Read Paycheck [1]

It pays to understand your pay. Let's walk through how to read your paystubs, view paydays and request payroll adjustments.

Access your paycheck in the portal

1. Log into the employee portal [2].
2. Select the CU Resources tab. (CU System employees will skip this step.)
3. Open the top left CU Resources Home dropdown menu, then select My Info and Pay.
4. Click on the Paychecks tile. Your four most recent paycheck will display by default. To see past paychecks, use the filter button to select your desired dates and press the Done button.

Find your pay dates

View biweekly and monthly paydays using the tables below.

2023 monthly paydays

<table>
<thead>
<tr>
<th>Month</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Tuesday, Jan. 31</td>
</tr>
<tr>
<td>February</td>
<td>Tuesday, Feb. 28</td>
</tr>
<tr>
<td>March</td>
<td>Friday, March 31</td>
</tr>
<tr>
<td>April</td>
<td>Friday, April 28</td>
</tr>
<tr>
<td>May</td>
<td>Wednesday, May 31</td>
</tr>
<tr>
<td>June</td>
<td>Friday, June 30</td>
</tr>
<tr>
<td>July</td>
<td>Monday, July 31</td>
</tr>
<tr>
<td>August</td>
<td>Thursday, August 31</td>
</tr>
<tr>
<td>September</td>
<td>Friday, September 29</td>
</tr>
<tr>
<td>October</td>
<td>Tuesday, October 31</td>
</tr>
</tbody>
</table>
November Thursday, November 30  
December Friday, December 29  

2023 biweekly paydays  

<table>
<thead>
<tr>
<th>Month</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Friday, Jan. 6</td>
</tr>
<tr>
<td>January</td>
<td>Friday, Jan. 20</td>
</tr>
<tr>
<td>February</td>
<td>Friday, Feb. 3</td>
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<tr>
<td>February</td>
<td>Friday, Feb. 17</td>
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<tr>
<td>March</td>
<td>Friday, March 3</td>
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<tr>
<td>March</td>
<td>Friday, March 17</td>
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<tr>
<td>March</td>
<td>Friday, March 31</td>
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<tr>
<td>April</td>
<td>Friday, April 14</td>
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<td>Friday, April 28</td>
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<td>Friday, May 12</td>
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<td>Friday, May 26</td>
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<td>Friday, June 9</td>
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<td>June</td>
<td>Friday, June 23</td>
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<tr>
<td>July</td>
<td>Friday, July 7</td>
</tr>
<tr>
<td>July</td>
<td>Friday, July 21</td>
</tr>
<tr>
<td>August</td>
<td>Friday, August 4</td>
</tr>
<tr>
<td>August</td>
<td>Friday, August 18</td>
</tr>
<tr>
<td>September</td>
<td>Friday, September 1</td>
</tr>
<tr>
<td>September</td>
<td>Friday, September 15</td>
</tr>
<tr>
<td>September</td>
<td>Friday, September 29</td>
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<td>Friday, October 13</td>
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<td>October</td>
<td>Friday, October 27</td>
</tr>
<tr>
<td>November</td>
<td>Friday, November 10</td>
</tr>
</tbody>
</table>
Pay adjustments

Employees are responsible for verifying the accuracy of their paychecks and taxes each payday.

Overpayments

Occasionally, employees may be paid more than is due. If an overpayment is discovered, CU will collect funds according to the Employee Services Overpayment Procedure.

If you discover an overpayment, contact your payroll department immediately to avoid tax implications.

Notice of Overpayment Adjustment Guide [3]
Overpayment Procedure [4]

Correcting Adjustments

At times, employees may have deductions withheld from their paychecks in error. Most often, this occurs when sufficient detail has not been provided to the university prior to payroll processing (for example: student enrollment data or the U.S. tax residency status of an international employee).

If you believe that deductions from your paycheck may have been made in error, contact hcm_community@cu.edu [5] or, if you are an international employee, contact intltax@cu.edu [8].