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TO: John Jay College Community

FROM: Oswald E. Fraser, Interim AVP for Administration

DATE: February 8, 2022

RE: Friendly Reminder! New York State Payroll Online (NYSPO)

A handwritten signature in blue ink, appearing to read "Oswald Fraser", enclosed in a light blue rectangular box.

Please be reminded that the Office of the New York State Comptroller has implemented New York State Payroll Online (*NYSPO*), a service offered through NY.gov which allows employees on New York State payroll to access pay stubs, W-2s and other pay information electronically. In addition, NYSPO grants employees the option to go “paperless” and to discontinue receiving mailed pay stubs and W-2s.

Since 9/17/21, you can request activation of your NY.gov account using the following path in CUNYfirst: ***Employee Self Service > Other Employee Tasks > New York State Payroll Online***

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.

Additional NYSPO resources and updates can be found [here](#). To begin the process, please follow the instructions on this webpage starting with Tab “**1. Requesting NY.gov Account Activation.**” If you have any questions, please contact University Payroll Security ([University Payroll Security Adm@cuny.edu](mailto:University_Payroll_Security_Adm@cuny.edu)).