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. 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**

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

Source URL: https://www.cu.edu/employee-services/payroll/self-service/paychecks

Links
[1] https://www.cu.edu/employee-services/payroll/self-service/paychecks
[2] https://my.cu.edu/
[3] https://www.cu.edu/docs/completing-notice-overpayment-adjustment
[5] mailto:hcm_community@cu.edu?subject=Correcting%20Adjustments