

# HOW TO...

Access Payroll Information Online  
(through MyUW)



Facilities Planning & Management

UNIVERSITY OF WISCONSIN-MADISON

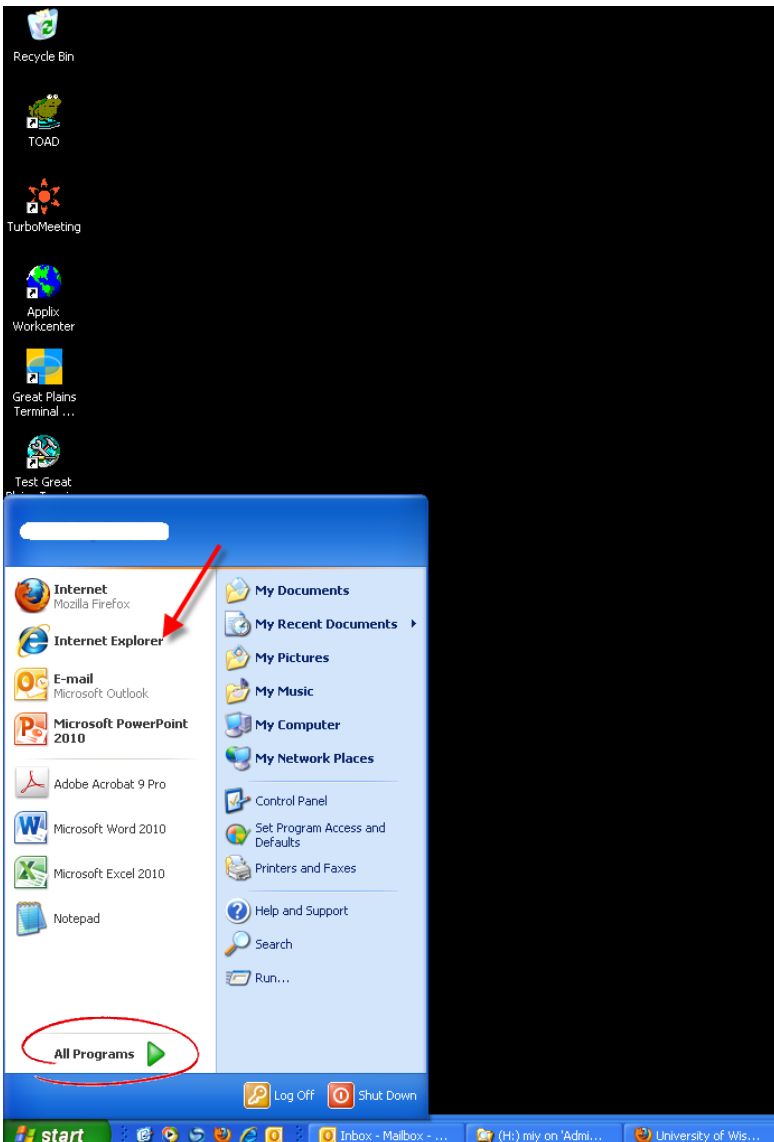
*Providing excellence in facilities and services  
for our university community*

First, let's open a web browser.

- 1) Click the Start button (bottom left corner).
- 2) Click to open Internet Explorer.

If you can't find Internet Explorer there...

- 1) Click the Start button (bottom left corner).
- 2) Click All Programs.
- 3) Look for Internet Explorer or other browsers.



## Other Web Browsers:

■ Chrome



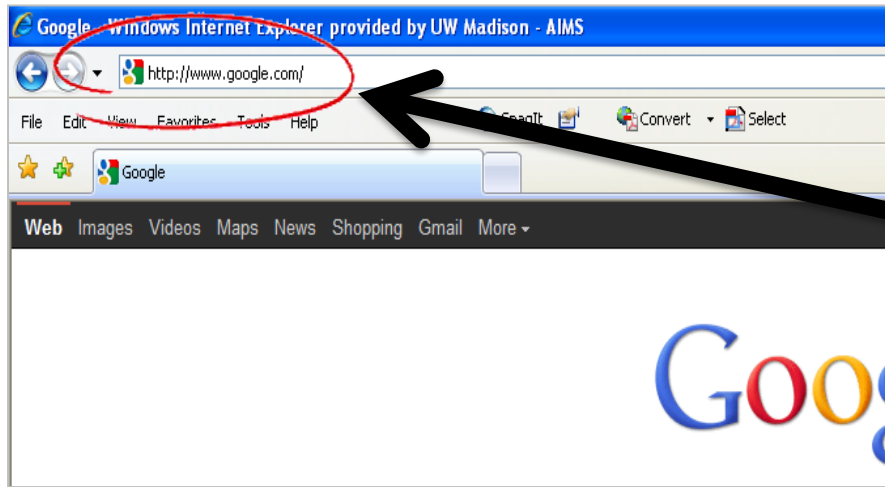
■ Firefox



■ Safari

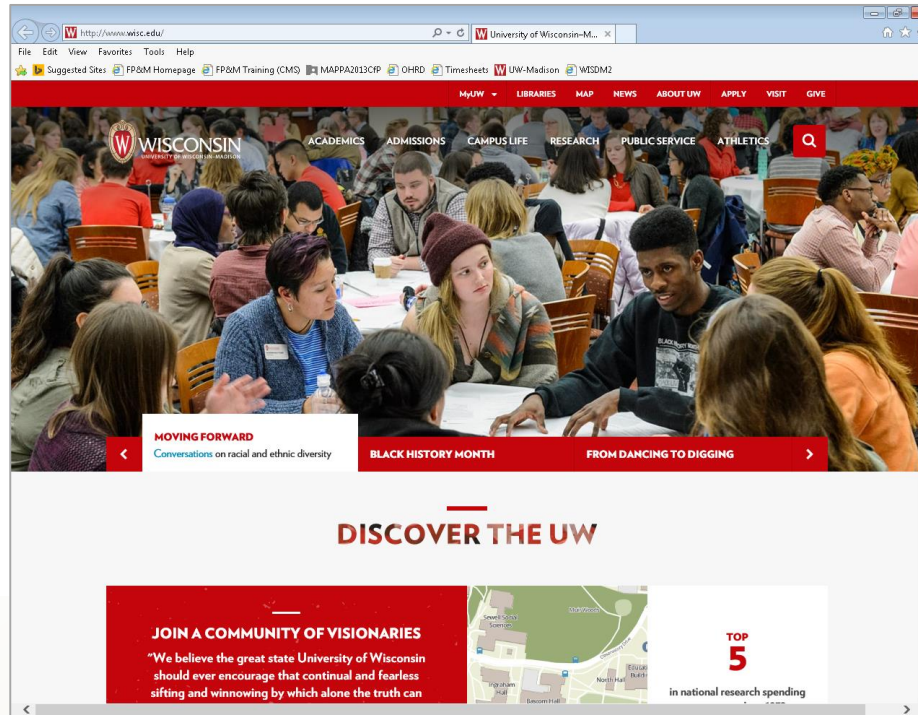
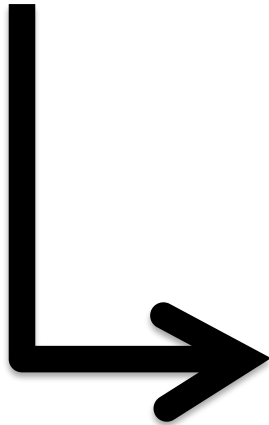


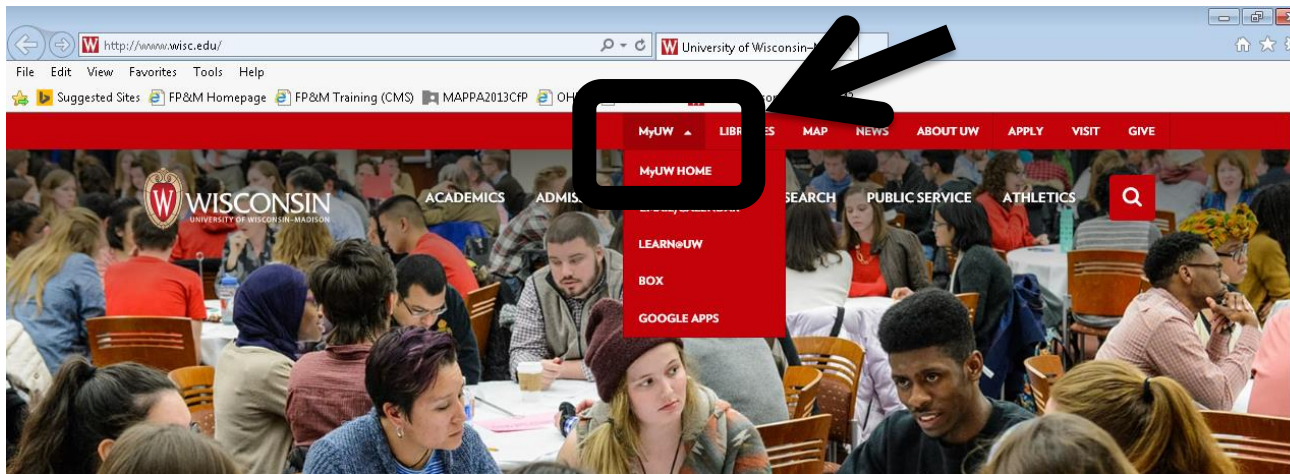
# HOW TO – Locate UW-Madison Homepage



Once you have opened a web browser...

- 1) Locate the web address field.
- 2) Type [www.wisc.edu](http://www.wisc.edu) and press the Enter key.
- 3) The UW-Madison Homepage will automatically open.





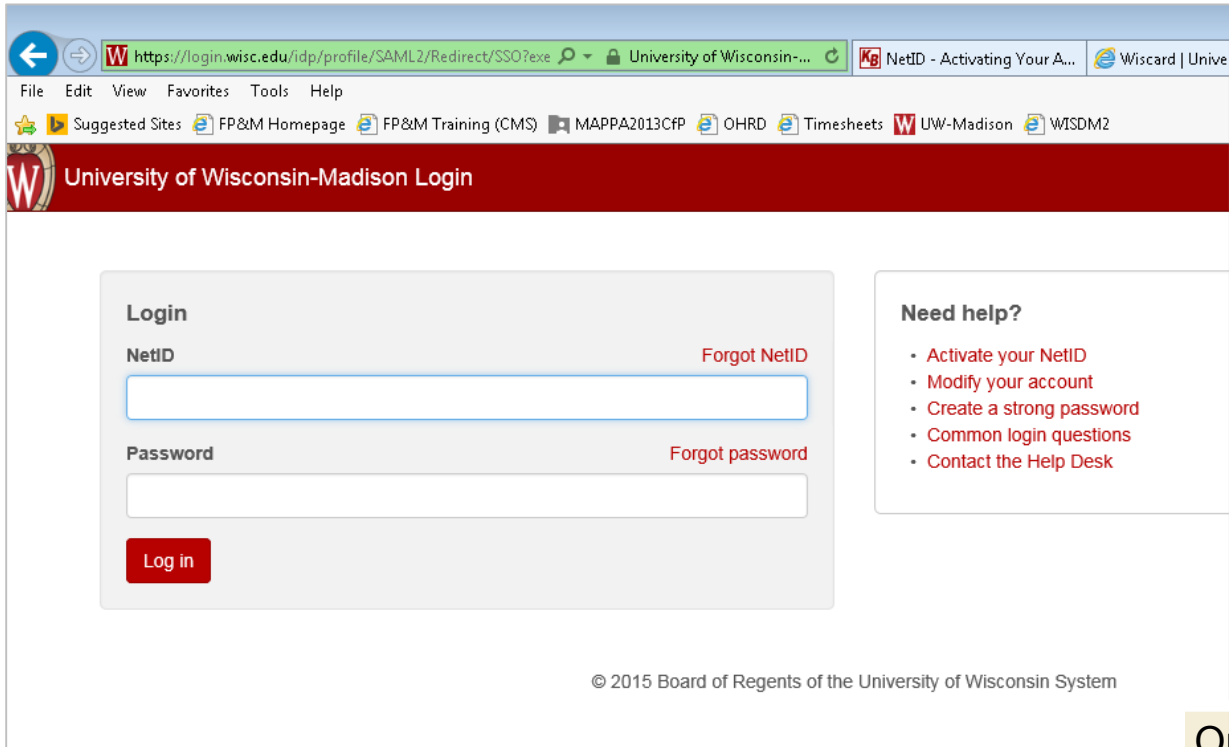
Once you are on the UW-Madison Homepage...

- 1) Locate and click the MyUW menu at the top as seen above, then click MyUW HOME.
- 2) You will get directed to the NetID Login page.

**Never activated your NetID before?**

- 1) Locate and click Activate your NetID.
- 2) You will get directed to the NetID Account Activation page.

A screenshot of the University of Wisconsin-Madison NetID Login page. The browser address bar shows 'https://login.wisc.edu/idp/profile/SAML2/Redirect/SSO?re...'. The page has a red header with the University of Wisconsin-Madison logo and the text 'University of Wisconsin-Madison Login'. The main content area is white with a light gray border. On the left, there is a 'Login' section with fields for 'NetID' and 'Password'. To the right of the 'NetID' field is a red link 'Forgot NetID'. To the right of the 'Password' field is a red link 'Forgot password'. Below the password field is a red 'Log in' button. On the right side of the page, there is a 'Need help?' section with a list of links: 'Activate your NetID', 'Modify your account', 'Create a strong password', 'Common login questions', and 'Contact the Help Desk'. At the bottom right, there is a copyright notice: '© 2015 Board of Regents of the University of Wisconsin System'.



The screenshot shows a web browser window with the URL <https://login.wisc.edu/idp/profile/SAML2/Redirect/SSO?exe>. The browser's address bar also shows "University of Wisconsin-..." and "NetID - Activating Your A...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar shows "Suggested Sites" with links to "FP&M Homepage", "FP&M Training (CMS)", "MAPPA2013CfP", "OHRD", "Timesheets", "UW-Madison", and "WISDM2". The page title is "University of Wisconsin-Madison Login". The main content area has a "Login" section with a "NetID" label, a text input field, a "Forgot NetID" link, a "Password" label, a text input field, a "Forgot password" link, and a red "Log in" button. To the right of the login section is a "Need help?" section with a list of links: "Activate your NetID", "Modify your account", "Create a strong password", "Common login questions", and "Contact the Help Desk". At the bottom of the page is the copyright notice "© 2015 Board of Regents of the University of Wisconsin System".

**Login**

NetID [Forgot NetID](#)

Password [Forgot password](#)

[Log in](#)

**Need help?**

- [Activate your NetID](#)
- [Modify your account](#)
- [Create a strong password](#)
- [Common login questions](#)
- [Contact the Help Desk](#)

© 2015 Board of Regents of the University of Wisconsin System

Once you see the Login screen...

- 1) Type your NetID.
- 2) Type your password.
- 3) Click Login.

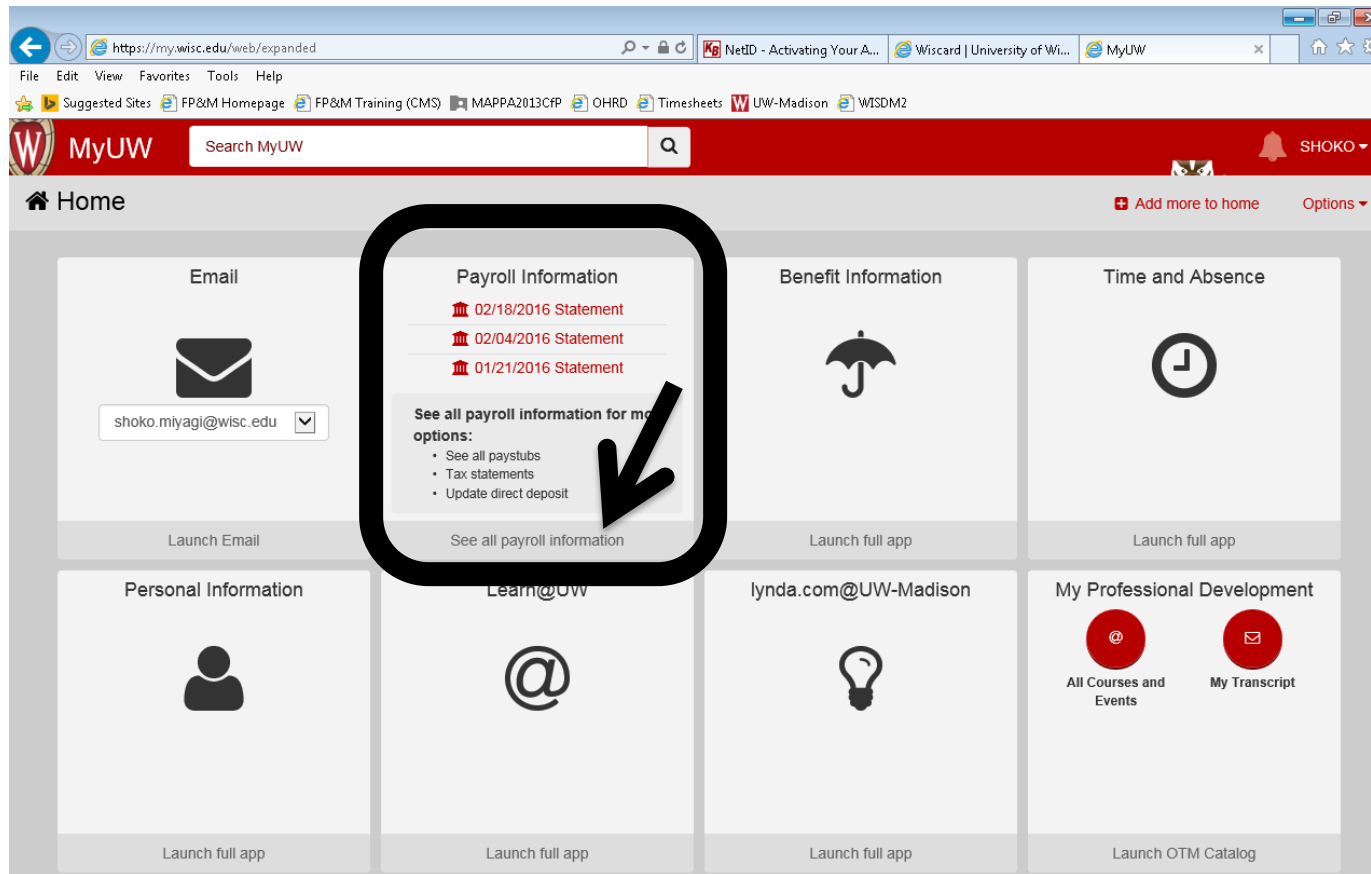


**Facilities Planning & Management**

UNIVERSITY OF WISCONSIN-MADISON

*Providing excellence in facilities and services  
for our university community*

# HOW TO – Locate the Payroll Information app



Once you are logged in...

1) Click on the “See all payroll information” app.



**Facilities Planning & Management**

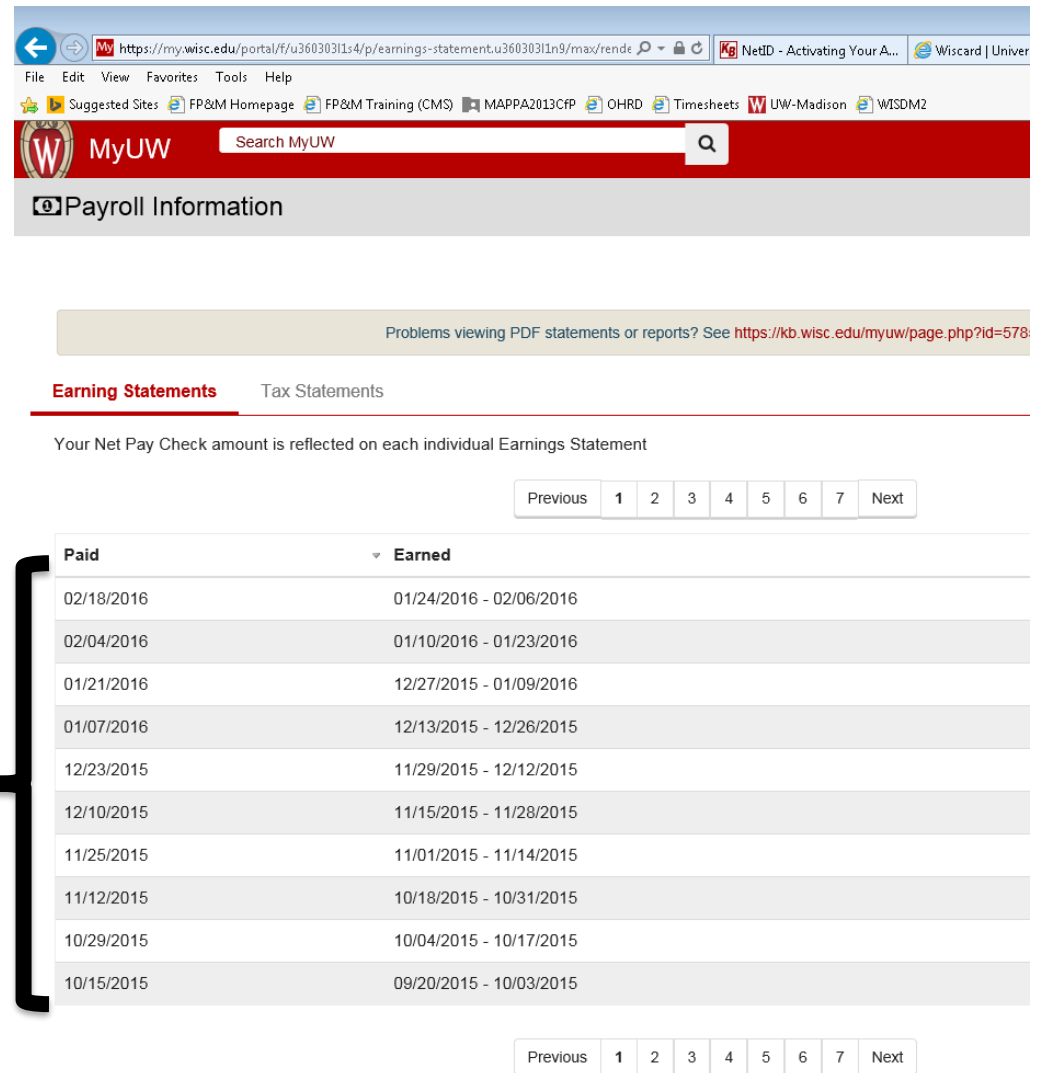
UNIVERSITY OF WISCONSIN-MADISON

*Providing excellence in facilities and services  
for our university community*



Once you are on the “Payroll Information” page...

- 1) Click an earning statement you want to see.
- 2) The earning statement will pop up with a separate window.

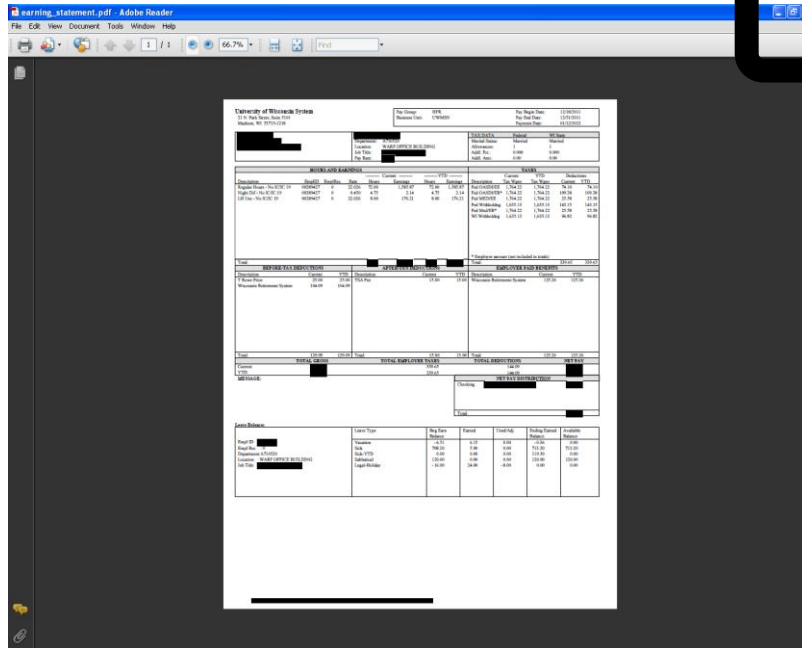


The screenshot shows a web browser window with the URL <https://my.wisc.edu/portal/f/u36030311s4/p/earnings-statement,u36030311n9/max/rende>. The page header includes the MyUW logo and a search bar. Below the header, there is a link for "Payroll Information". A message states: "Problems viewing PDF statements or reports? See <https://kb.wisc.edu/myuw/page.php?id=578>". The main content area has two tabs: "Earning Statements" (selected) and "Tax Statements". Below the tabs, a message says: "Your Net Pay Check amount is reflected on each individual Earnings Statement". A pagination bar shows "Previous", "1", "2", "3", "4", "5", "6", "7", and "Next". A table of earning statements is displayed with two columns: "Paid" and "Earned". A large black bracket is drawn on the left side of the table, spanning from the first row to the last row. The table data is as follows:

Paid	Earned
02/18/2016	01/24/2016 - 02/06/2016
02/04/2016	01/10/2016 - 01/23/2016
01/21/2016	12/27/2015 - 01/09/2016
01/07/2016	12/13/2015 - 12/26/2015
12/23/2015	11/29/2015 - 12/12/2015
12/10/2015	11/15/2015 - 11/28/2015
11/25/2015	11/01/2015 - 11/14/2015
11/12/2015	10/18/2015 - 10/31/2015
10/29/2015	10/04/2015 - 10/17/2015
10/15/2015	09/20/2015 - 10/03/2015

At the bottom of the table, there is another pagination bar with "Previous", "1", "2", "3", "4", "5", "6", "7", and "Next".

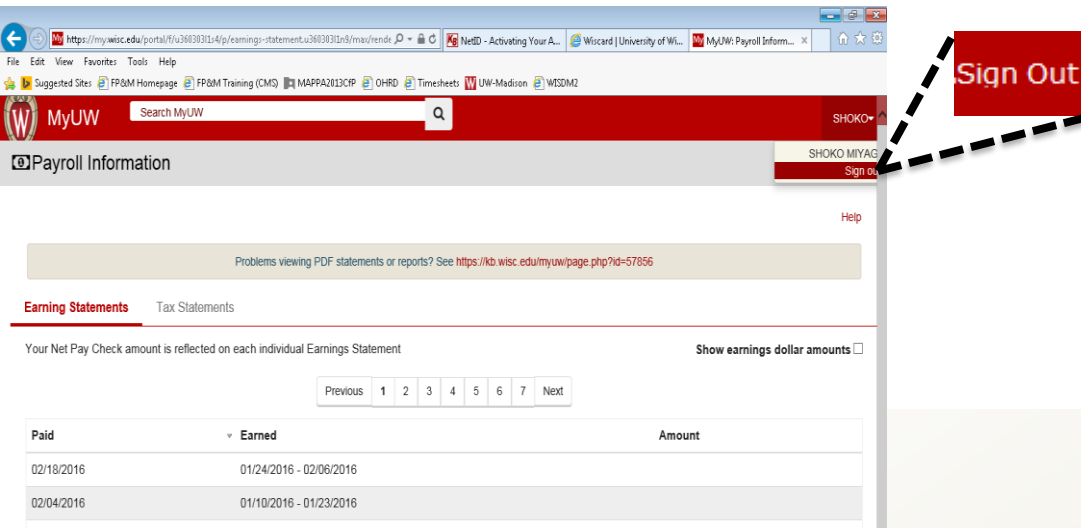




After you review your earning statement...

- 1) Click the X square to close the window.
- 2) Never forget to close the earning statement PDF window ("X").

Once you closed the pop-up window...



- 1) You will see the MyUW screen again.
- 2) Click on your name on the top right corner of the screen.
- 3) Click on "Sign Out".