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Paperless Paystubs for NYS Employees

Opt Out of Receiving Paper Paystubs

It is highly encouraged that you opt out of receiving paper paystubs/direct deposit advices. The New York State Office State Comptroller (OSC) has implemented NYS Payroll Online. This service reduces the amount of paper generated from a biweekly payroll and offers additional services for you to utilize.

This new service allows you to

- Opt out of receiving paper pay stubs/direct deposit advices
- View and print your pay statement
- Change your tax withholdings
- View and print current and prior year W-2s
- Update your email address

We encourage all SUNY ESF state employees to utilize this new service, especially to help reduce the amount of paper that is generated by a biweekly pay statement/direct deposit advice. If you have any questions on this new service, please contact Lisa Campagna in the Business Office at lmcampagna@esf.edu or at 315-470-6687.

Follow these easy steps to access this new service:

1. Simply go to: www.suny.edu/hrportal and Write down/note your NYS ID number (N#) located in the top right corner of the SUNY HR Home Screen – this will be needed to verify your identity in NYS Payroll Online
2. Click on the NYS Payroll Online icon (located in the same area as Time and Attendance and HR Self Service)
3. **Complete and submit the initial verification process with the last 4 digits of your SSN and your NYS Employee ID number (N# from the HR Home screen or on your paystub).**
4. Click “FINISH” to continue to the NYS Payroll Online Home Page

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To Opt out of receiving a paper statement

- Select Update Pay Statement Option and follow the instructions to opt out.

NOTE: if your session expires when you are on the NYS Payroll Online Home Page, you will be directed to the NYS log-in. You will NOT be able to get back in using this log-in. You must always access this service through SUNY portal and the HR Services/TAS link

View the [NYS Payroll Online Self Service \(PDF\)](#) for additional information and description of full suite of services offered through NYS Payroll Online. If you have any questions, please call The Business Office at 315-470-6687.

Scrap those stubs!

Step 1:

The screenshot displays the SUNY Secure Sign On interface. At the top, the browser address bar shows the URL <https://idm.suny.edu/security/login/login.do>. The page title is "SUNY Secure Sign On". Below the title, there is a "Campus:" dropdown menu currently set to "Envir Sci & Forestry". A "Remember Campus?" toggle switch is turned on. A prominent blue "LOG IN" button is centered below the form. To the right of the "LOG IN" button are links for "FORGOT PASSWORD" and "APPLICATION ACCESS". At the bottom left, the SUNY logo is displayed with the text "The State University of New York". The footer contains the following text: "Copyright © 2016 The State University of New York. ALL RIGHTS RESERVED. | [UNAUTHORIZED ACCESS PROHIBITED](#) | [Contact Us](#) | [WEB ACCESSIBILITY](#) | [Privacy Policy](#) | [Forgot Pass](#)".

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Business Systems Applications E-Business Services Enrollment Management Specialty Websites More >>

[Finance & Management System Announcement](#)
[Form 1 Submission](#)
[Human Resource Systems](#)
[IDL Inquiry Form](#)
[JCOPE - Financial Statement Disclosure Filing \(NYS Directory Services\)](#)
[Revenue Projection Tool](#)
[SMRT - SUNY Management Resource Tool](#)
[Workflow](#)

Training/Presentation Materials

Data Transfer System - SUNY Emergency Alert
[Presentation Materials - Demonstrations - Documents](#)

University Systems Strategic Business Plan
[SUBOA Working Committee Status Meetings](#)

Finance and Management
[SMRT Training Document](#)
[Web/Legacy Training Documents and Procedures](#)
[Finance BI Training Template - Detailed](#)
[Finance BI Training Template - Basic](#)
[Finance BI Transaction Inquiry Training Template](#)
[BI-Finance Dashboards to Replace SMRT](#)
[Video: Training BI-Finance Dashboards to Replace SMRT](#)

Institutional Research
[Academic Programs Enterprise System \(APES\) Campus View Demonstration](#)
[Data Transfer System \(DTS\) Demonstration](#)
[Institutional Research SUNY Management Resource Tool \(SMRT\) Demonstration](#)
[SUNY Business Intelligence Initiative \(SBII\) Dashboard Basics Training](#)

Security
[Security Administration Tool Manual](#)
[Security Administration Tool Web Training](#)

Employee Directory

The online directory provides the ability to search for employees in the SUNY Campus Directories.
[SUNY Campus Directories](#)

Enter one or more search criteria.

Last Name:

First Name:

Begins with Contains

(Results open in a new window)

<https://www.suny.edu/hrportal>

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Direct Deposit for RF Employees

Please access the Research Foundation Self-Service page at:
www.rfsuny.org (Employee Self Service-ESF, My Pay Methods) to complete any updates needed or to sign up for Direct Deposit.

The Research Foundation of SUNY (RF) now offers online access to your direct deposit slips, pay check stubs and W-2 tax forms through the RF website.

[Oracle Applications Home Page](#)

Main Menu

Personalize

-  [Employee Self Service - ESF](#)
 -  [My Benefits](#)
 -  [My Time](#)
 -  [My Accruals](#)
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If you use direct deposit, you'll review your bi-weekly direct deposit slips online and **you will not receive paper versions**. If you receive a printed paycheck, you will continue to receive a printed check bi-weekly but you can also view your pay check stubs online.

Your annual Form W-2 statement will be available online each January.

To Employees without current RF website access

To get started, you'll first need to create a password and validate your account:

1. **Go to:** www.rfsuny.org
2. **Click on:** Login button
3. **Go to:** New Users
4. Complete information as directed. Once you submit your information you can click on the self service link on the right.
Link to access your payroll information.

The Research Foundation ID Number (*Employee ID number*) is located inside the pay check.

You will need to keep and remember your Employee ID number for future access.

After your initial login, you will be able to access your pay information directly at www.rfsuny.org. Click the Login button in the top right corner and then enter your Research Foundation ID Number and password.

You will also use your Employee ID number and password to access benefits information online if you are eligible for RF benefits. Go to www.rfsuny.org/benefits.

If you have questions regarding your information contact Ellen Brown at 470-6625 or Jeanne Schwebe at 470-6624.

If you have issues getting access, contact Customer Services at customerservices@rfsuny.org or (518) 434-7222.