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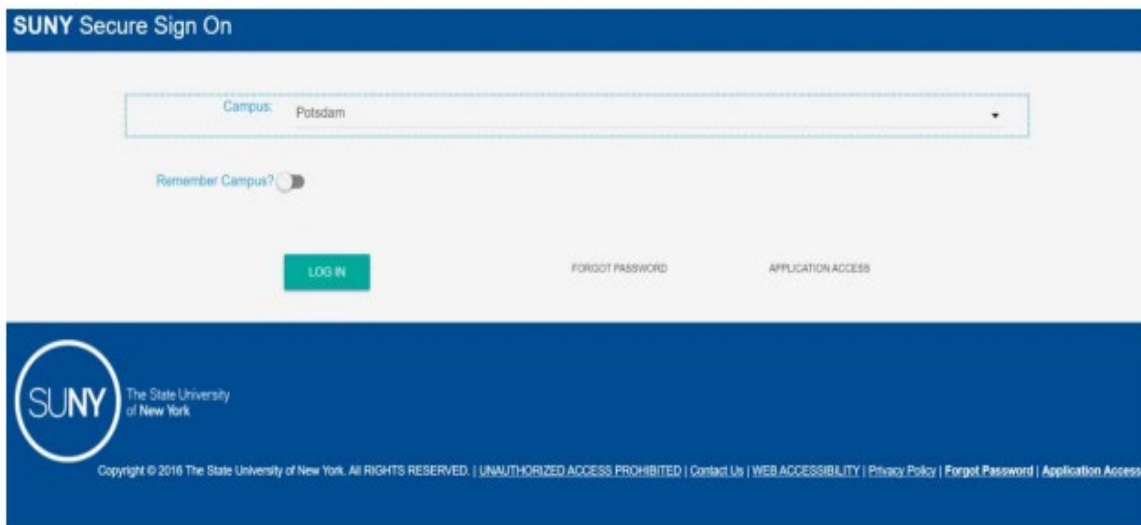
2. Once logged into SUNY HR, click on the NYS Payroll Online Link.

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

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

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