

# Accessing W-2 Forms via New York State Payroll Online

Go to the [SUNY HR Portal](#)

[www.suny.edu/hrportal](http://www.suny.edu/hrportal)

Enter PODS information to log in

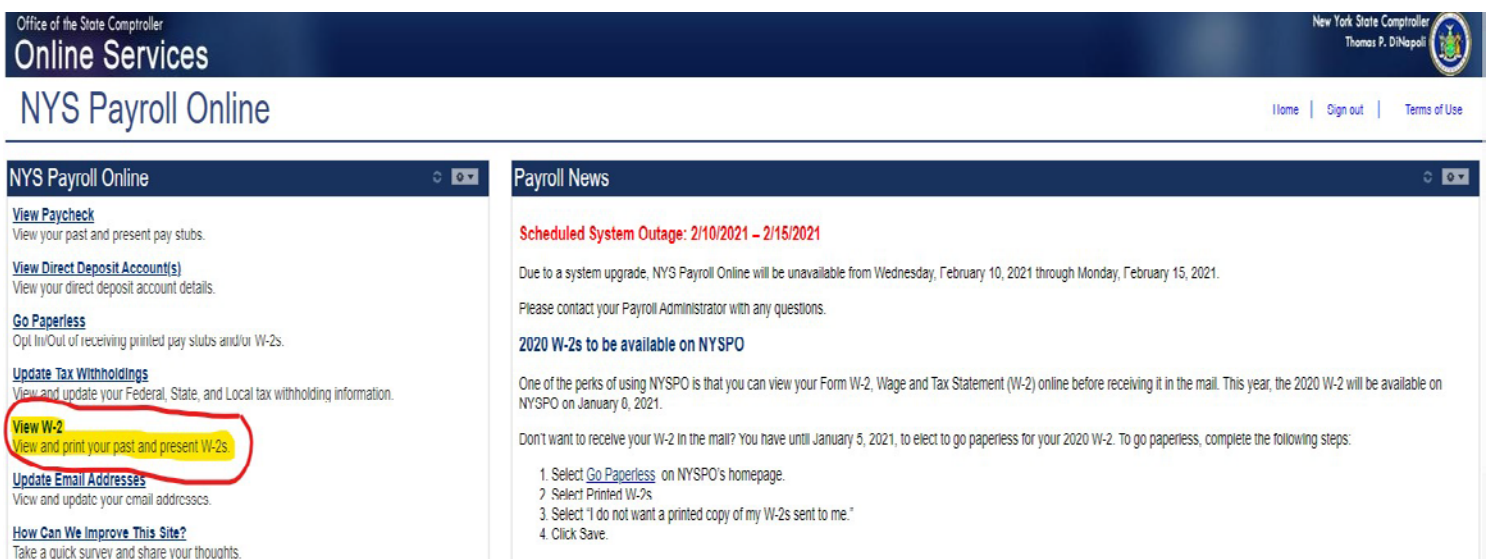
Under 'Self Service' icons- select '[NYS Payroll Online](#)'



You will need to enter your [NYS Employee ID \(N#\)](#) to gain access to the NYSPPO website. Your N# can be found in the top right corner of the HR Portal, or on your paychecks/paystubs.

**\*\*PLEASE NOTE VERIFICATION OF YOUR N# IS NOT IMMEDIATE. IT MAY TAKE UP TO 3 DAYS BEFORE YOU ARE ABLE TO ACCESS YOUR W2 INFORMATION.\*\***

Once access to NYSPPO is granted- select '[View W2](#)' on the left hand side of the NYSPPO website.

A screenshot of the NYSPPO website. The top navigation bar includes 'Office of the State Comptroller', 'Online Services', and 'NYS Payroll Online'. The main content area is divided into two columns. The left column, titled 'NYS Payroll Online', contains several links: 'View Paycheck', 'View Direct Deposit Account(s)', 'Go Paperless', 'Update Tax Withholdings', 'View W-2', 'Update Email Addresses', and 'How Can We Improve This Site?'. The 'View W-2' link is circled in red. The right column, titled 'Payroll News', contains a 'Scheduled System Outage' notice and a '2020 W-2s to be available on NYSPPO' announcement with a list of steps to view W-2s online.

**\*\*If you are no longer employed at the University, you will [NOT](#) have access to view W2's online.\*\***