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[Home](#) > Need to access a past paystub? Find them all in the portal.

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

[1]

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

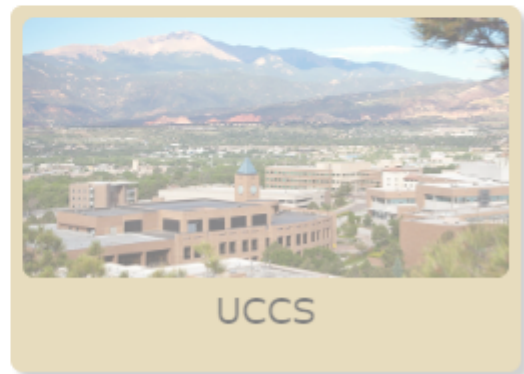
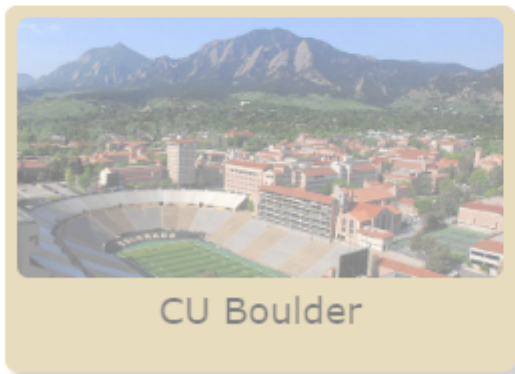
If you need to find a past paystub, it's easy in the portal. By using filtered search, you can find and download all past paychecks earned from CU.

Here's how:

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

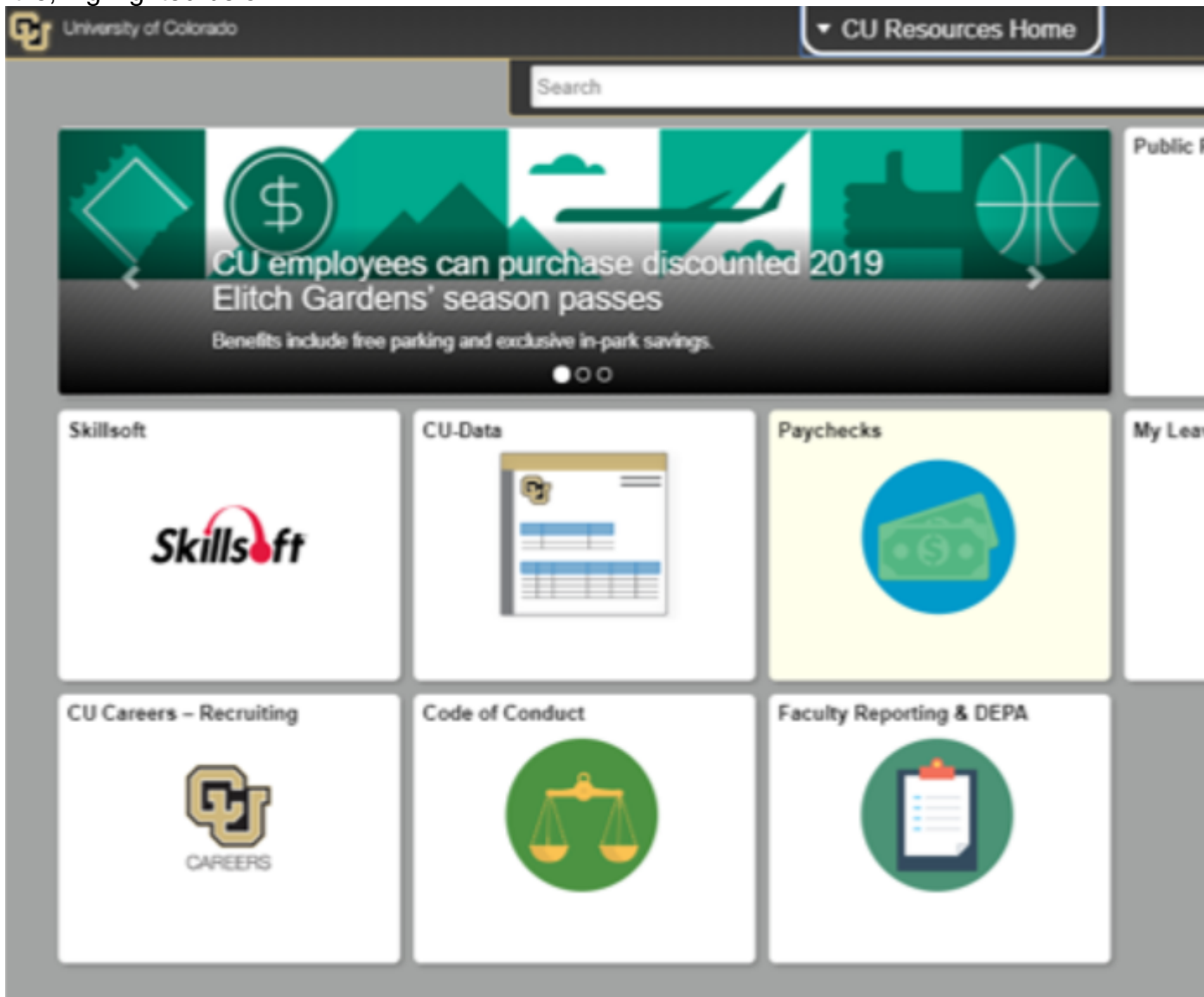


Click to log in to the System Portal.



- 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 green icon, 'W-4 Tax Information' with a red and blue pie chart icon, and 'View W-2/W-2c Forms' with a blue 'W2' icon. The 'Paychecks' header is highlighted in light green.

## Paychecks



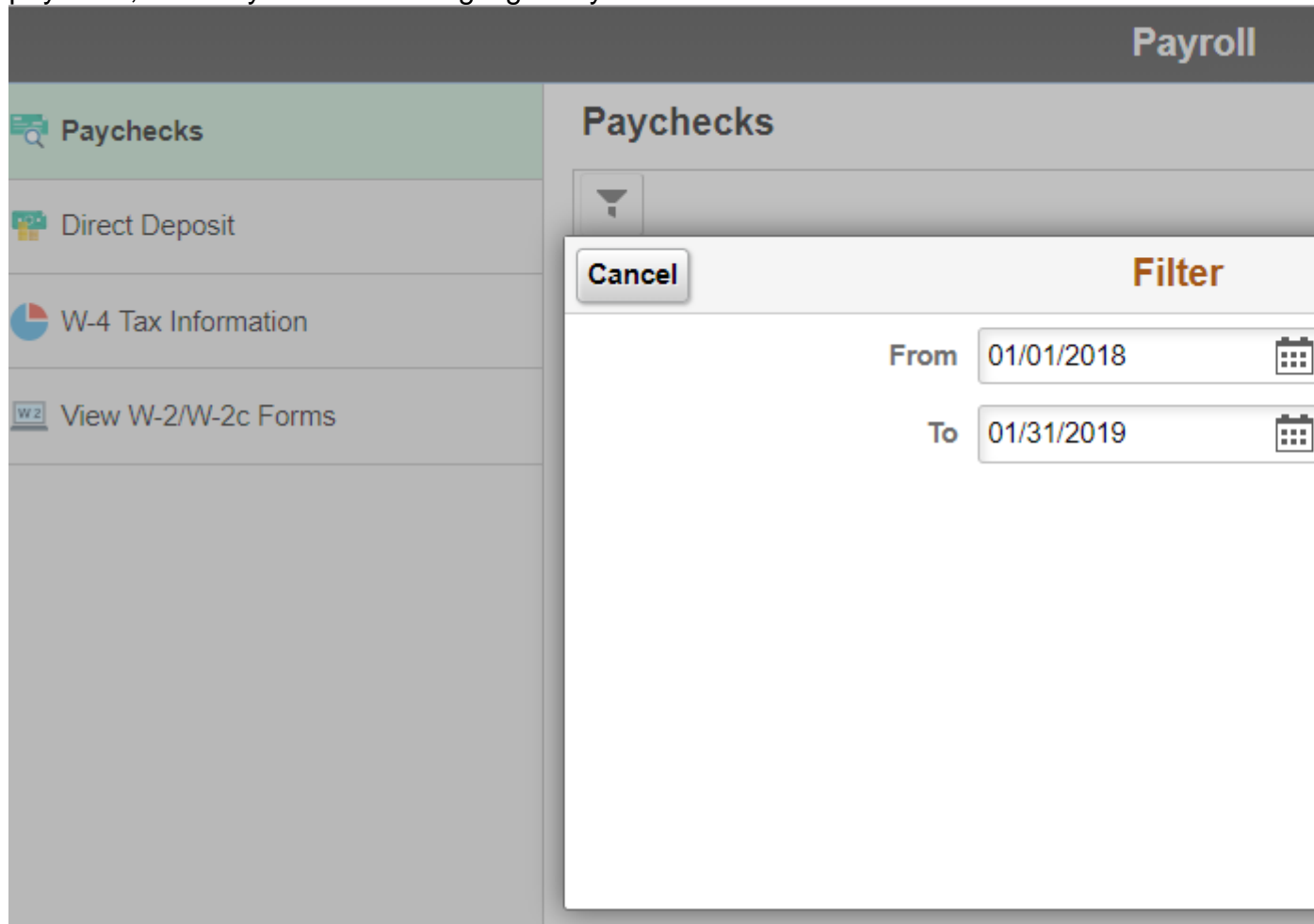
Check Date	Company	Pay Begin
12/31/2018	University of Colorado	12/01/2018 12/31/2018
12/31/2018	University of Colorado	12/23/2018 12/27/2018
11/30/2018	University of Colorado	11/01/2018 11/30/2018
10/31/2018	University of Colorado	10/01/2018 10/31/2018

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

A screenshot of the 'Payroll' app interface. The 'Paychecks' menu item is highlighted. A 'Filter' dialog box is open over the 'Paychecks' list. The dialog has a 'Cancel' button on the left and a 'Filter' title on the right. It contains two date input fields: 'From' with the value '01/01/2018' and 'To' with the value '01/31/2019'. Each date field has a calendar icon to its right.

- 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](#) [4], [paychecks](#) [5], [HCM System Fixes](#) [6]

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**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>

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

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