

PAYROLL SELF-SERVICE

New Hire Orientation Quick Guide

Your payroll self-service system depends on how you are paid. Tax-levy employees use NYS Payroll Online (NYSPO); non-tax levy employees use Paychex Flex.

TAX-LEVY EMPLOYEES

New York State Payroll Online (NYSPO)

- View payroll information and use expanded self-service options.
- Add or update direct deposit.
- Update federal, New York State, and local tax withholdings.
- Use the improved, accessible online interface.

Access NYSPO safely

Always use the official NYSPO page: osc.ny.gov/state-agencies/payroll/nyspo

You may also navigate directly to:
my.ny.gov/LoginV4/login.xhtml

IMPORTANT: Do not use a search engine to locate the NYSPO portal. Fraudulent sites may attempt to capture your credentials.

Protect your account

- Verify your email address each time you log in.
- NYSPO uses your email to notify you about changes to your payroll address, tax withholding, direct deposit, and login activity.
- If you receive a change notification you did not initiate, contact University Payroll Security immediately.

Payroll Security:

University_Payroll_Security_Adm@cuny.edu

NON-TAX LEVY EMPLOYEES

Paychex Flex Registration

Complete your Paychex Flex registration to access key payroll self-service features.

- **Paystubs:** View and access your pay statements.
- **W-2s:** Access your annual wage and tax statements.
- **Direct Deposit:** Add or update your direct deposit information.
- **Tax Withholdings:** Make changes to your applicable tax withholding elections.

New hire reminder

Complete registration promptly once you receive your Paychex Flex enrollment/registration instructions so you can access your payroll records and maintain your payment and tax information.

QUICK REFERENCE

Tax Levy = NYSPO | Non-Tax Levy = Paychex