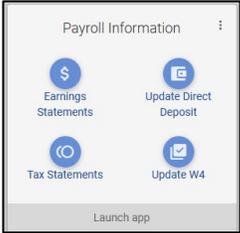


# Access your Earning Statement

Earning Statements are available to active employees two days prior to the scheduled pay date.

## Access your Earning Statement

1. Your earning statement is accessed through your MyUW portal.  
**NOTE:** The Portal can be accessed from anywhere as long as you have Internet service, including your Smart Phone or Tablet.
  - a. **All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
  - b. **UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>
2. Select your institution from the Organization drop down list.  
**NOTE:** You can check the box to *Remember my selection* to make access easier in the future.
3. Click **Go**.
4. Enter your [UW Institutional ID username and password](#)
5. Click **Login**.
6. Click **Earning Statements** on the *Payroll Information* tile.
7. Select the Earning Statement by clicking on the **Paid** date or **Earned** dates.
8. Two new browsers tab will open, one with the earning statement and one with a second list of earning statements.  
**NOTE:** If the earning statement did not open, verify that your browser does not have pop-ups blocked for this site.
9. Once you have finished reviewing your earning statement you may close that browser window.
10. To view additional earning statements, select the statement from the list.
11. On the browser tab with the list of earning statements, click the action menu in the upper right corner and select sign out.

