

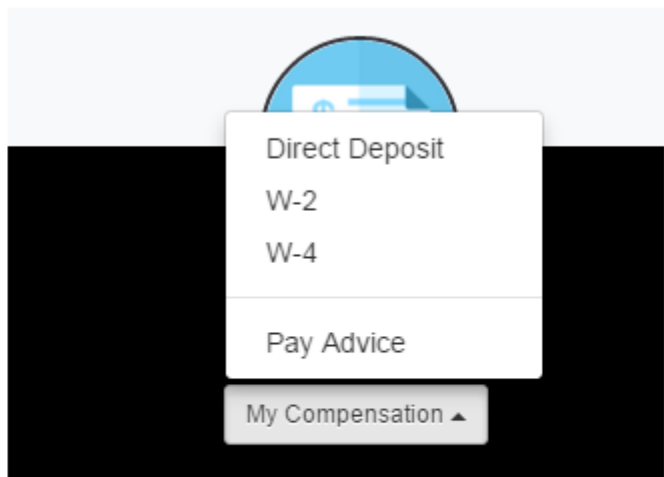
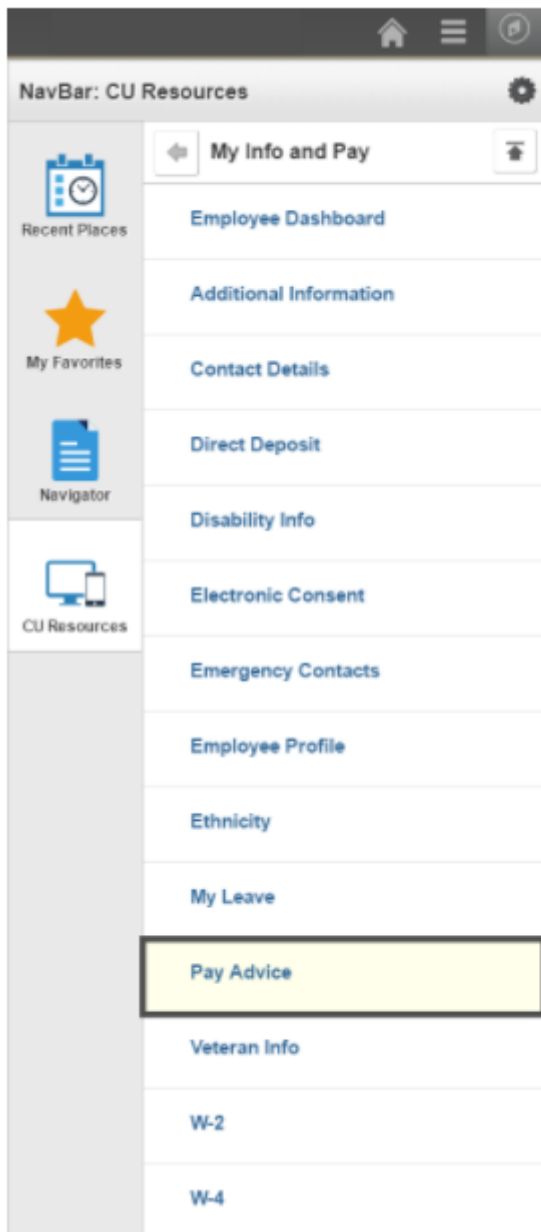
Portal Tasks ^[1]

Everything you need as a CU employee is at your fingertips when you access the employee portal, my.cu.edu ^[2]. With a modern, user-friendly design, it's easy to find important information—from your pay stubs to your required online training.

Here's a quick guide to completing common tasks within the portal.

In most cases, there are two ways to access any piece of information within the portal: through the NavBar located on the upper right of the screen, and via the six featured tiles in the main body of the portal home page. To help protect you and your personal information, you'll be prompted to verify your identity when accessing items such as tax forms and direct deposit selections. [Learn more](#) ^[3].

[View my pay stub.](#)

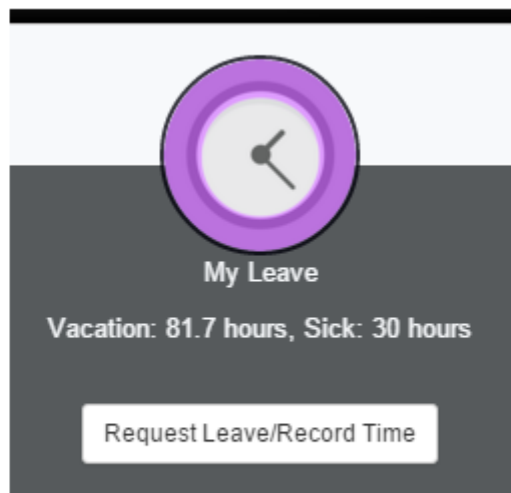
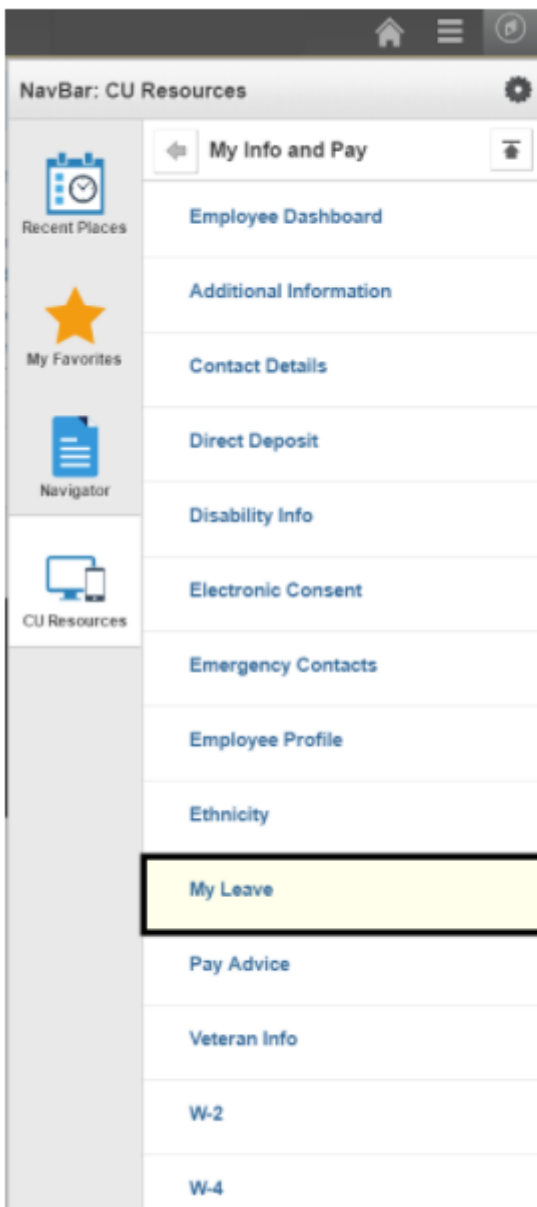


View your pay stub via the **Pay Advice** link within the **My Info and Pay** menu or within the **My Compensation** tile in the middle of the screen.

Sign up for Direct Deposit.

1. Find the **Direct Deposit** button within the **My Compensation** tile in the middle of the screen or within the **NavBar** located in **CU Resources** under **My Info and Pay**.
2. You'll be prompted to verify your identity via our [authentication tool](#) [3], which ensures your direct deposit bank account information is safe.

Enter time worked and/or time off.



Use the **My Info and Pay** menu under the **CU Resources'** area of the **NavBar** to access **My Leave**. Or access **My Leave** in the middle of the screen by clicking on the **Request Leave/Record Time** button.

Update my address.



Recent Places



My Favorites



Navigator



CU Resources

← My Info and Pay ↑

Employee Dashboard

Additional Information

Contact Details

Direct Deposit

Disability Info

Electronic Consent

Emergency Contacts

Employee Profile

Ethnicity

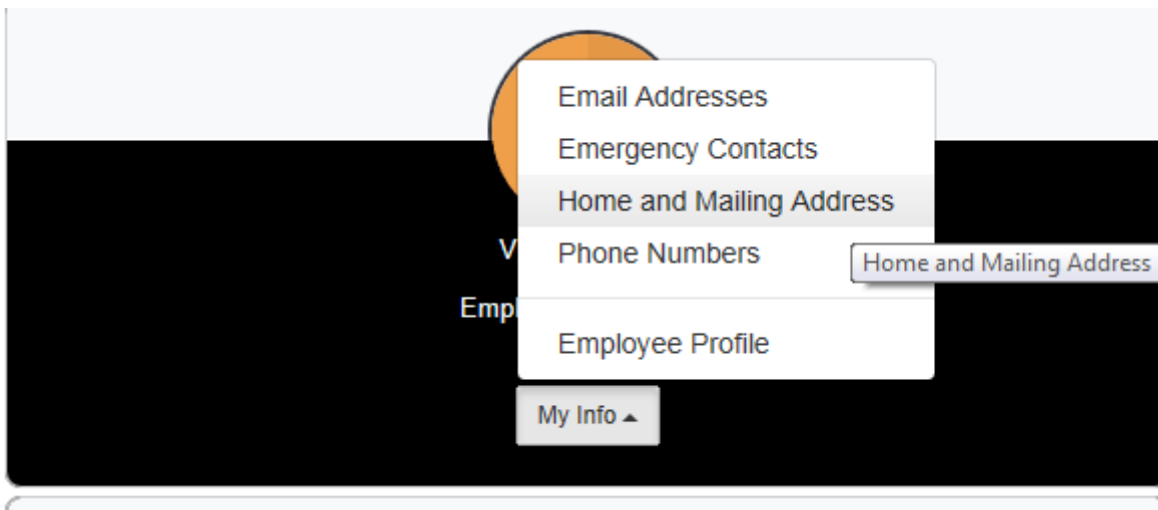
My Leave

Pay Advice

Veteran Info

W-2

W-4

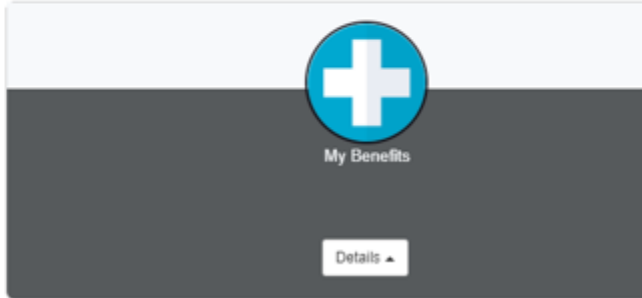
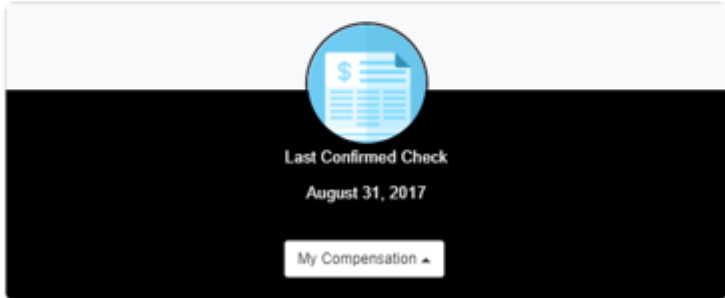
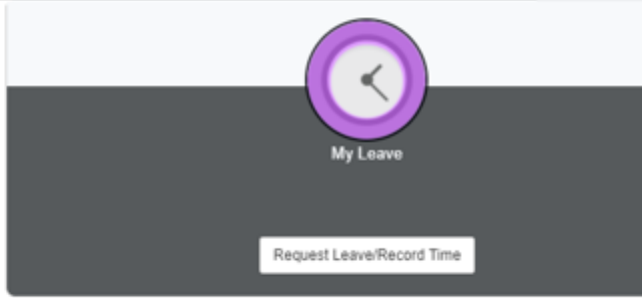
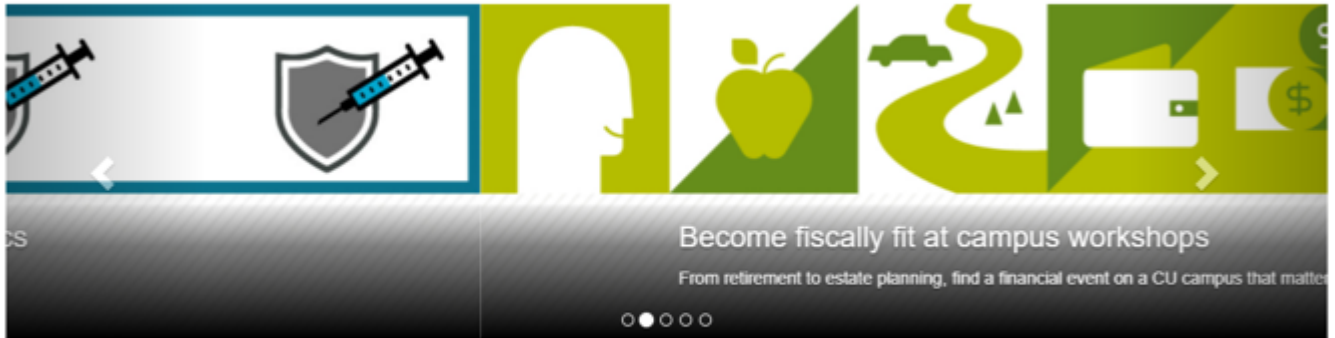


Use the menu within the **My Info** tile to update your email and mailing addresses, and other personal information. You can also access the **Employee Profile** link under **My Info and Pay** in the **CU Resources** menu located in the **NavBar**.

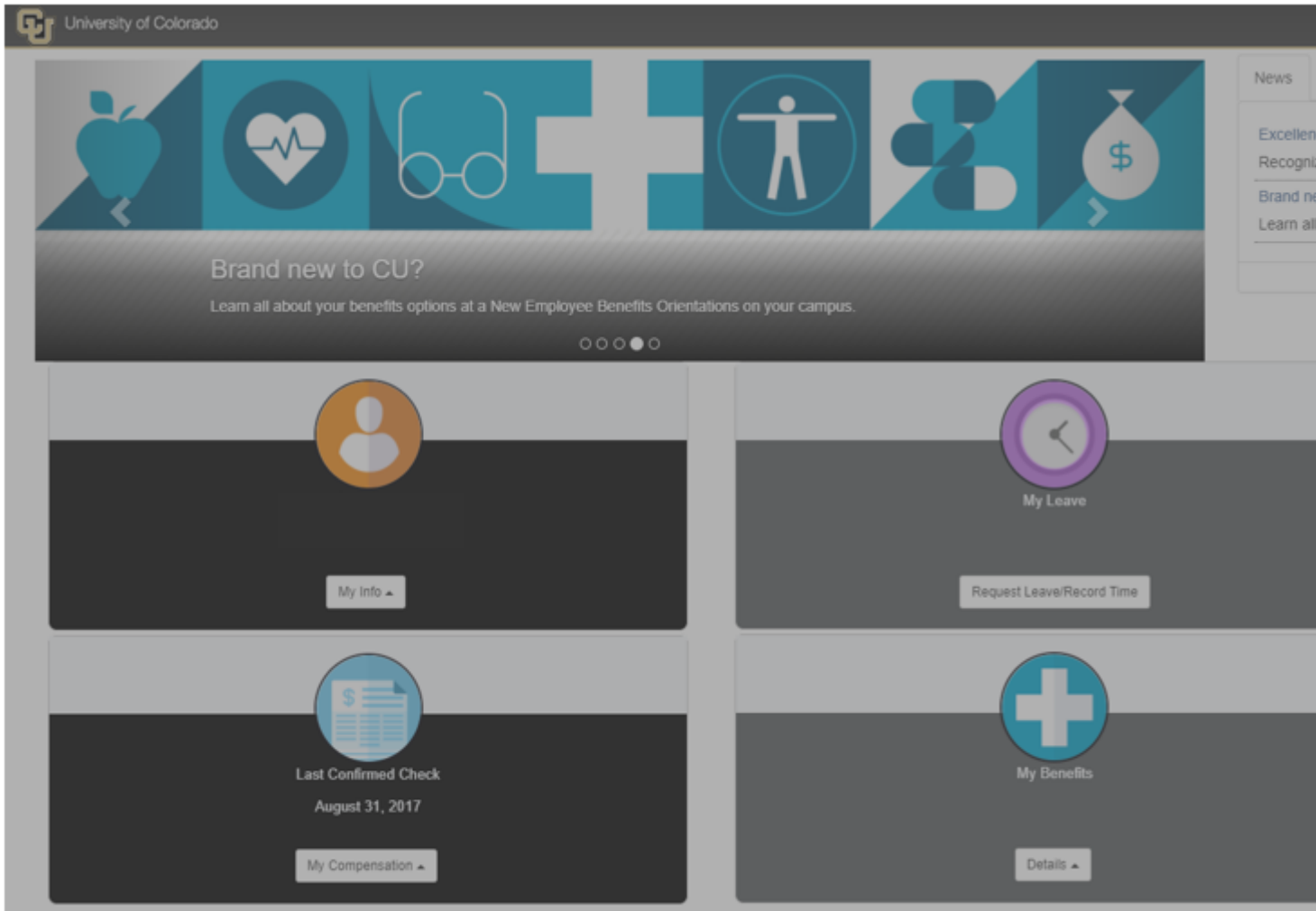
Update personal details such as ethnic group, disability or veteran status.

To update your ethnic group, disability and veteran status you must access the Personal Details page. There are two ways to do this:

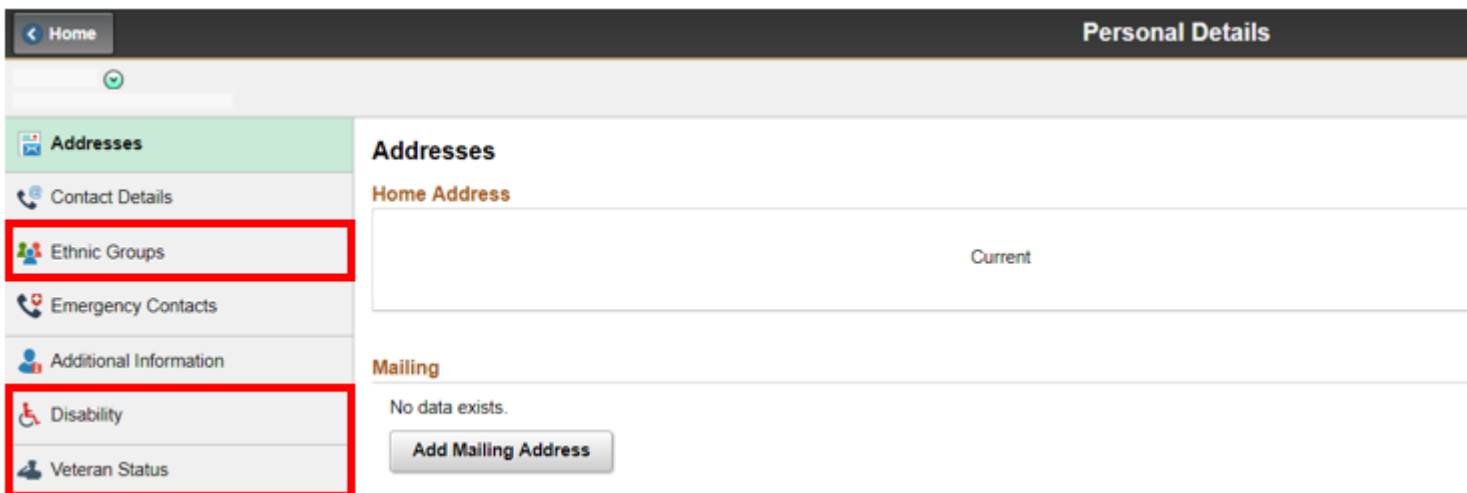
1. Use the **My Info** button on the portal homepage then select **Employee Profile** from the menu.



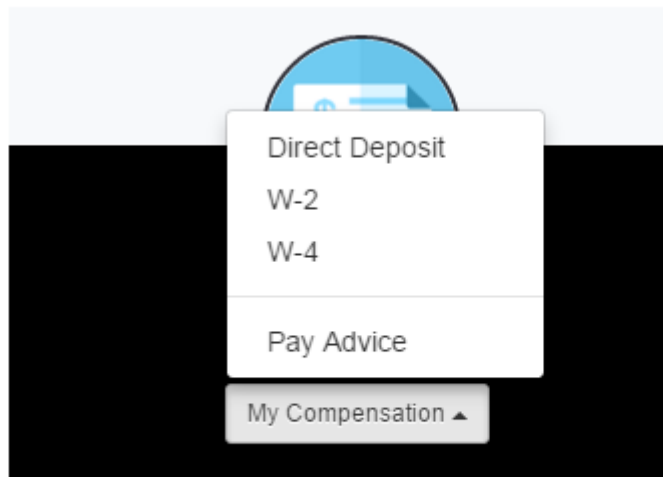
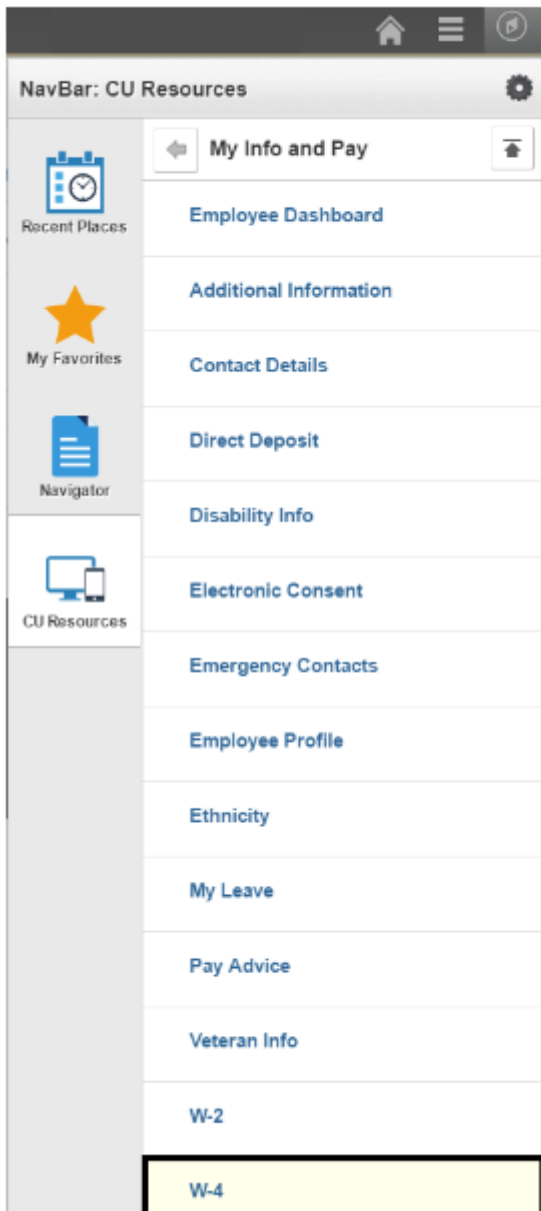
2. Access the **Employee Profile** page by using the following navigational path: **NavBar > CU Resources > My Info and Pay > Employee Profile.**



When the **Personal Details** page loads, you can update your information by selecting **Ethnic Groups**, **Disability** and **Veteran Status** from the left-hand menu.



Change the amount of taxes withheld from my paycheck.

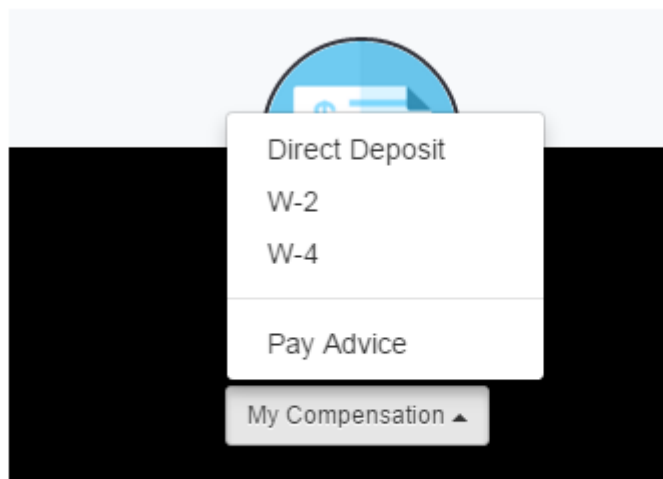
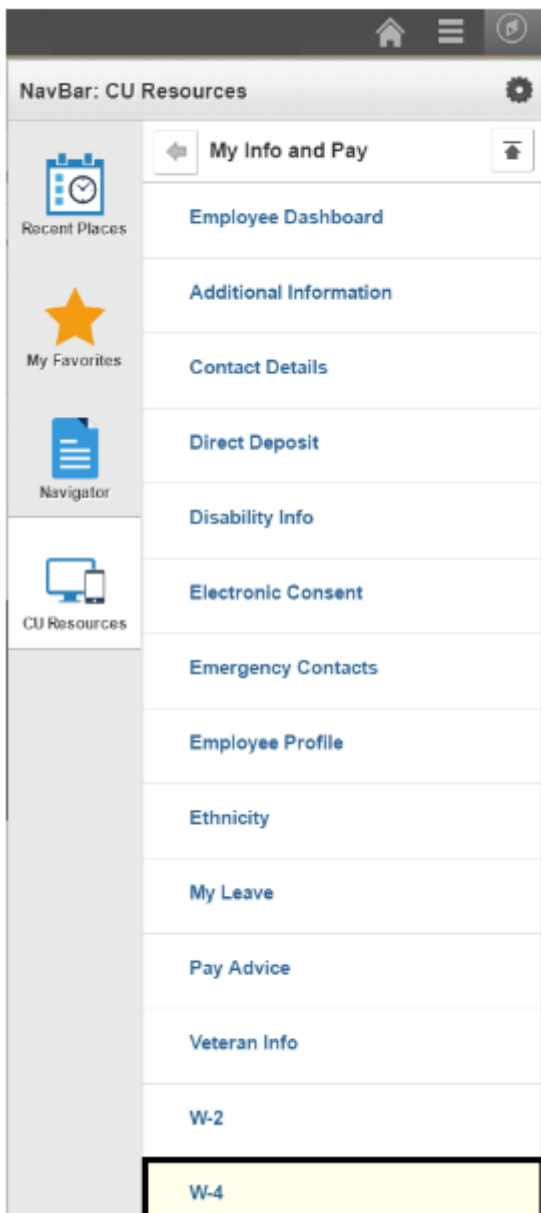


Use the **W-4** link within the **My Info and Pay** menu located in the **CU Resources** section of the **NavBar** or within the **My Compensation** tile menu to update your tax-withholding preferences.

You'll verify your identity through our [authentication tool](#) [3], which ensures your private information is secure.

Please note: If you're a new international employee, you cannot complete this form without first meeting with an international tax specialist. [Learn more](#) [4].

Find my W-2 tax form.



Access your **W-2** tax form in the **NavBar** to the **CU Resource's** section to find **My Info and Pay** menu's **W-2** link. You may also access the **W-2** link within the **My Compensation** tile in the middle of the screen.

Take required online training.



Recent Places



My Favorites



Navigator



CU Resources



Training



[Start SkillSoft](#)

[Lynda.com](#)

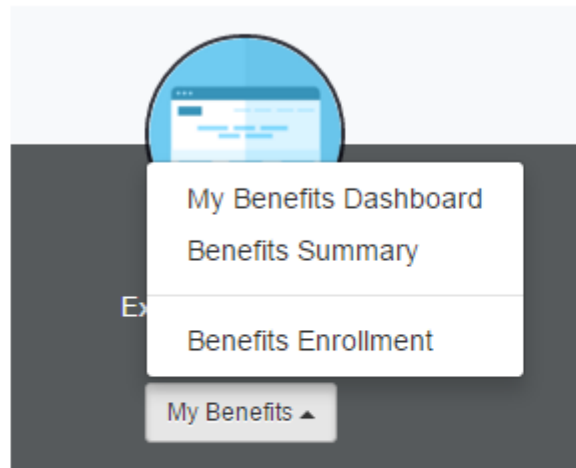
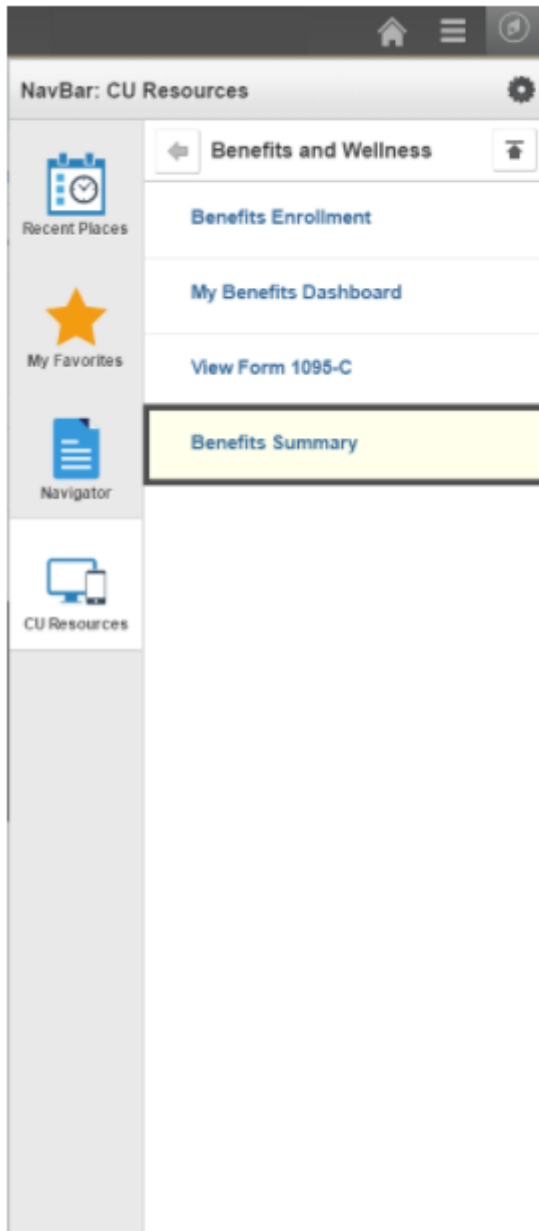
[Resources](#)

[Training Summary](#)

[Professional Development](#)

Access courses through CU's online learning management tool, **SkillSoft**, through the **Training** menu in the **CU Resources** section of the **NavBar**.

View my health and wellness coverage.



Review your benefits selections via the options in the **Benefits and Wellness** menu under the **CU Resources** area of the **NavBar**. or the **My Medical Provider** tile in the middle of the screen.

If you're a supervisor, the portal has a few features to help you complete important tasks.

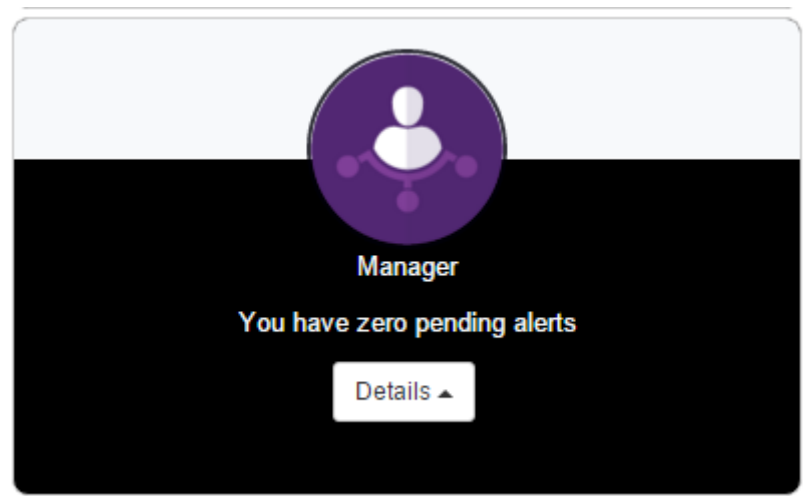
Approve actions and requests.



The new approvals notification bar appears at the top of your screen whenever there's an action or request awaiting your approval. You'll receive these notifications for the following items:

- leave requests
- timesheets
- electronic personnel action requests (ePAR)
- payroll expense transfers

Get immediate alerts to help manage employees.



The portal now features a **Manager** tile, which alerts you that the following employee information requires your attention.

Assign a proxy.

The **Assign a Proxy** tool allows you to assign someone to approve actions or requests on your behalf—whether or not you have access to Human Capital Management (HCM).

You can request a proxy—to back you up on such actions as completing transactions and approving requests—by completing a form in the CU Resources section of the portal. Just select the **Assign a Proxy** link from the **Manager** dropdown menu. You can use this [step-by-step guide](#) [5] to walk through the process.

Groups audience:

Employee Services

Source URL: <https://www.cu.edu/employee-services/benefits-wellness/student-employee/portal-tasks>

Links

[1] <https://www.cu.edu/employee-services/benefits-wellness/student-employee/portal-tasks>

[2] <https://my.cu.edu>

[3] <https://www.cu.edu/employee-services/it-takes-two-portal-security-strengthened-new-tool>

[4] <https://www.cu.edu/employee-services/payroll/international-employee-payroll>

[5] <https://www.cu.edu/docs/sbs-myleave-supervisor-adding-proxy>