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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 pay stubs/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:**

![SUNY Secure Sign On](image)
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

- Employee Self Service - ESF
  - My Benefits
  - My Time
  - My Accruals
  - My Contact Information
  - My Job Information
  - My Pay Methods
  - My Payslip
  - My Tax Form
  - My W-2
  - My Total Rewards Statement
- ORG Supervisor Self Service
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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'11 first need to create a password and validate your account:

1. **Go to:** [www.rfsuny.org](http://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](http://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](http://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.**