

**MEMORANDUM**

**TO:** CCNY Employees  
**FROM:** Office of Payroll Services  
**RE:** New York State Payroll Online  
**DATE:** October 4, 2021

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CUNY employees on New York State payroll can now access New York State Payroll Online (NYSPO), a service offered through NY.gov which allows employees on the New York State payroll to access pay stubs, W-2s and other pay information electronically. Employees must request activation of their NY.gov account via CUNYFirst.

**How to submit the request via CUNYfirst to activate the NY.gov account:**

- Log into [CUNYfirst](#) - After logging in, select the following:
- **Human Capital Management** from the CUNYfirst homepage menu.
- Click on top center drop down menu and click on **Employee Self Service**
- Select **Other Employee Tasks (1)**. From the left hand side menu, select **New York State Payroll Online**.
- Review the content under **New York State Payroll Online (NYSPO) – NY.gov Account Activation Request**.  
To submit your request, select the **check-box** confirming that you've read the content and **Submit**.

After you formally submit your request in CUNYfirst, your NY.gov account is estimated to be activated within 15-20 business days. After your NY.gov account is officially activated, a confirmation message will be sent to your primary business email address in CUNYfirst with additional instructions on how to verify your identity and to access NYSPO. All employees must verify their identities within NY.gov in order for NYSPO to be accessible within their NY.gov accounts.

If you create your NY.gov account outside of CUNYfirst, you will experience issues accessing NYSPO.

Additionally, if you have existing NY.gov accounts for previous/other NYS organizations, you will need to request an additional NY.gov account via this process to view your CUNY-pay information.

Please note: If you have not claimed your CUNYfirst Account, please follow the link below:  
[How to claim your CUNYfirst Account](#)

For additional information and New York State Payroll Online (NYSPO) resources, please follow the link below:

[New York State Online Payroll Resources & FAQ](#)

For inquiries pertaining to NYSPO to, please contact University Payroll Security at [University Payroll Security Adm@cuny.edu](mailto:University_Payroll_Security_Adm@cuny.edu) with your 8-digit CUNY EMPLID AND your NYS EMPLID (the N-number from your paystub).

Thank you.