

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.

2022 monthly paydays

2022 monthly paydays

Month	Pay Date
January	Monday, Jan. 31
February	Monday, Feb. 28
March	Thursday, March 31
April	Friday, April 29
May	Tuesday, May 31
June	Thursday, June 30
July	Friday, July 29
August	Wednesday, Aug. 31
September	Friday, Sept. 30
October	Monday, Oct. 31

November	Wednesday, Nov. 30
December	Friday, Dec. 30

2022 biweekly paydays

2022 biweekly paydays

Month	Pay Date
January	Friday, Jan. 7
January	Friday, Jan. 21
February	Friday, Feb. 4
February	Friday, Feb. 18
March	Friday, March 4
March	Friday, March 18
April	Friday, April 1
April	Friday, April 15
April	Friday, April 29
May	Friday, May 13
May	Friday, May 27
June	Friday, June 10
June	Friday, June 24
July	Friday, July 8
July	Friday, July 22
August	Friday, Aug. 5
August	Friday, Aug. 19
September	Friday, Sept. 2
September	Friday, Sept. 16
September	Friday, Sept. 30
October	Friday, Oct. 14
October	Friday, Oct. 28
November	Friday, Nov. 11

November	Friday, Nov. 25
December	Friday, Dec. 9
December	Friday, Dec. 23
January 2023	Friday, Jan. 6

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 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 ^[5].

Active employees: Learn how to read your paycheck

Click the circles on the image below to learn what each section means.

Note: Turn off your popup blocker to view the hotspot.

Groups audience:

Employee Services

Right Sidebar:

ES: Payroll Contact

ES: Payroll Disable Pop-Up Blocker

Source URL: <https://www.cu.edu/employee-services/payroll/pay/read-paycheck>

Links

[1] <https://www.cu.edu/employee-services/payroll/pay/read-paycheck>

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

[3] <https://www.cu.edu/docs/sbs-completing-notice-overpayment-adjustment>

[4] <https://www.cu.edu/docs/es-procedure-overpayment>

[5] mailto:hcm_community@cu.edu?subject=Correcting%20Adjustments