



Payroll Enhancement Project

Office of the State Comptroller
Bureau of State Payroll Services

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Searching in the Employee Tax Data Page

As a result of the PayServ EMPLID conversion to a non-SSN based EMPLID, new search procedures are provided for the Employee Tax Data page:

To search for an individual using the Employee Tax Data Page:

1. Navigate to the **Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data** search page
2. On the **Employee Tax Data** page enter the search fields that are available. Note that the **SSN** has been added as a search field. Enter a full or partial SSN to retrieve a record.

PayServ - The NYS Payroll System

Update Employee Tax Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID: begins with [dropdown] [input]
Company: begins with [dropdown] [input]
SSN: begins with [dropdown] [input]
Name: begins with [dropdown] [input]
Last Name: begins with [dropdown] [input]

Include History

You can now search by full or partial SSN

Search **Clear** [Basic Search](#) [Save Search Criteria](#)