

Employee Portal ^[1]

Everything you need as a CU employee is at your fingertips when you access the employee portal, my.cu.edu ^[2]. 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.

There are several ways to access tools and information within the portal: from the dropdown menu at the top center of the screen, through the NavBar on the upper right of the screen or by using the homepage's personalized tiles. To help protect you and your personal information, you'll be prompted to [authenticate your identity](#) ^[3] when accessing items such as tax forms and direct deposit selections.

View my pay stub.

Find the **Paychecks** tile on the homepage or expand the drop down menu, select **My Info and Pay** and click the **Paychecks** tile.

Or use the following navigational path: **NavBar** > **CU Resources** > **My Info and Pay** and click the Paychecks tile.



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Navigator

Sign up for Direct Deposit.

To find the **Direct Deposit** tile:

Expand the drop downmenu, click **My Info and Pay** and select the **Direct Deposit** tile.

Use the following navigational path: **NavBar > CU Resources > My Info and Pay** and select the **Direct Deposit** tile.

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.

Find the **My Leave** tile on the home page or expand the dropdown menu, click **My Info and Pay** and select the **My Leave** tile.

Or use the following navigational path: **NavBar > CU Resources > My Info and Pay** and select the **My Leave** tile.



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Update my address.

Use this feature to update your email, mailing addresses and other personal information.

Expand to the dropdown menu, select **My Info and Pay** and click the **My Info** tile.

Search



W-2



Additional Information



Contact Details



Emergency Contacts



Paychecks



My Leave



My Info



My Info

Direct Deposit



W-4



Annual Leave Certification



Electronic Consent



Or use the following navigational path: **NavBar** > **CU Resources** > **My Info and Pay** and click the **My Info** tile.



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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:

Use the **My Info** tile in the **My Info and Pay** dropdown menu.

Search



W-2



Additional Information



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My Info



My Info

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W-4



Annual Leave Certification



Electronic Consent



Or use the following navigational path: **NavBar** > **CU Resources** > **My Info and Pay** and click the **My Info** tile.



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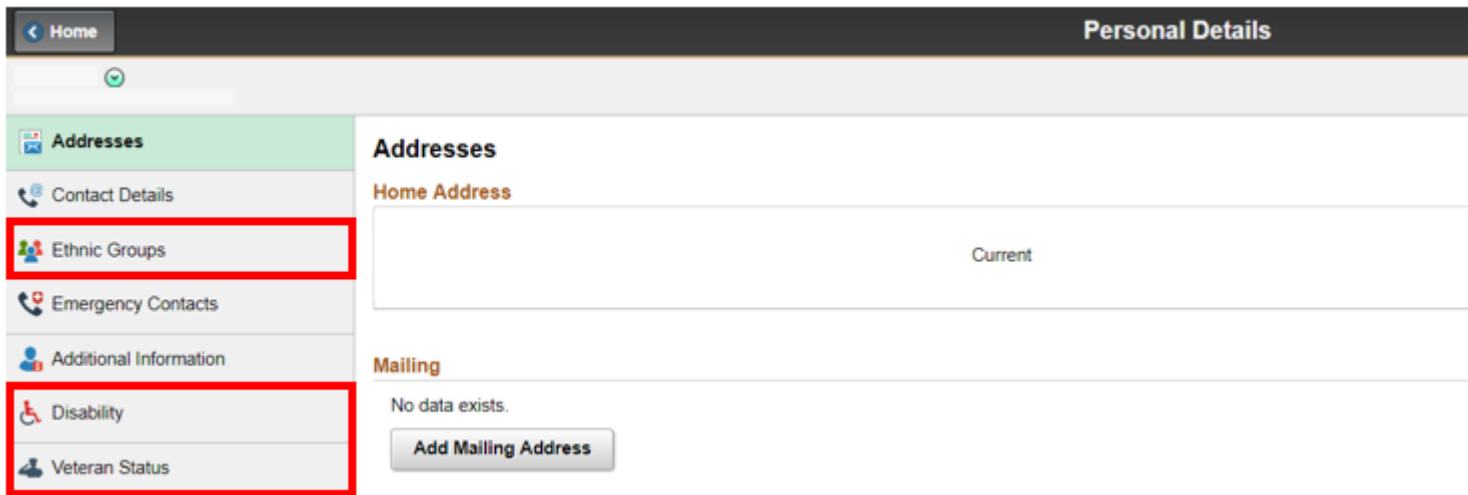


My Favorites



Navigator

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 (W-4).

There are two ways to access the **W-4**:

Use the dropdown menu to select **My Info and Pay** and select the **W-4** tile.

Use the following navigational path: **NavBar** > **CU Resources** > **My Info and Pay** and select the **W-4** tile.



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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 by using the dropdown menu to select **My Info and Pay** then click the **W-2** tile.

Or use the following navigational path: **NavBar > CU Resources > My Info and Pay** and click the **W-2** tile.



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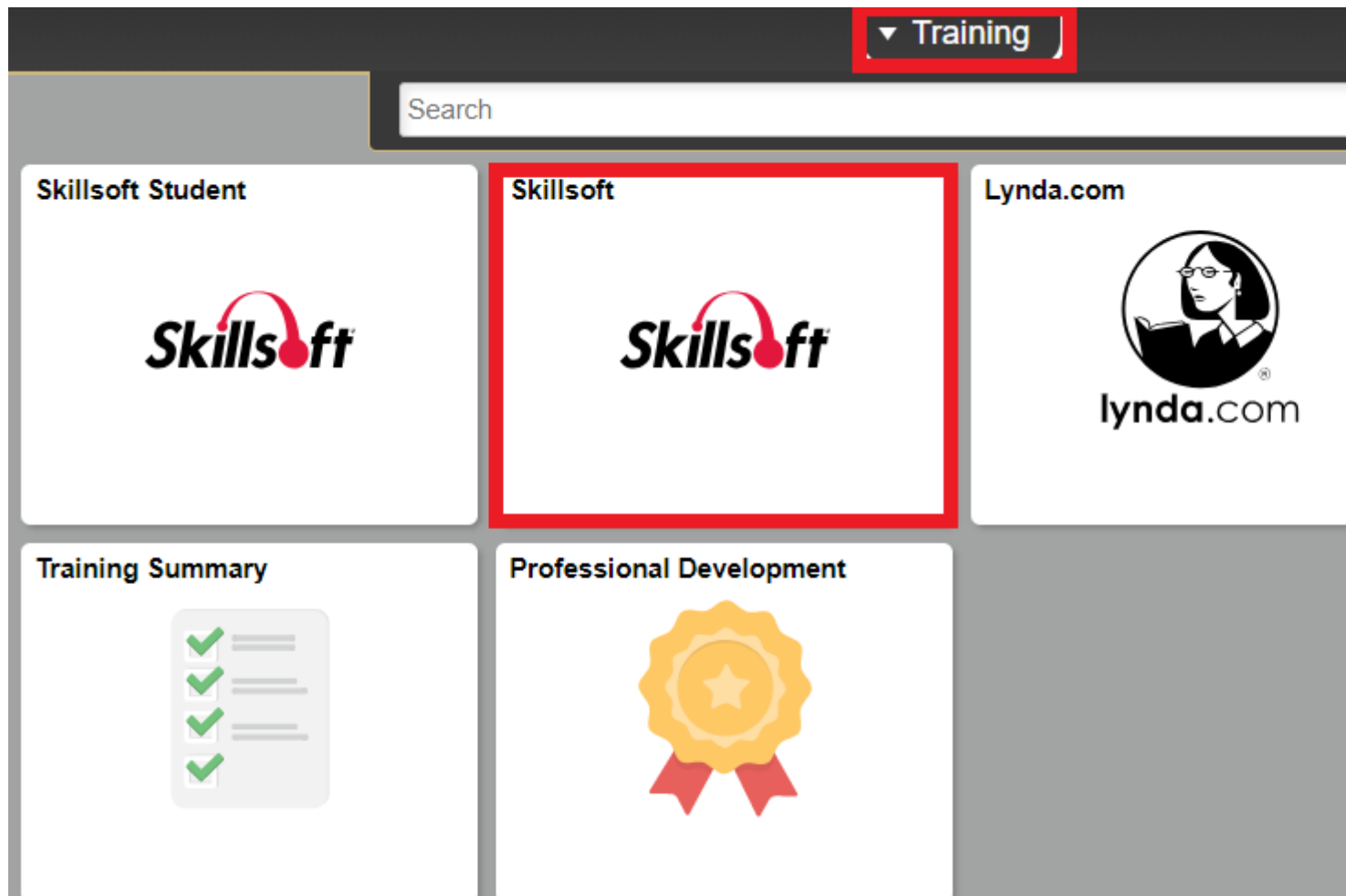
My Favorites



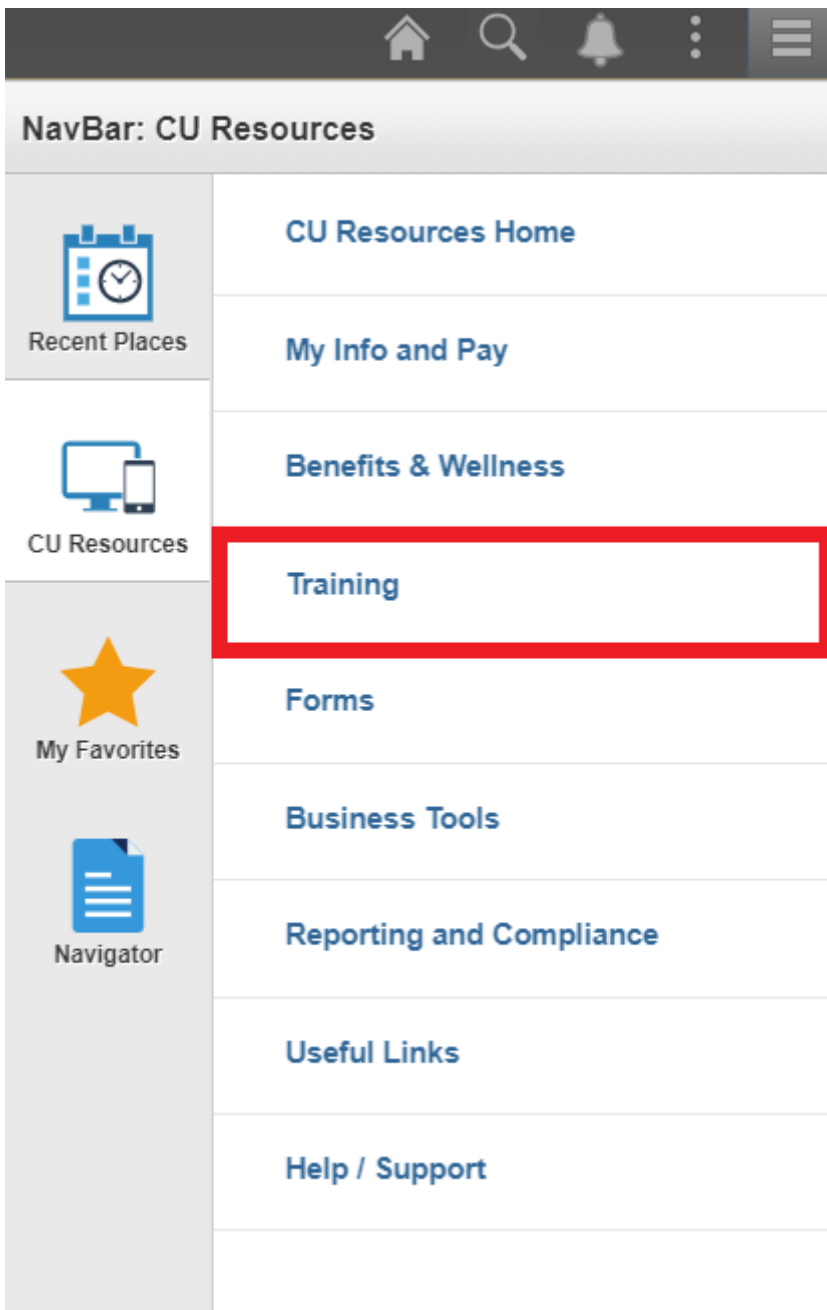
Navigator

Take required online training.

Access courses through CU's online learning management platforms, **SkillSoft** and **Lynda.com**, using the dropdown menu to select **Training** then click the tile for learning system you want.



Or use the following navigational path: **NavBar** > **CU Resources** > **Training** and selecting the learning system you want.



View my health and wellness coverage.

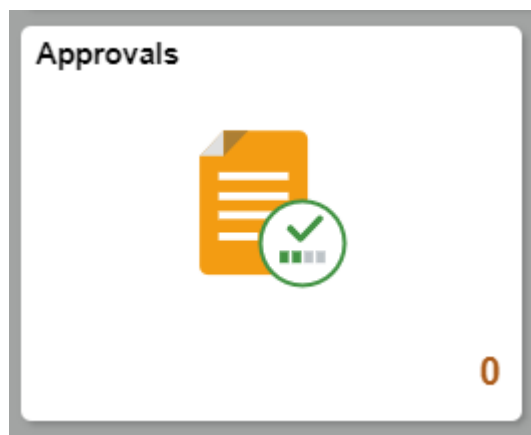
To review your benefits selections:

- Click the **Benefits and Wellness** tile on the homepage
- Use the dropdown menu to select **Benefits and Wellness** then click the **Benefits Summary** tile.
- Or use the following navigational path: **NavBar > CU Resources > Benefits & Wellness** and then click the **Benefits Summary** tile.

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

Approve leave requests and other transactions.

Approvals will appear under the **Approvals** tile on the homepage.



You'll receive these notifications for the following items:

- leave requests
- timesheets
- electronic personnel action requests (ePAR)
- payroll expense transfers, transfers and Person of Interest (POI) transactions

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/employee-portal>

Links

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

[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>