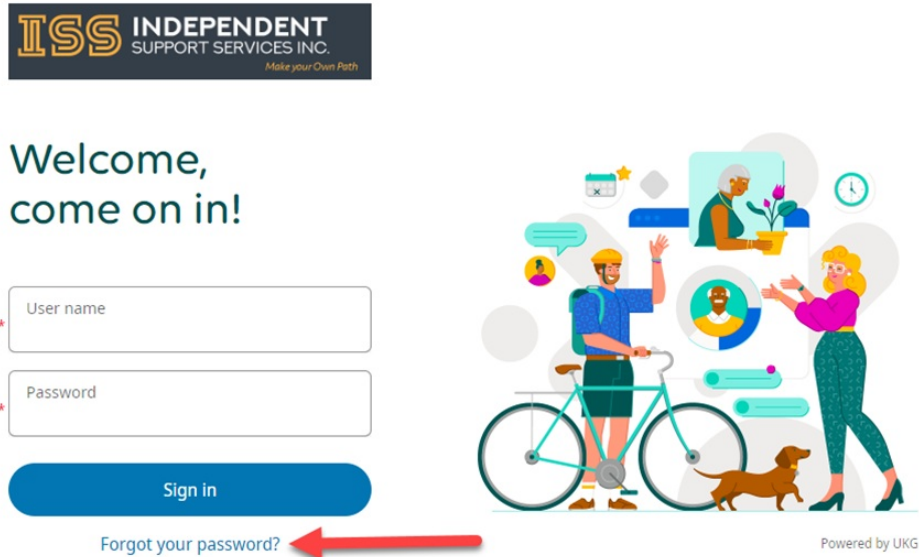


# FAQ

Updated 10/19/2022

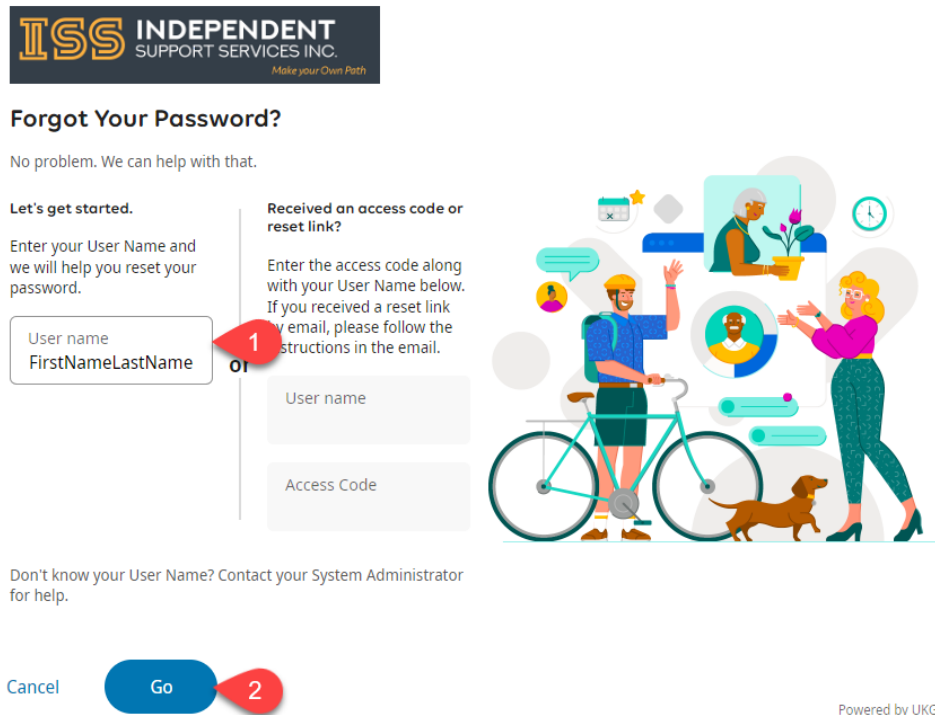
## How can I reset my password?

At the login page, click on the **'Forgot your password?'** link



You will then be prompted to enter your User Name. Enter your user name and click **Go**". You will then be asked to answer the security questions you made when your account was initially set up. When the security questions are answered correctly, you will be prompted to create a new password.

**User Names are created using the staff's first name followed by their last name then "@i". For example, a staff named "Joe Dirt" would be "JoeDirt@i"**



If you have further issues with this, please reach out to [staffsupport@issny.org](mailto:staffsupport@issny.org)

## Where can I find my Paid Time Off (PTO)?

Accumulated Paid Time Off can be found on your Pay Statement in the **Paid Time Off** section. To learn how to access your Pay Statement, please see our help page here: [How to Check your Pay Statements](#)

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Current Pay Statement

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Pay Statement

Taxes

Tax	Current	YTD
Federal Income Tax		
Employee Medicare		
Social Security Employee Tax		
NY State Income Tax		
New York R		
NY Paid Family Leave Employee		

Paid Time Off

Plan	Current	Balance
Paid Time Off		

Net Pay Distribution

Account Number	Account Type	Amount

Pay Summary

Gross	FIT Taxable Wages	Taxes	Deductions	Net Pay
Current				
YTD				

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- ★Created Wed, Oct 19, 2022 7:59 PM by [Matthew Baluyot](#)
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