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, center CU Resources Home dropdown menu, then select My Info and Pay.
4. Click on the Paychecks tile.

Find your pay dates

View biweekly and monthly paydays with our pay calendars.

2020 monthly paydays

<table>
<thead>
<tr>
<th>Month</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Friday, Jan. 31</td>
</tr>
<tr>
<td>February</td>
<td>Friday, Feb. 28</td>
</tr>
<tr>
<td>March</td>
<td>Tuesday, March 31</td>
</tr>
<tr>
<td>April</td>
<td>Thursday, April 30</td>
</tr>
<tr>
<td>May</td>
<td>Friday, May 31</td>
</tr>
<tr>
<td>June</td>
<td>Tuesday, June 30</td>
</tr>
</tbody>
</table>

2020 biweekly paydays

<table>
<thead>
<tr>
<th>Month</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Friday, Jan. 10</td>
</tr>
</tbody>
</table>
January     Friday, Jan. 24
February   Friday, Feb. 7
February   Friday, Feb. 21
March      Friday, March 6
March      Friday, March 20
April      Friday, April 3
April      Friday, April 17
May        Friday, May 1
May        Friday, May 15
May        Friday, May 29
June       Friday, June 12
June       Friday, June 26

2019 monthly paydays

2019 monthly paydays

Month       Pay Date
December   Tuesday, Dec. 31

2019 biweekly paydays

2019 biweekly paydays

Month       Pay Date
December   Friday, Dec. 27

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.

Overpayment Procedure [3]

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**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.

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**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/