

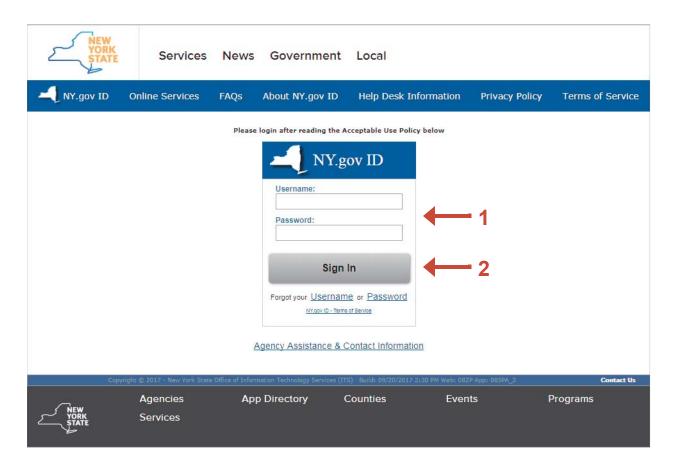
Office of the NYS Comptroller 110 State Street, Albany, NY 12236 osc.state.ny.us/payroll/nyspo.htm

## **Go Paperless**

Now that you have online access to your Form W-2, Wage and Tax Statements (W-2) and your paycheck information, you can choose to stop receiving a printed copy of your W-2, your pay stub, or both!

**NOTE:** Anyone can choose to stop receiving a printed W-2. However, if you are still being issued a printed check you are not eligible to stop receiving a printed pay stub. If you would like to go paperless, you must enroll your entire check in direct deposit. The direct deposit enrollment form and instructions can be found at the following link: <a href="https://www.osc.state.ny.us/payroll/files/ac2772.pdf">www.osc.state.ny.us/payroll/files/ac2772.pdf</a>.

- 1. Enter your username and password.
- 2. Click Sign In.



**NOTE:** If you have never logged into NYSPO before, please check out the <u>NYSPO</u> <u>Enrollment and Access</u> job aid or contact your agency coordinator.

3. Click Go Paperless in the left menu.



To stop receiving printed pay stubs, click the <u>Printed Pay Stubs</u> link or
To stop receiving printed W-2s, click the <u>Printed W-2s</u> link.

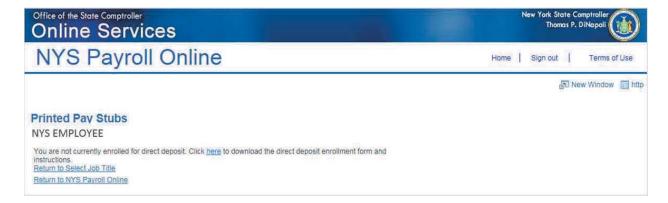


## Go Paperless — Printed Pay Stubs

**NOTE:** If you work for more than one State agency, then select the **Job Title** on the **Select Job Title** page to open the **Printed Pay Stubs** page. If you want to go paperless for all of your agencies you will need to complete the process below for EACH Job Title listed.



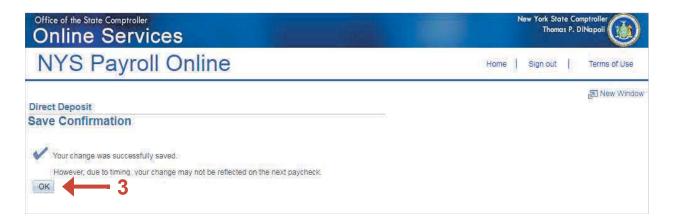
**NOTE:** If you are not currently enrolled in direct deposit and have no banking information on file, you will receive the message below. This message includes a link to the direct deposit enrollment form and instructions. If you want to participate in direct deposit, complete this form and submit it to your payroll administrator.



- 1. Select the radio button to indicate "I do not want a printed copy of my Direct Deposit pay stub sent to me."
- Click Save.



3. Click **OK** to return to the **Printed Pay Stubs** page.

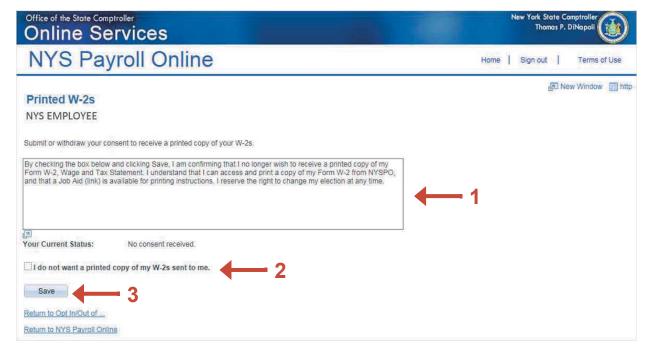


**NOTE:** Due to timing, your change may not be reflected in your next paycheck. This is because the change may have been made too late for the payroll system to stop the printing of your most recent direct deposit pay stub. If this is the case, the change will take effect in the following pay period. If you opt for paperless pay stubs and later decide that you would like to change your status to receive a printed pay stub, you can do so by returning to this page

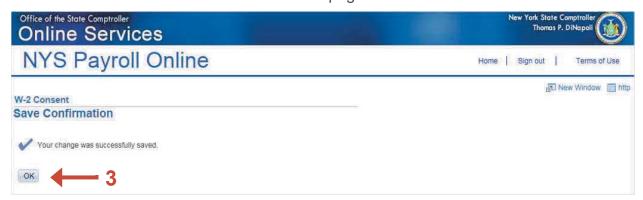
## Go Paperless — Printed W-2s

**NOTE:** You only need to provide consent once, regardless of the number of State agencies you work for.

- 1. Read the disclosure message.
- 2. Select the checkbox to indicate "I do not want a printed copy of my W-2s sent to me."
- 3. Click Save.



4. Click **OK** to return to the **Printed W-2** page.



**NOTE:** If you opt for paperless W-2s and later decide that you would like to change your status, you can do so by returning to this page.

The following IRS regulations apply to NYS employees and how their W-2 can be distributed by The Office of the State Comptroller (OSC):

- An employee will continue to receive a printed W-2 unless he/she elects to no longer receive printed W-2s.
- An employee electing to no longer receive printed W-2s will maintain this election for all subsequent years until he/she changes his/her election or separates from state service.
- An employee may elect to no longer receive a printed W-2 via NYSPO.
- The employee making the election will receive an email notification stating that his/her W-2 distribution status has changed.
- An employee can contact his/her agency Payroll Officer to request a printed W-2.
- Employees must have ability to change their status back to receiving printed W-2s via USPS mail for subsequent years. An employee can make this change via NYSPO or in writing by contacting his/her agency Payroll Officer.
- The employee reversing the election via NYSPO will receive an email notification stating that their W-2 distribution status has changed.
- An employee that has elected to receive printed W-2s will maintain this election for all subsequent years until he/she changes his/her election to no longer receive printed W-2s.
- Employees that are placed in a Terminated, Retired, or Deceased payroll status will have their W-2 consent status reset and will receive subsequent printed W-2s via USPS mail.
- The employee must have an internet connection to access NYSPO and modify his/her status.
- The employee must have a PDF viewer to access his/her W-2 on NYSPO.
- If the hardware or software required to access the W-2 creates a risk where employees might not be able to access the W-2, then OSC will contact all employees of the change and the required hardware or software needed to access the W-2.
- If the hardware or software required is changed, then OSC will reset all employees to receiving printed W-2s via USPS mail.
- The employee's W-2s will be available on NYSPO for a period of seven years.

## Sign Out

For security purposes, you should always **Sign out** of NYSPO when you are finished viewing or updating your payroll information. **Close** all open browser windows when finished. Your pay stub or W-2 will remain open until you close the browser window, even if you log out or are timed out of NYSPO.

