

The Office of the New York State Comptroller is preparing for the processing and distribution of **2023 W-2** forms. To ensure delivery of your W-2 statement, the Office of Human Resources is asking that all addresses be updated in CUNYFirst by **Wednesday, November 15, 2023**. Failure to update your address information will result in a delay in receipt of your W-2 form.

If you need to update your address, it is recommended that you do so by utilizing the Employee Self-Service module in CUNYFirst and update **both** the **Home** and **Mailing** address fields:

- Log into CUNYfirst
- Employee Self Service
- Personal Details
- Addresses
  - Home and Mailing Address

You can also view and obtain your W-2 and historical pay information by creating and activating a New York State Payroll Online (NYSPO) account. Please follow the instructions [here](#) on getting started and troubleshooting any issues.

Any questions or concerns can be emailed to [ohr.payroll@qc.cuny.edu](mailto:ohr.payroll@qc.cuny.edu).