

## **Request to Opt Out of Direct Deposit Advice Printing**

I request that the UAlbany Payroll Office suppress the printing of my bi-weekly direct deposit advice on my behalf. I know I can change this election at any time by logging in to NYS Payroll Online with my UAlbany Net ID and password at <https://suny.edu/hrportal>

Name (Print clearly): \_\_\_\_\_

UAlbany Campus ID: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

### **View your pay stub, change tax withholding, view and print your W2 @NYS Payroll Online**

- Go to NYS Payroll online at <https://suny.edu/hrportal>
- Choose Albany campus
- Log in using your UAlbany Net ID and password
- From the State University of New York/HR Home page – make note of your NYS ID in the upper right hand corner and then click the NYS Payroll Online Icon in the Self Service box in the lower left corner
- Complete the requested information (including your NYS ID and date of birth)

Completed forms should be mailed or dropped off at Office of Human Resources Management, UAB 300 or emailed to [payroll@albany.edu](mailto:payroll@albany.edu)