

# 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

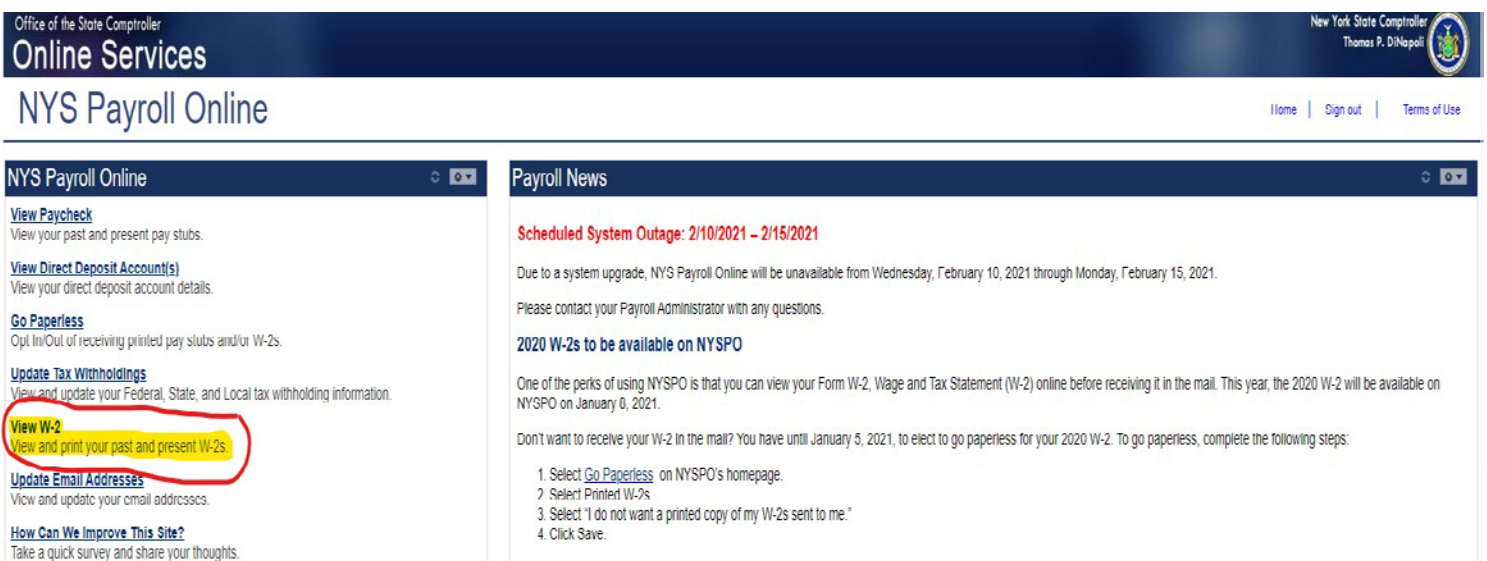
Under 'Self Service' icons- select '[NYS Payroll Online](#)'



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 left sidebar contains several menu items: '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' item is highlighted with a red circle. The main content area displays 'Payroll News' with a 'Scheduled System Outage' notice and a '2020 W-2s to be available on NYSPPO' announcement. The 'View W-2' item in the sidebar is highlighted with a red circle.

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