

NYS Payroll Online (NYSPO) Guide

State and Student employees can use the NYS Payroll Online portal to:

- Opt out of paper pay stubs or W-2s
- Change your federal or state tax deductions
- View and print W-2s
- Enroll in or update Direct Deposit
- Update your mailing address



The State University
of New York

**Farmingdale
State College**
State University of New York

Access Instructions

- **Supported Browsers**

NYS Payroll Online only supports **Google Chrome** and **Microsoft Edge** for optimal security and compatibility.

- **Accessing the Portal**

Users must navigate to

[NYS Payroll Online portal](https://www2.sysadm.suny.edu/hrportal/)

<https://www2.sysadm.suny.edu/hrportal/>

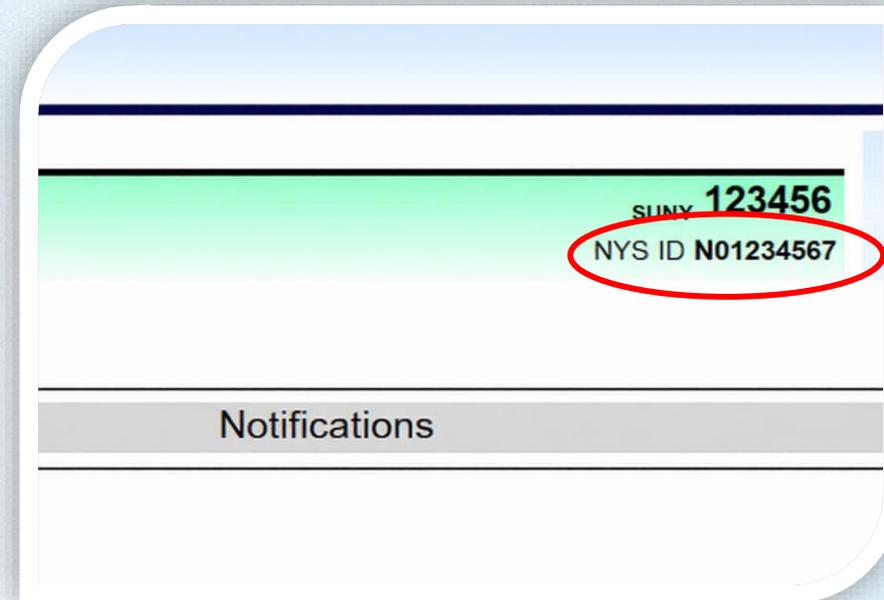
- **Login and Account Linking**

- Employees log in with **Farmingdale SSO**.

- **Employee ID (NYS ID #) 01234567**

After login, the NYS Employee ID will be displayed in the upper right corner of the homepage.

* **Write down or copy your N number for the next step.**



NYSPO-MyNY.gov Online Services

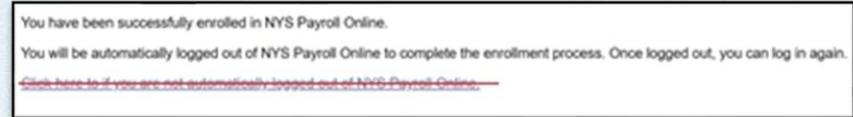
- Complete the User Verification form.

*Only use your FSC email for the Work Email Address box. Also, you cannot copy and paste your email.

The screenshot shows the 'My NY.gov Online Services' header. Below it, a message states: 'NYS Payroll Online users must complete the User Verification form below.' The form includes several fields: 'First Name', 'Last Name', 'Work Email Address' (with a radio button for 'Primary' and the value 'Farmingdale.edu'), 'Other Email Address' (with a radio button for 'Primary'), 'Confirm Work Email', 'Confirm Other Email', 'Last 4 Digits of SSN', and 'New York State Employee ID' (with the value 'N'). There are 'Submit' and 'Cancel and LogOut' buttons at the bottom.

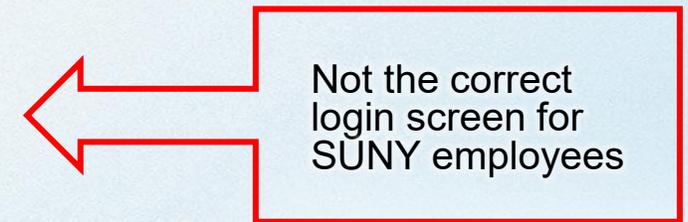
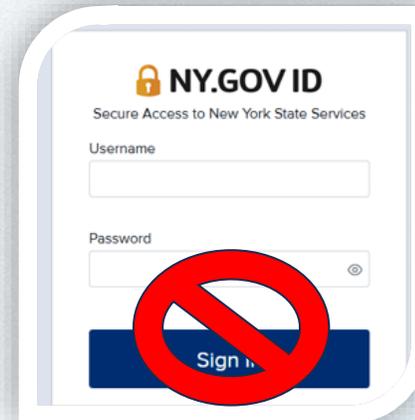
- The NYSPO post-setup link does not work for SUNY employees.

Do **NOT** click the link in the message to log back in.



- **Instead**-Return to the SUNY HR Home page to access NYSPO:

- [NYS Payroll Online portal](#)
- <https://www2.sysadm.suny.edu/hrportal/>



Not the correct login screen for SUNY employees



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NYSP0 Setup Complete

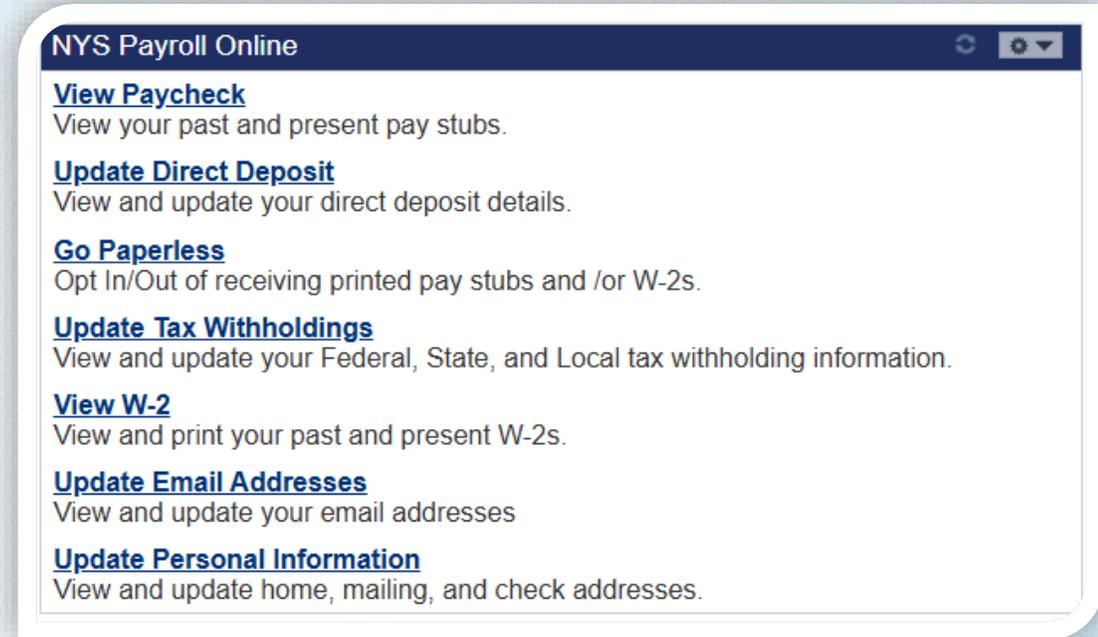
- After signing back into NYSP0, you will have the ability to review your NYS Payroll.
- Any top-left link will trigger a request to add an email address.

*This step is required only on your first use.

Now you are finished!

For the future, you will sign in with an SMS Verification Code

*If you run into any problems, please reach out to:
HR@farmingdale.edu or Payroll@farmingdale.edu



How to reset MFA

- To reset Multi-Factor Authentication (MFA), the employee must contact the ITS Service Desk at 844-891-1786 and select option 2.
- They should be prepared to provide their username and employee ID number.
- The Service Desk will assist them in resetting their MFA profile.
- Once the reset is complete, the employee should close all browser windows, clear their cache, and then open a new session.
- After doing so, they can log in to NYS Payroll Online and re-enroll in MFA using an alternative authentication method.