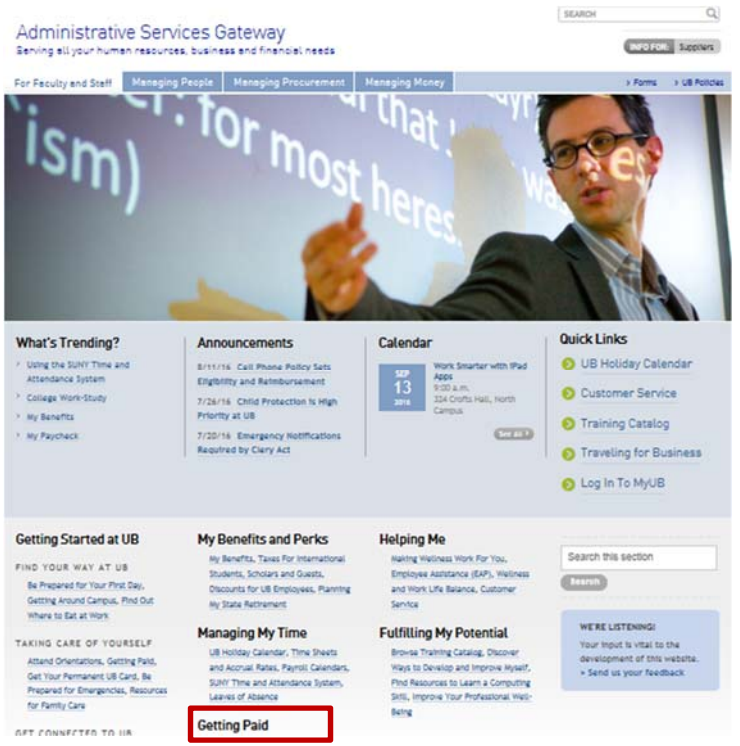
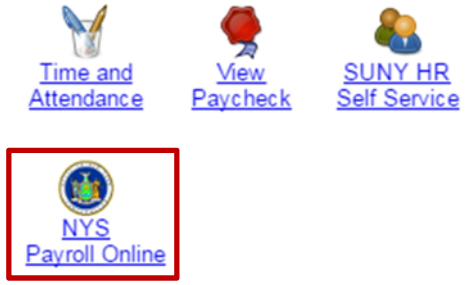
SUNY PAYROLL SELF-SERVICE INSTRUCTIONS

Step	Purpose	Action	Screenshots
1	Log on to the **Payroll Self-Service**	• 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**.	

Step	Purpose	Action	Screenshots
2	Access **NYS Payroll Online**	• Click on **NYS Payroll Online** under the Self Service section.	
3	Elect to **Discontinue Paper Statements**	• 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	

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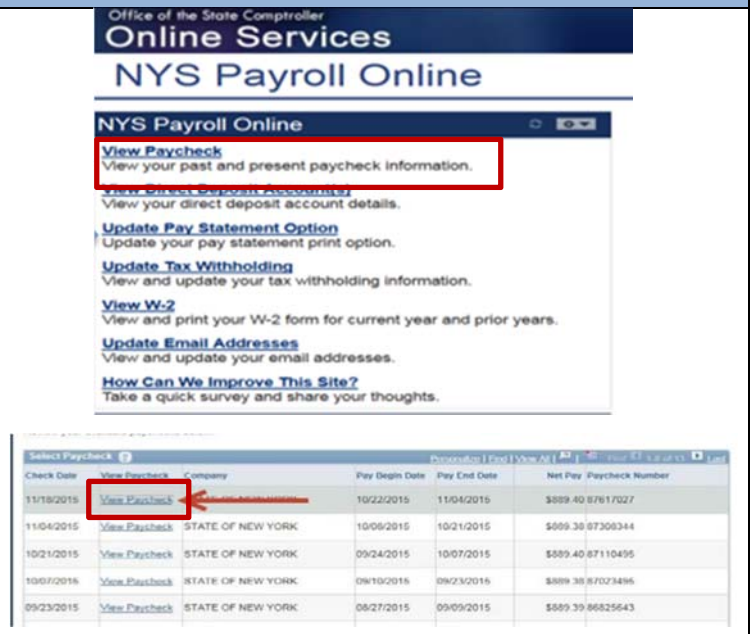
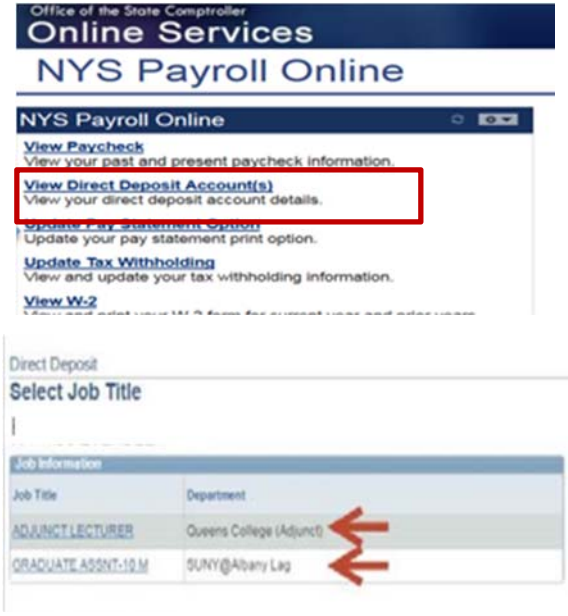
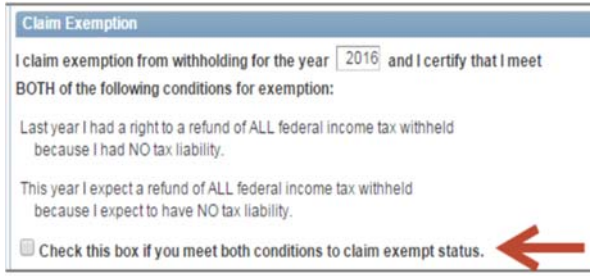
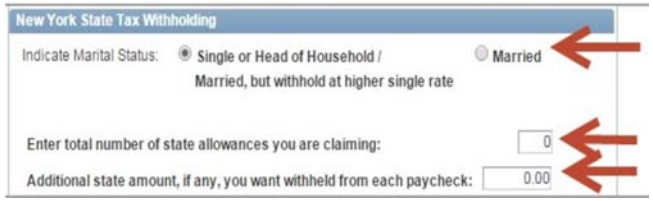
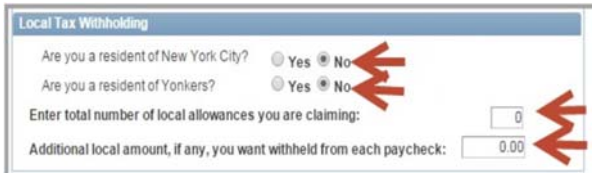
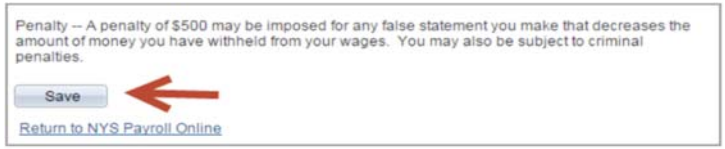
4	View, Print, & Save **Pay Statement**	• On the NYS Payroll Online page, click the **"View Paycheck"** link. • Click "**View Paycheck"** to view all information for a specific paycheck. *If you are using Internet Explorer, a new browser window will open and ask you if you want to Open or Save your pay statement. Click Open and it will open as an Adobe PDF document in a separate window.* *You may need to allow pop-ups for this site in order to view your paycheck.*	
5	View **Direct Deposit Accounts**	• 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.	

Step	Purpose	Action	Screenshots
6	Review & Maintain **Federal Tax Withholding**	• On the NYS Payroll Online page, click the **"Update Tax Withholding"** link. • **Update Your Federal Withholding:** *Change any applicable information.* o Enter a new number of total Allowances o Enter an Additional Amount to be withheld. o Change your Marital Status o Check box if married but withholding at a single rate. o 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: o Last year you had a right to a refund of ALL federal income tax withheld because you had NO tax liability, and o This year you expect a refund of ALL federal income tax withheld because you expect to have NO tax liability. o Check checkbox to affirm that you meet both conditions and want to claim exempt status. o Type "exempt" on line 7	 

Step	Purpose	Action	Screenshots
7	Review & Maintain **State Tax Withholding**	• **Update Your New York State Tax Withholding:** *Change any applicable information* o Change your Marital Status o Enter total number of State Allowances you want to claim. o Enter an Additional State Amount to be withheld. o Indicate if you are a resident of New York City o Indicate if you are a resident of Yonkers o Enter total number of Local Allowances you want to claim. o 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** *You cannot claim exemption from NYS tax withholding using NYS Payroll Online. To claim the exemption, submit Form IT-2104-E.* *You can only make changes to your tax withholding information once per day.*	  

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.	

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9	Update **Email Address**	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. • On the NYS Payroll Online page, click **"Update Email Addresses".** o To change your preferred address, **click the check box under the "Preferred" column** next to your preferred email address. o 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. o Click **"Save".** • **To add a new email address**, click **"Add Email Address"** to insert a new email address row. o Select Work or Other from the "**Email Type"** drop down menu in the new row. o Enter your new email address in the **Email Address field** in the new row. o Click **"Save".** • **To delete an email address,** click the trash can icon next to the email address you want to delete. o Click **"Save".**	
Need advice?			
Our **Payroll Experts** are here to help. ***www.buffalo.edu/hr or Phone: 716-645-7777***			