

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 |

November

Friday, Nov. 29

December

Tuesday, Dec. 31

2024 biweekly paydays

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 |

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