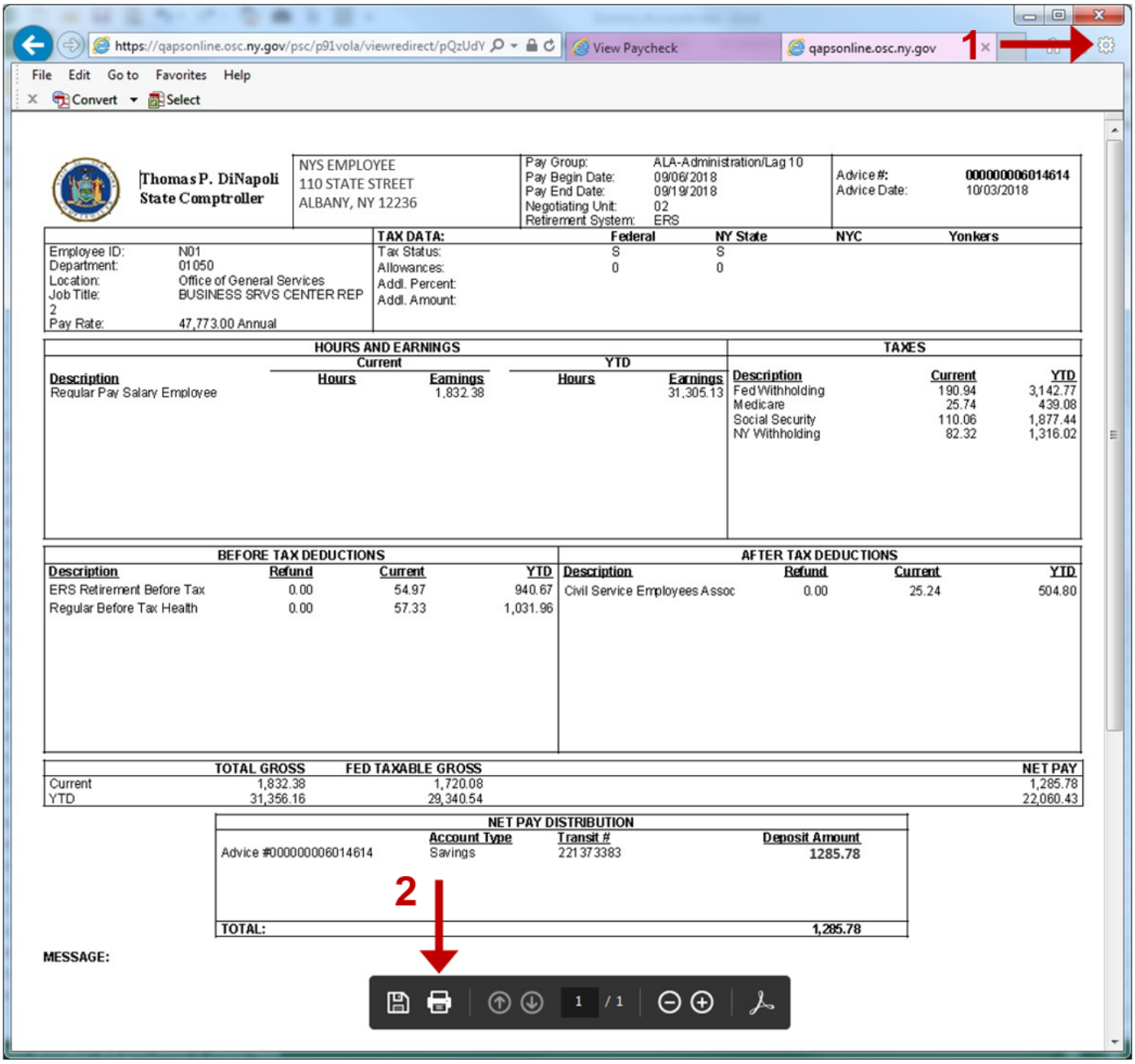
1. Select the red **X** icon to open the Google Chrome pop-up announcement.
2. Select the radio button to the left of **Always allow pop-ups from…**
3. Select **Done**.



Print Your Pay Stub in Internet Explorer

There are two available options.

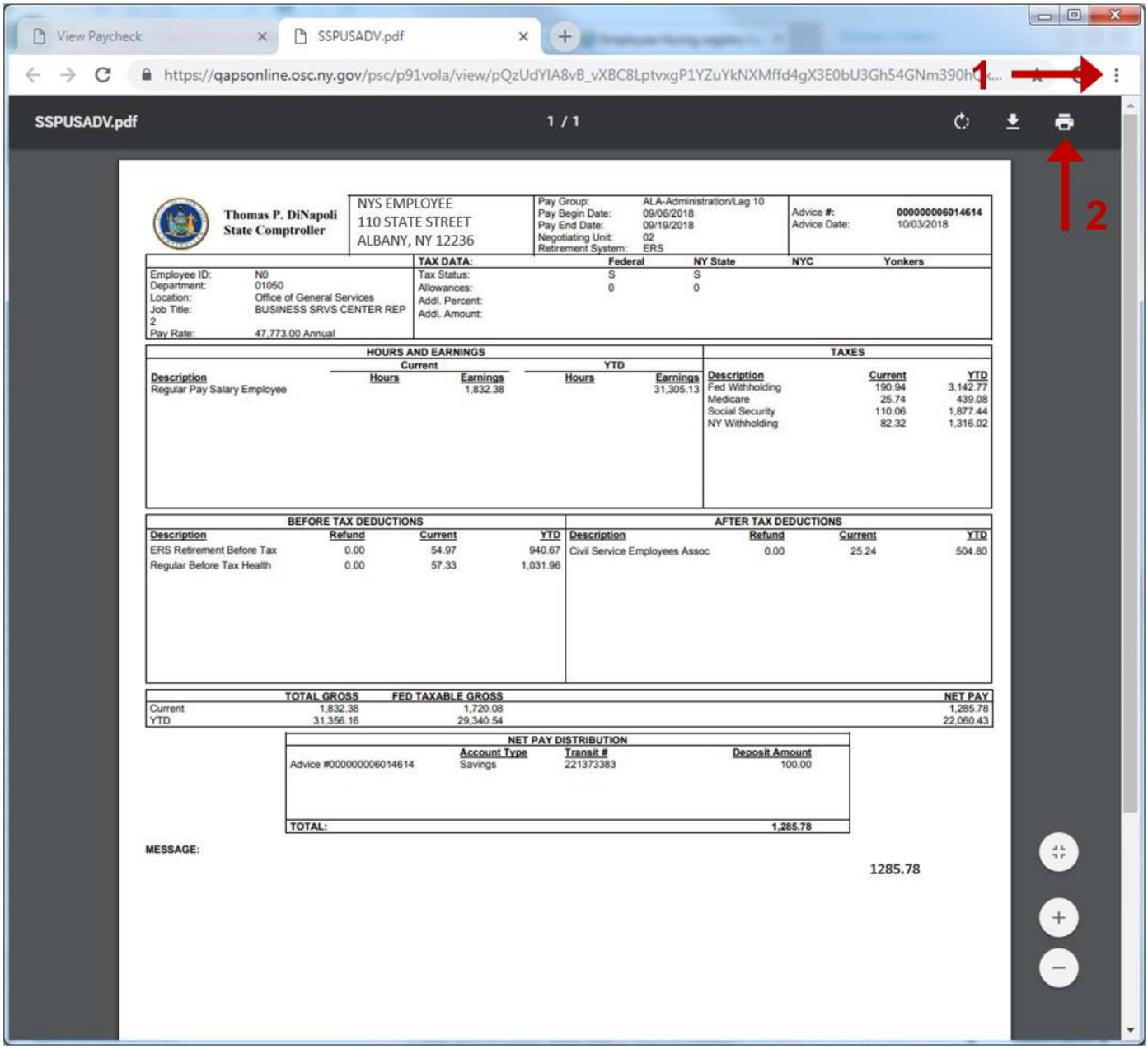
1. Select **Tools > Print > Print** and follow the prompts, or
2. Move the mouse to the bottom of the window, select the **Printer** icon from the pop-up tool bar and follow the prompts.



Print Your Pay Stub in Google Chrome

There are two available options.

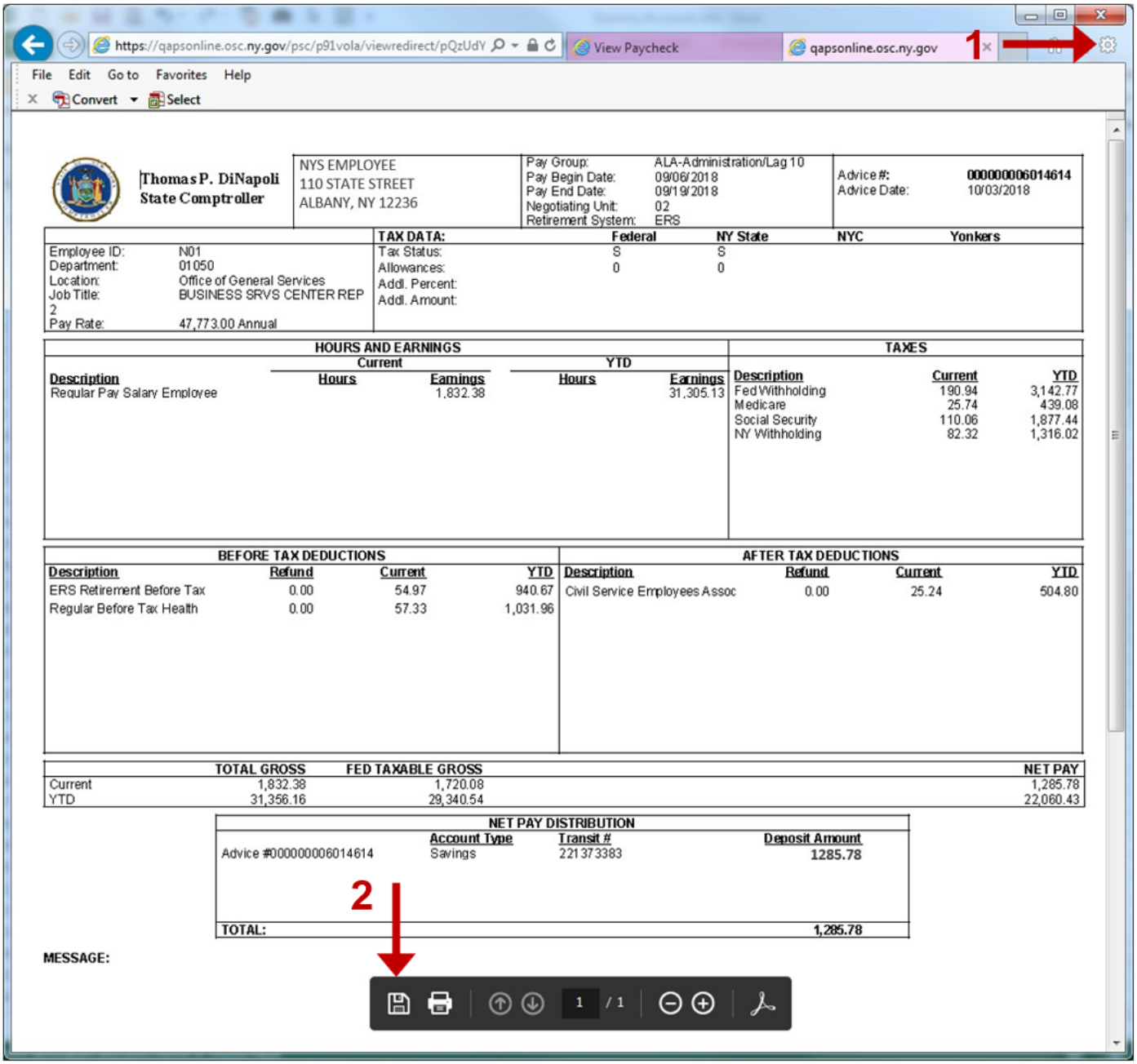
1. Select **Menu > Print** and follow the prompts, or
2. Select the **Printer** icon from the tool bar at the top of the window and follow the prompts.



Save Your Pay Stub in Internet Explorer

There are two available options.

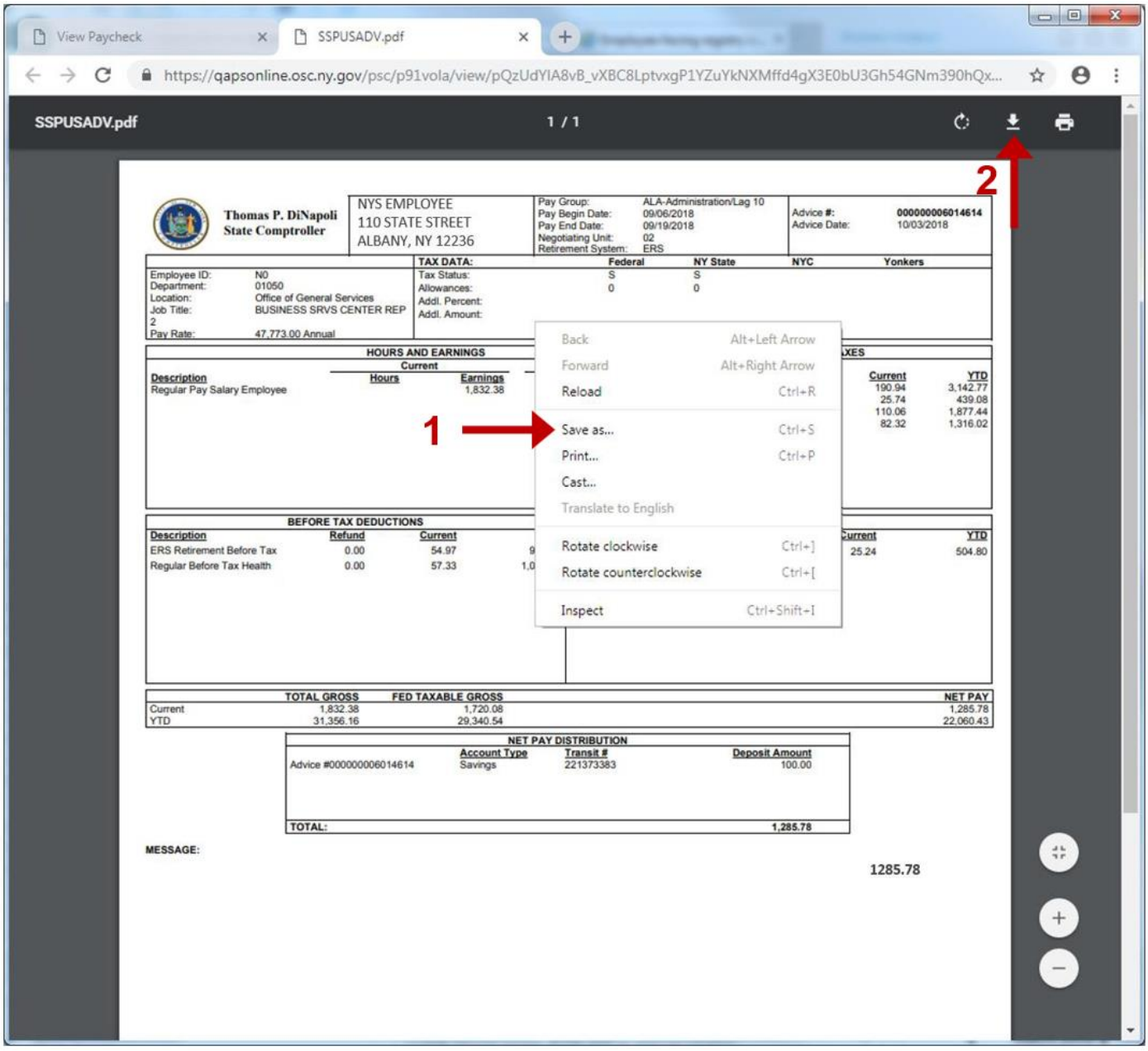
1. Select **Tools > File > Save as…** and follow the prompts, or
2. Move the mouse to the bottom of the window, select the **Diskette** icon from the pop-up tool bar, and follow the prompts.



Save Your Pay Stub in Google Chrome

There are two available options.

1. Right select, 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.



Sign Out

For security purposes, you should always sign out of NYSPO when you have finished viewing or updating direct deposit information. To sign out, please select the link at the top right of the NYSPO Home Page.