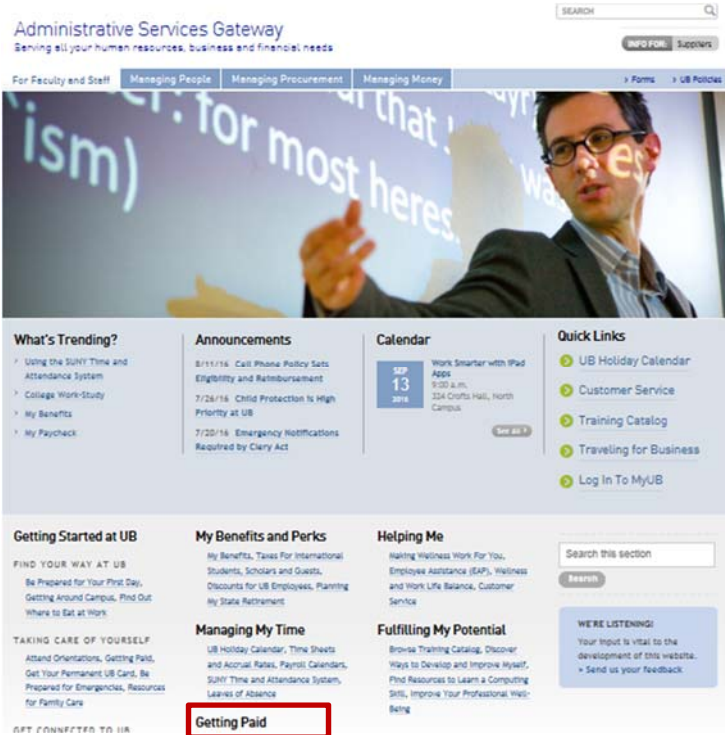
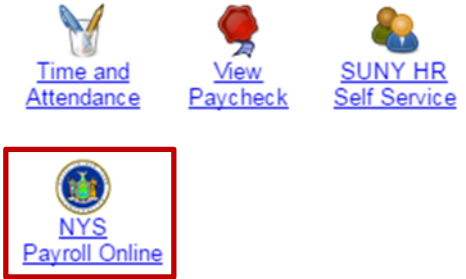





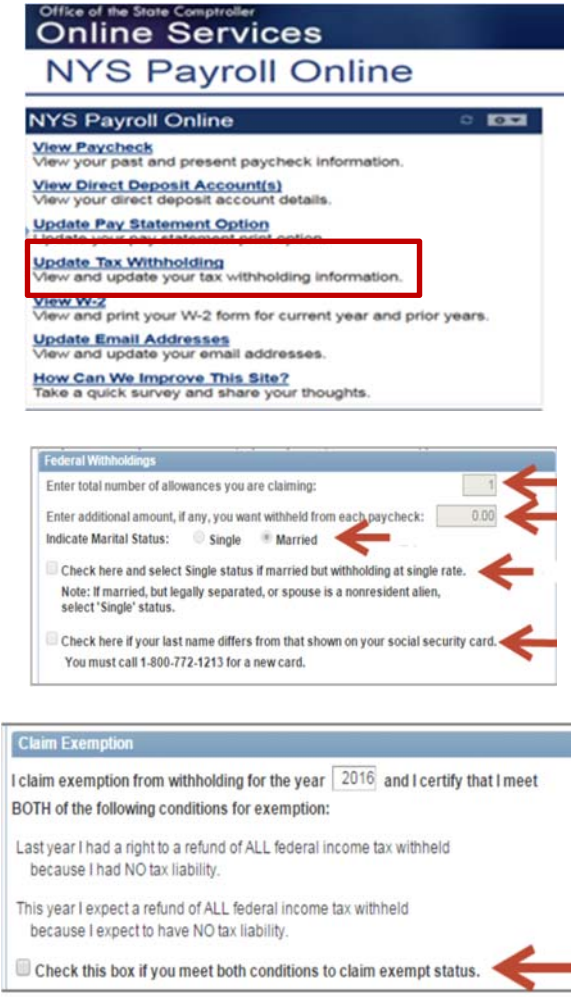











SUNY PAYROLL SELF-SERVICE INSTRUCTIONS

Step	Purpose	Action	Screenshots
1	Log on to the Payroll Self-Service	<ul style="list-style-type: none"> Using Firefox or Chrome, begin at www.buffalo.edu/hr. *We recommend using Firefox or Chrome as your Internet browser. Click on State Payroll Self-Service in the Getting Paid section. Scroll down the page and click on SUNY Portal under Employee Resources. If prompted, select Buffalo Univ. If prompted, log in with UBITName and password. 	 <p>The screenshot shows the 'Administrative Services Gateway' website. The 'Getting Paid' link under the 'Managing My Time' section is highlighted with a red rectangle. Below the main content area, there is a 'SUNY SECURE Sign On' login form with a 'Buffalo Univ' dropdown menu and a 'Remember me?' checkbox checked.</p>

Step	Purpose	Action	Screenshots
2	Access NYS Payroll Online	<ul style="list-style-type: none"> Click on NYS Payroll Online under the Self Service section. 	 <p>The screenshot shows three menu items: 'Time and Attendance', 'View Paycheck', and 'SUNY HR Self Service'. Below them is a red-bordered box containing the 'NYS Payroll Online' logo and text.</p>
3	Elect to Discontinue Paper Statements	<ul style="list-style-type: none"> On the NYS Payroll Online page, click the “Update Pay Statement Option” link. If you are enrolled in direct deposit, you will see the Pay Statement Print Option page. Select the radio button to indicate “I do not want a printed copy of my Direct Deposit statement sent to me.” Click Save 	 <p>The screenshot shows the 'NYS Payroll Online' interface. The 'Update Pay Statement Option' link is highlighted in a red box. Below it, the 'Pay Statement Print Option' section has two radio buttons: one selected for 'I would like a printed copy...' and one highlighted in a red box for 'I do not want a printed copy...'. A red arrow points to the 'Save' button at the bottom.</p>

Step	Purpose	Action	Screenshots																																										
4	View, Print, & Save Pay Statement	<ul style="list-style-type: none"> On the NYS Payroll Online page, click the “View Paycheck” link. Click “View Paycheck” to view all information for a specific paycheck. <p><i>If you are using Internet Explorer, a new browser window will open and ask you if you want to Open or Save your pay statement. Click Open and it will open as an Adobe PDF document in a separate window.</i></p> <p><i>You may need to allow pop-ups for this site in order to view your paycheck.</i></p>	 <p>Office of the State Comptroller Online Services NYS Payroll Online</p> <p>NYS Payroll Online</p> <p>View Paycheck View your past and present paycheck information.</p> <p>View Direct Deposit Account(s) View your direct deposit account details.</p> <p>Update Pay Statement Option Update your pay statement print option.</p> <p>Update Tax Withholding View and update your tax withholding information.</p> <p>View W-2 View and print your W-2 form for current year and prior years.</p> <p>Update Email Addresses View and update your email addresses.</p> <p>How Can We Improve This Site? Take a quick survey and share your thoughts.</p>  <table border="1"> <thead> <tr> <th>Check Date</th> <th>View Paycheck</th> <th>Company</th> <th>Pay Begin Date</th> <th>Pay End Date</th> <th>Net Pay</th> <th>Paycheck Number</th> </tr> </thead> <tbody> <tr> <td>11/18/2015</td> <td>View Paycheck</td> <td></td> <td>10/22/2015</td> <td>11/04/2015</td> <td>\$809.40</td> <td>67617027</td> </tr> <tr> <td>11/04/2015</td> <td>View Paycheck</td> <td>STATE OF NEW YORK</td> <td>10/09/2015</td> <td>10/21/2015</td> <td>\$809.38</td> <td>67308344</td> </tr> <tr> <td>10/21/2015</td> <td>View Paycheck</td> <td>STATE OF NEW YORK</td> <td>09/24/2015</td> <td>10/07/2015</td> <td>\$809.40</td> <td>67110495</td> </tr> <tr> <td>10/07/2015</td> <td>View Paycheck</td> <td>STATE OF NEW YORK</td> <td>09/10/2015</td> <td>09/23/2015</td> <td>\$809.38</td> <td>67023496</td> </tr> <tr> <td>09/23/2015</td> <td>View Paycheck</td> <td>STATE OF NEW YORK</td> <td>08/27/2015</td> <td>09/09/2015</td> <td>\$809.39</td> <td>66825643</td> </tr> </tbody> </table>	Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	11/18/2015	View Paycheck		10/22/2015	11/04/2015	\$809.40	67617027	11/04/2015	View Paycheck	STATE OF NEW YORK	10/09/2015	10/21/2015	\$809.38	67308344	10/21/2015	View Paycheck	STATE OF NEW YORK	09/24/2015	10/07/2015	\$809.40	67110495	10/07/2015	View Paycheck	STATE OF NEW YORK	09/10/2015	09/23/2015	\$809.38	67023496	09/23/2015	View Paycheck	STATE OF NEW YORK	08/27/2015	09/09/2015	\$809.39	66825643
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number																																							
11/18/2015	View Paycheck		10/22/2015	11/04/2015	\$809.40	67617027																																							
11/04/2015	View Paycheck	STATE OF NEW YORK	10/09/2015	10/21/2015	\$809.38	67308344																																							
10/21/2015	View Paycheck	STATE OF NEW YORK	09/24/2015	10/07/2015	\$809.40	67110495																																							
10/07/2015	View Paycheck	STATE OF NEW YORK	09/10/2015	09/23/2015	\$809.38	67023496																																							
09/23/2015	View Paycheck	STATE OF NEW YORK	08/27/2015	09/09/2015	\$809.39	66825643																																							
5	View Direct Deposit Accounts	<ul style="list-style-type: none"> On the NYS Payroll Online page, click “View Direct Deposit Account(s)”. If you work in more than one State agency, you will be asked to select which agency you would like to view the direct deposit information for, then select the “Job Title” on the Select Job Title page to open the Direct Deposit page. If you are not currently enrolled in direct deposit, you will receive a message instead of seeing the Direct Deposit page. Included on this page is a link to download the direct deposit form. To participate in direct deposit, complete the form & bring it to your payroll office. If you are enrolled in direct deposit, you can see detailed information about all of your current direct deposit accounts on the Direct Deposit page. 	 <p>Office of the State Comptroller Online Services NYS Payroll Online</p> <p>NYS Payroll Online</p> <p>View Paycheck View your past and present paycheck information.</p> <p>View Direct Deposit Account(s) View your direct deposit account details.</p> <p>Update Pay Statement Option Update your pay statement print option.</p> <p>Update Tax Withholding View and update your tax withholding information.</p> <p>View W-2 View and print your W-2 form for current year and prior years.</p>  <p>Direct Deposit Select Job Title</p> <p>Job Information</p> <table border="1"> <thead> <tr> <th>Job Title</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>ADJUNCT LECTURER</td> <td>Queens College (Adjunct)</td> </tr> <tr> <td>GRADUATE ASSNT-10 M</td> <td>SUNY@Albany Lag</td> </tr> </tbody> </table>	Job Title	Department	ADJUNCT LECTURER	Queens College (Adjunct)	GRADUATE ASSNT-10 M	SUNY@Albany Lag																																				
Job Title	Department																																												
ADJUNCT LECTURER	Queens College (Adjunct)																																												
GRADUATE ASSNT-10 M	SUNY@Albany Lag																																												

Step	Purpose	Action	Screenshots
6	Review & Maintain Federal Tax Withholding	<ul style="list-style-type: none"> • On the NYS Payroll Online page, click the “Update Tax Withholding” link. • Update Your Federal Withholding: <i>Change any applicable information.</i> <ul style="list-style-type: none"> ○ Enter a new number of total Allowances ○ Enter an Additional Amount to be withheld. ○ Change your Marital Status ○ Check box if married but withholding at a single rate. ○ Check box if your last name does not match the last name on your Social Security card. • To claim exemption, you must meet the following conditions: <ul style="list-style-type: none"> ○ Last year you had a right to a refund of ALL federal income tax withheld because you had NO tax liability, and ○ This year you expect a refund of ALL federal income tax withheld because you expect to have NO tax liability. ○ Check checkbox to affirm that you meet both conditions and want to claim exempt status. ○ Type “exempt” on line 7 	 <p>The screenshots show the NYS Payroll Online interface. The first screenshot is the 'Update Tax Withholding' page, where the 'Update Tax Withholding' link is highlighted with a red box. The second screenshot shows the 'Federal Withholdings' form with red arrows pointing to the 'Enter total number of allowances' field (value 1), the 'Enter additional amount' field (value 0.00), the 'Indicate Marital Status' section (radio buttons for Single and Married), and the checkbox for 'Check here and select Single status if married but withholding at single rate.' The third screenshot shows the 'Claim Exemption' section with red arrows pointing to the 'I claim exemption from withholding for the year 2016' statement and the checkbox for 'Check this box if you meet both conditions to claim exempt status.'</p>

Step	Purpose	Action	Screenshots
7	Review & Maintain State Tax Withholding	<ul style="list-style-type: none"> • Update Your New York State Tax Withholding: <i>Change any applicable information</i> <ul style="list-style-type: none"> ○ Change your Marital Status ○ Enter total number of State Allowances you want to claim. ○ Enter an Additional State Amount to be withheld. ○ Indicate if you are a resident of New York City ○ Indicate if you are a resident of Yonkers ○ Enter total number of Local Allowances you want to claim. ○ Enter an Additional Local Amount to be withheld. • Click Save at the bottom of the page to save all changes to your tax information. • Click OK <p><i>You cannot claim exemption from NYS tax withholding using NYS Payroll Online. To claim the exemption, submit Form IT-2104-E.</i></p> <p><i>You can only make changes to your tax withholding information once per day.</i></p>	<p>New York State Tax Withholding</p> <p>Indicate Marital Status: <input checked="" type="radio"/> Single or Head of Household / <input type="radio"/> Married  Married, but withhold at higher single rate</p> <p>Enter total number of state allowances you are claiming: <input type="text" value="0"/>  Additional state amount, if any, you want withheld from each paycheck: <input type="text" value="0.00"/> </p> <hr/> <p>Local Tax Withholding</p> <p>Are you a resident of New York City? <input type="radio"/> Yes <input checked="" type="radio"/> No  Are you a resident of Yonkers? <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>Enter total number of local allowances you are claiming: <input type="text" value="0"/>  Additional local amount, if any, you want withheld from each paycheck: <input type="text" value="0.00"/> </p> <hr/> <p>Penalty -- A penalty of \$500 may be imposed for any false statement you make that decreases the amount of money you have withheld from your wages. You may also be subject to criminal penalties.</p> <p><input type="button" value="Save"/> </p> <p>Return to NYS Payroll Online</p> <hr/> <p>Tax Withholdings Save Confirmation</p> <p><input checked="" type="checkbox"/> Your change was successfully saved. However, due to timing, your change may not be reflected on the next paycheck.</p> <p><input type="button" value="OK"/> </p>

8

View, Print & Save **W-2**

View & print your W-2 form for the current year and prior years. *You will need Adobe Reader to view your W-2 in NYS Payroll Online.*

- On the NYS Payroll Online page, click **View W-2**.
- Click **Year End Form** to view the W-2 for the selected year. *Your W-2 will open as a PDF document in a new browser window.*

Any amended W-2c forms (corrected W-2s) issued after the W-2 will not be included in this list.

If you are using Internet Explorer, a new browser window will open and ask you if you want to Open or Save your pay statement. Click Open and it will open as an Adobe PDF document in a separate window.

Print your W-2 (Internet Explorer)

- **Click File > Print** and follow the prompts,
- Move the mouse to the bottom of the window, select the Printer icon from pop-up tool bar, & follow the prompts.

Print Your W-2 (Google Chrome)

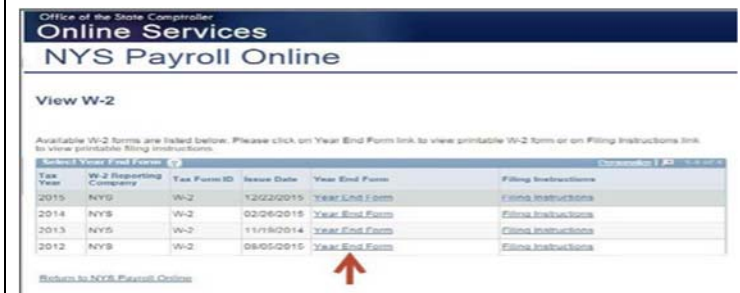
- **Click Menu > Print** and follow the prompts
- Select the Printer icon from the tool bar at the top of the window & follow the prompts.

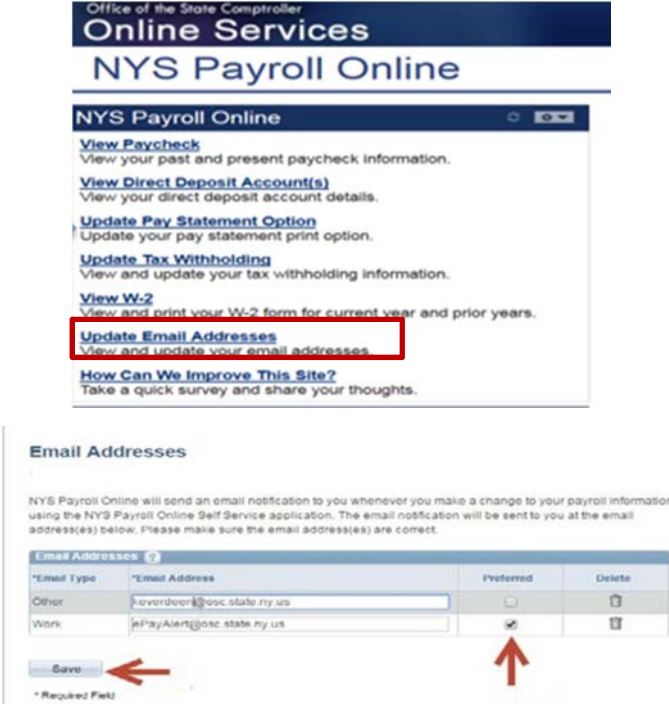
Save Your W-2 (Internet Explorer)

- **Click File > Print** and follow the prompts,
- **OR**, move the mouse to bottom of the window, select the Diskette icon from pop-up tool bar, & follow prompts.

Save Your W-2 (Google Chrome)

- Right click, select Save as...and follow the prompts
- **OR**, select the Download icon from the tool bar at the top of the window and follow the prompts.



Step	Purpose	Action	Screenshots												
9	Update Email Address	<p>Each time you make a change to your information in NYS Payroll Online, an email will be sent notifying you of the change. It is important that you maintain up-to-date contact information.</p> <ul style="list-style-type: none"> On the NYS Payroll Online page, click “Update Email Addresses”. <ul style="list-style-type: none"> To change your preferred address, click the check box under the “Preferred” column next to your preferred email address. Click “Save”. To update an existing email address, click in the Email Address field for the email address you want to update and enter your changes. <ul style="list-style-type: none"> Click “Save”. To add a new email address, click “Add Email Address” to insert a new email address row. <ul style="list-style-type: none"> Select Work or Other from the “Email Type” drop down menu in the new row. Enter your new email address in the Email Address field in the new row. Click “Save”. To delete an email address, click the trash can icon next to the email address you want to delete. <ul style="list-style-type: none"> Click “Save”. 	 <p>The screenshot shows the 'NYS Payroll Online' interface. The 'Update Email Addresses' link is highlighted with a red box. Below it is the 'Email Addresses' form. The form contains a table with columns for 'Email Type', 'Email Address', 'Preferred', and 'Delete'. A red arrow points to the 'Save' button, and another red arrow points to the 'Preferred' checkbox in the table.</p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Other</td> <td>leverdoo@osc.state.ny.us</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Work</td> <td>lePayAlert@osc.state.ny.us</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Email Type	Email Address	Preferred	Delete	Other	leverdoo@osc.state.ny.us	<input type="checkbox"/>		Work	lePayAlert@osc.state.ny.us	<input checked="" type="checkbox"/>	
Email Type	Email Address	Preferred	Delete												
Other	leverdoo@osc.state.ny.us	<input type="checkbox"/>													
Work	lePayAlert@osc.state.ny.us	<input checked="" type="checkbox"/>													

Need advice?

Our **Payroll Experts** are here to help.

www.buffalo.edu/hr or Phone: 716-645-7777