

## **Need to access a past paystub? Find them all in the portal.**

[1]

January 29, 2019 by [UIS Communications](#) [2]

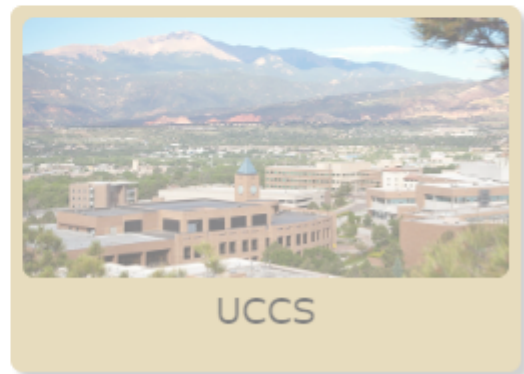
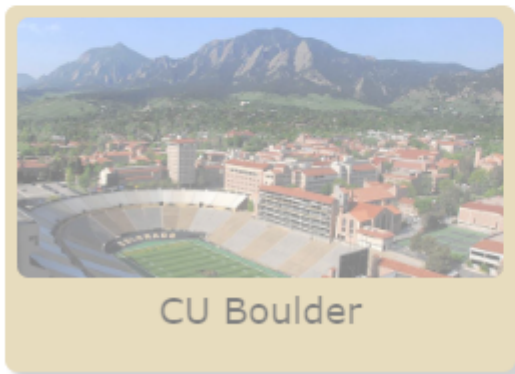
If you need to find a past paystub, it's easy in the portal. By using filtered search, you can find and download all past paychecks earned from CU.

Here's how:

- [Log into the portal](#) [3].

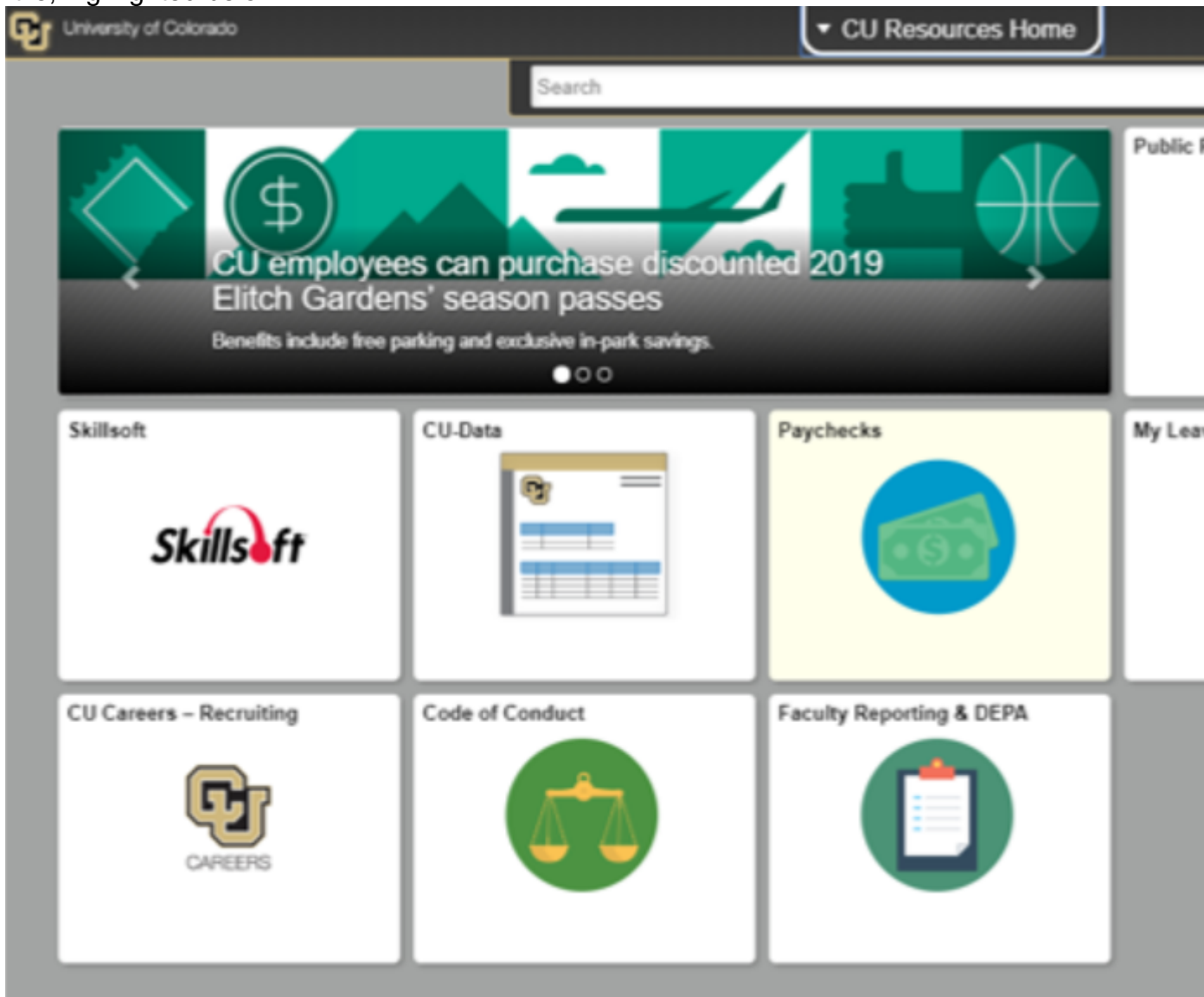


Click to log in to the System Portal.



- Go to the CU Resources homepage, select the **Paychecks**

tile, highlighted below.



- You will be taken to a paychecks page that shows the last three months' worth of paystubs. Select the **filter icon**, highlighted below, to determine the timeframe you

would like to see.

A vertical menu with a light green header containing a magnifying glass icon and the text 'Paychecks'. Below the header are four items: 'Direct Deposit' with a person icon, 'W-4 Tax Information' with a pie chart icon, and 'View W-2/W-2c Forms' with a 'W2' icon. The 'Paychecks' header is highlighted in light green.

## Paychecks



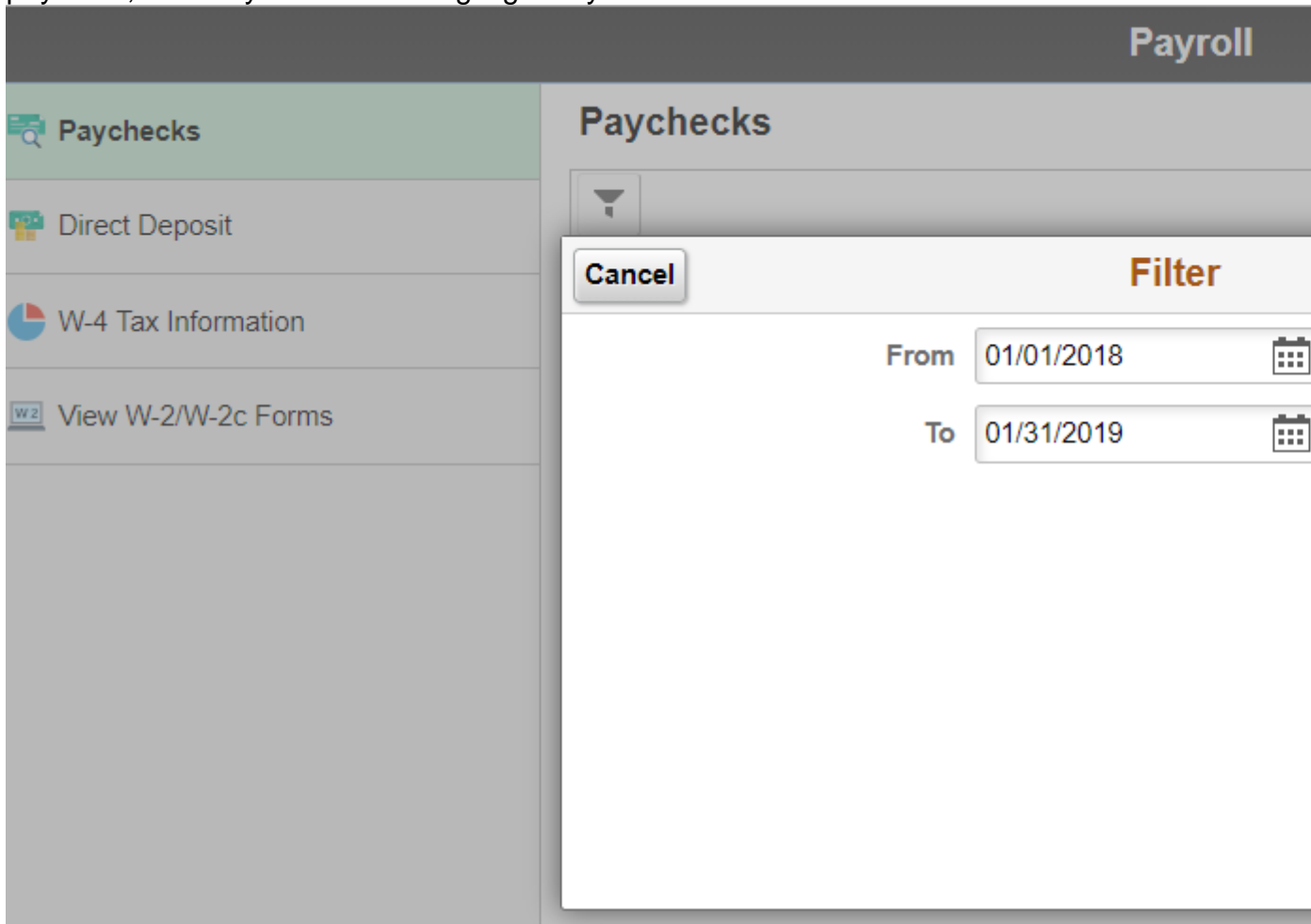
Check Date	Company	Pay Begin
12/31/2018	University of Colorado	12/01/2018 12/31/2018
12/31/2018	University of Colorado	12/23/2018 12/27/2018
11/30/2018	University of Colorado	11/01/2018 11/30/2018
10/31/2018	University of Colorado	10/01/2018 10/31/2018

- Then enter the dates you would like to see paystubs for, and press the **Done** button.

A vertical menu with a grey header containing a magnifying glass icon and the text 'Paychecks'. Below the header are four items: 'Direct Deposit' with a person icon, 'W-4 Tax Information' with a pie chart icon, and 'View W-2/W-2c Forms' with a 'W2' icon. The 'Paychecks' header is highlighted in light green. A 'Filter' dialog box is open over the menu, showing 'From' and 'To' date fields with calendar icons. The 'From' field is set to '01/01/2018' and the 'To' field is set to '01/31/2019'. A 'Cancel' button is visible in the top left of the dialog box.

- You will see all your checks from the selected time period. To see and download your

paystubs, click anywhere in the highlighted yellow area.



HCM <sup>[4]</sup>

**Display Title:**

Need to access a past paystub? Find them all in the portal.

**Send email when Published:**

No

---

**Source URL:**<https://www.cu.edu/blog/hcm-community/need-access-past-paystub-find-them-all-portal>

**Links**

[1] <https://www.cu.edu/blog/hcm-community/need-access-past-paystub-find-them-all-portal>

[2] <https://www.cu.edu/blog/hcm-community/author/18084> [3] <http://my.cu.edu>

[4] <https://www.cu.edu/blog/hcm-community/tag/hcm>