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.

2024 monthly paydays

2024 monthly paydays	
Month	**Pay Date**
January	Wednesday, Jan. 31
February	Thursday, Feb. 29
March	Friday, March 29
April	Tuesday, April 30
May	Friday, May 31
June	Friday, June 28
July	Wednesday, July 31
August	Friday, Aug. 30
September	Monday, Sept. 30
October	Thursday, Oct. 31

Month	Pay Date
November	Friday, Nov. 29
December	Tuesday, Dec. 31

2024 biweekly paydays

Month	Pay Date
January	Friday, Jan. 5
January	Friday, Jan. 19
February	Friday, Feb. 2
February	Friday, Feb. 16
March	Friday, March 1
March	Friday, March 15
March	Friday, March 29
April	Friday, April 12
April	Friday, April 26
May	Friday, May 10
May	Friday, May 24
June	Friday, June 7
June	Friday, June 21
July	Friday, July 5
July	Friday, July 19
August	Friday, Aug. 2
August	Friday, Aug. 16
August	Friday, Aug. 30
September	Friday, Sept. 13
September	Friday, Sept. 27
October	Friday, Oct. 11
October	Friday, Oct. 25
November	Friday, Nov. 8

November	Friday, Nov. 22
December	Friday, Dec. 6
December	Friday, Dec. 20

2025 monthly paydays

2025 monthly paydays	
Month	**Pay Date**
January	Friday, Jan. 31
February	Friday, Feb. 28
March	Monday, March 31
April	Wednesday, April 30
May	Friday, May 30
June	Monday, June 30
July	Thursday, July 31
August	Friday, Aug. 29
September	Tuesday, Sept. 30
October	Friday, Oct. 31
November	Friday, Nov. 28
December	Wednesday, Dec. 31

2025 biweekly paydays

2025 biweekly paydays	
Month	**Pay Date**
January	Friday, Jan. 3
January	Friday, Jan. 17
January	Friday, Jan. 31
February	Friday, Feb. 14
February	Friday, Feb. 28
March	Friday, March 14

Month	Payday
March	Friday, March 28
April	Friday, April 11
April	Friday, April 25
May	Friday, May 9
May	Friday, May 23
June	Friday, June 6
June	Friday, June 20
July	Thursday, July 3
July	Friday, July 18
August	Friday, Aug. 1
August	Friday, Aug. 15
August	Friday, Aug. 29
September	Friday, Sept. 12
September	Friday, Sept. 26
October	Friday, Oct. 10
October	Friday, Oct. 24
November	Friday, Nov. 7
November	Friday, Nov. 21
December	Friday, Dec. 5
December	Friday, Dec. 19

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