NYS Payroll Online Directions - Student

**Items you will need to begin:**

- Use Internet Explorer or Google Chrome, turn off pop up blocker and clear cache.
- Net ID and Password
- Last 4 digits of your Social Security Number
- NY State Employee ID Number (click [here](#) for directions on locating your NY State Employee ID)
- Clear your browser cache (click [here](#) for directions)
- Unblock pop-ups (click [here](#) for directions)

**Accessing NYS Payroll Online:**

You will access the system the same way you currently access your pay stub in Solar. Select **NYS Payroll Online** under the Student Employment Service section in Solar.
You will be redirected to SUNY Secure Sign On - select Stony Brook campus and click on “Remember Campus”.

You will be prompted to enter your Net ID and Password.
For the initial log in, you will need the last 4 digits of your Social Security Number and your NY State Employee ID Number (found under External Identification Number on the Security and Personal Data screen in Solar).

Once in NYS Payroll Online, Click on Go Paperless on the left side of the screen.

Select I do not want a printed copy of my Direct Deposit statement sent to me and Click Save.
You will receive a message that your change was successfully saved; Click OK.

You will be returned to the previous screen, select **Return to NYS Payroll Online**.

You are now ready to use NYS Payroll Online:

- View Current and Previous Paychecks
- View Current Direct Deposit Account(s) - changes still need to be submitted through Payroll
- Update Tax Withholdings – Non-Resident Aliens still need to submit paper forms through Payroll
- View and Print Current and Previous W-2s
**Locating your NY State Employee ID Number:**

Select **Find My NYS Emplid** under the Student Employment Service section in Solar.

Locate the field called “New York State ID”. The ID will start with an “N”.

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![Solar System Interface](image)

**Empl ID**

**External Identification Numbers**

External System: SUNY Employee ID

External System: New York State ID

External ID: N