MEMORANDUM

TO:	CCNY Employees
FROM:	Office of Payroll Services
RE:	New York State Payroll Online
DATE:	October 14, 2022

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 New York State payroll to access paystubs, W-2s and other pay information electronically. Employees must request activation of their NY.gov account using CUNYfirst.

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

- Log into CUNYfirst - After logging in, select the following:

- Select **CUNYfirst Home** from the top center menu.

- From the top center drop down menu select **Employee Self Service**

- Select **Other Employee Tasks**. 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 press **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 with your 8-digit CUNY EMPLID AND your NYS EMPLID (the N-number from your paystub).

Thank you.