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3. New York State Payroll Online

New York State Payroll Online (NYSPO) – NY.gov Account Activation Request

Implemented by The Office of the New York State Comptroller, New York State Online Payroll Services (NYSPO) allow NYS employees to view and update payroll information, manage tax withholdings and opt out of receiving paper pay stubs.

CUNY employees on NYS payroll can access NY.gov accounts. Employees must request for CUNY to initially activate their NY.gov accounts and requests must be made on this page only. Employees who create their NY.gov accounts outside of CUNYfirst will experience issues accessing NY.gov accounts.

Employees who currently have NY.gov accounts can view their CUNY pay information through their existing NY.gov accounts and do not need to request a new NY.gov account through CUNY.

By agreeing below, you are granting CUNY authorization to activate a user account for you on NY.gov for the purposes of accessing NY.gov. You also understand the following:

- Certain employee information is required to activate your account. CUNY will use the data below from CUNYfirst to create your account:
 - First and Last Name
 - Primary Business Email
 - Home Address
 - Primary Contact Number
 - CUNY EMPLID
 - NYS EMPLID (the N-number from your paystub)
- After your request is submitted, it is irreversible.
- After your request is submitted, your NY.gov account is estimated to be activated within 15-20 business days. It will not be immediately accessible after your request is submitted.
- After your NY.gov account is activated, a confirmation email will be sent to your primary business email in CUNYfirst containing instructions to verify your identity and to access your account.

New York State Payroll Online (NYSPO) – NY.gov Account Activation Request - Submitted

Confirmation Code [Redacted]

Submitted Date [Redacted]

Your request for CUNY to activate a NY.gov account on your behalf has been submitted. Once the NY.gov account is activated, a confirmation email will be sent to your primary business email in CUNYfirst* containing instructions to verify your identity and to access your account.

If you have any questions, please contact University Payroll Security (University_Payroll_Security_Adm@cuny.edu).

*if you are unsure what your primary business email is, you can obtain it from CUNYfirst via the following path: "Employee Self Service > Personal Details > Contact Details > Email" The confirmation email will be sent to your primary business email that was designated in CUNYfirst at the time of your request submission.

Log into CUNYFirst and follow the path below:



- >Employee Self Service
- >Other Employee Tasks
- > New York State Payroll Online