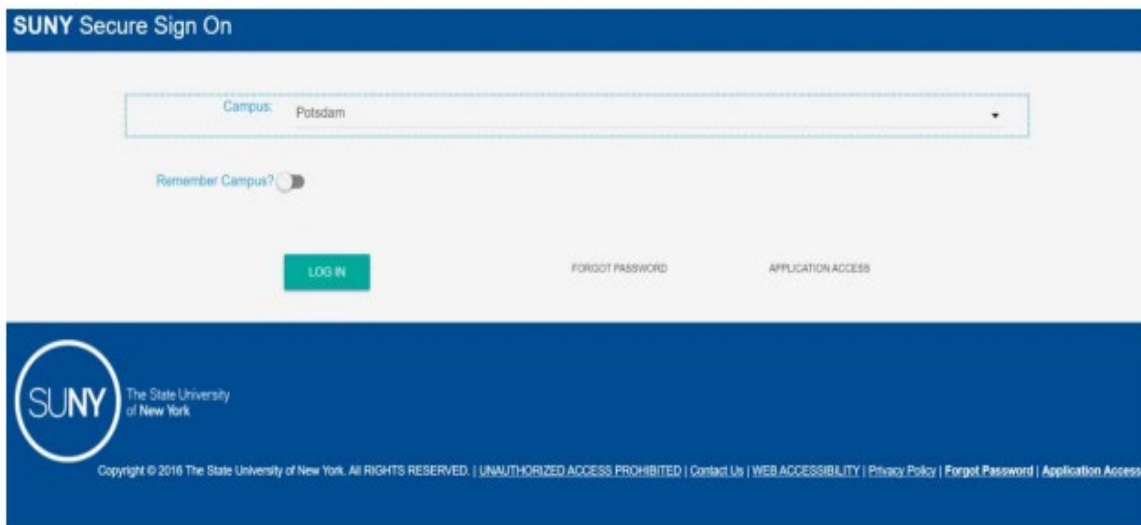


Current employee instructions on printing W2 through NYS Payroll Online

*If you have not completed the authentication process, this must be done before you can access NYS Payroll Online. Instructions to the authentication process can be found on the Potsdam Payroll webpage under Self Service. If you are having trouble with the authentication process, you must contact the Office of State Comptroller at 518-408-4271 for assistance.

1. Sign into NYS Payroll Online via the SUNYHR Portal. (suny.edu/hrportal)



2. Once logged into SUNY HR, click on the NYS Payroll Online Link.



3. Once in NYS Payroll Online, click on View W-2.

Office of the NEW YORK
STATE COMPTROLLER | **NYSPO**
NYS Comptroller Thomas P. DiNapoli | New York State Payroll Online

NYS Payroll Online

- View Paycheck**
View your past and present pay stubs.
- View Direct Deposit Account(s)**
View your direct deposit account 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
- How Can We Improve This Site?**
Take a quick survey and share your thoughts.

4. The current year will be the only record to show up initially. If you need to view prior years, click on view a different tax year to view prior years. When you find the year you want to view, click on Year End Form and the system will bring up the requested W-2.

Available W-2 forms are listed below. Please click on Year End Form link to view printable W-2 form or on Filing Instructions link to view printable filing instructions.

[View a Different Tax Year](#)

Select Year End Form

Tax Year	W-2 Reporting Company	Tax Form ID	Issue Date	Year End Form	Filing Instructions
2023	NYS	W-2	01/11/2024	Year End Form	Filing Instructions