



Your UW-Madison / UWMF Compensation

Your faculty appointment with the University of Wisconsin - Madison also means that you have an appointment with University of Wisconsin Medical Foundation. This is referred to as “dual appointment” and means that not only do you receive two separate paychecks, but you also have two separate benefits packages.

As UW faculty, you are paid on a monthly basis. Your **UW-Madison paycheck** is issued on the **first of the month** for the month prior. In other words, if you begin your appointment on July 1, your first paycheck from UW-Madison is August 1. Your **UWMF paycheck** is issued on **the 15th of the month** for the current month. With a July 1 start date, your first UWMF paycheck will be issued on July 15th for the entire month of July.

It is a requirement of both UW-Madison and UWMF that your monthly pays are direct deposited to your personal checking or savings account. Neither organization will issue hard copy checks nor direct deposit verification forms. In this technological age, all pay stubs are available to you online. The following instructions will walk you through the process of viewing and printing both your UW-Madison and your UWMF pay stubs.

If you have any questions, please call or email the Physician Resource Line at 608-821-4181 or physicianresources@uwmf.wisc.edu.

Accessing Your UW-Madison Paycheck

University of Wisconsin-Madison - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.wisc.edu/>

WISCONSIN

UNIVERSITY OF WISCONSIN-MADISON

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MY UW MADISON

- My UW
- wisemail
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Search...

About UW-Madison

Initial Activation

1. On the **My UW** page, click on **Activate Your NetID** in the upper right hand corner of the screen. For this initial activation, your NetID is your **UW Faculty ID badge number**, and your Password is your birth date. The system will then prompt you to establish your **My UW** account and assign you a new NetID.



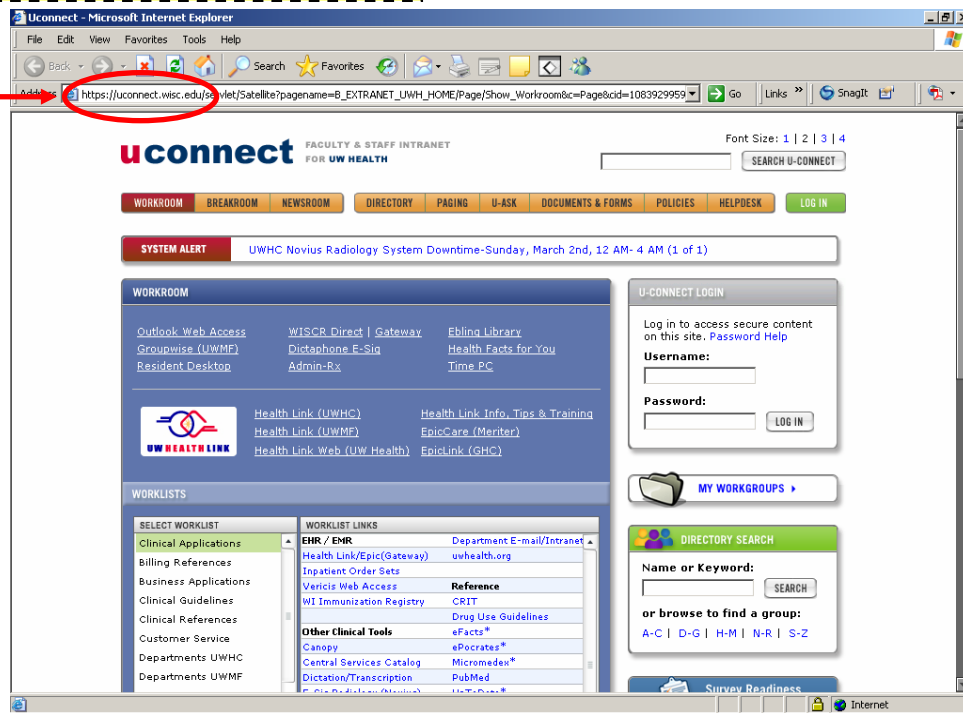
2. After you have gone through the initial activation of your NetID, any time you access the www.wisc.edu web site, you will enter your NetID and the Password that you have established.

View Monthly Pay Stubs

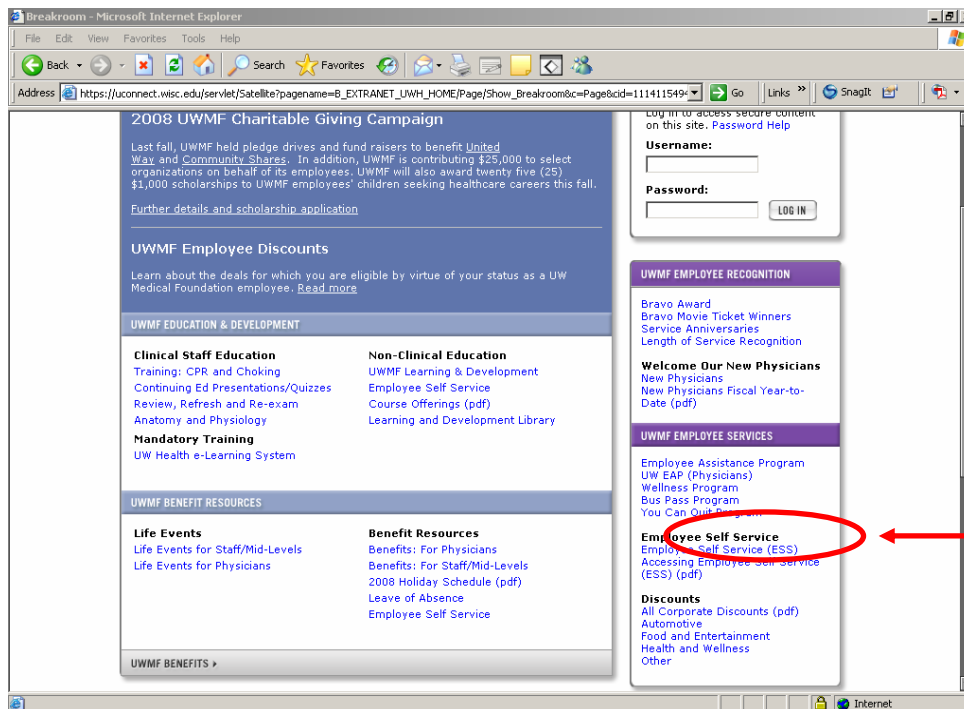
1. Access www.wisc.edu/.
2. Click on **My UW**.
3. Enter your NetID (assigned during your initial activation process) and the Password that you established. This will open your **My UW** page - your name will appear in the upper right hand corner of the screen.
4. Click on the tab labeled **Work Record**. Your pay dates and deposits will show up in **red**.
5. Click on the date of interest to open a window that displays your actual pay stub for that date.
6. Once you are finished, always remember to **logout** from the pages you have opened.

Accessing Your UWMF Paycheck

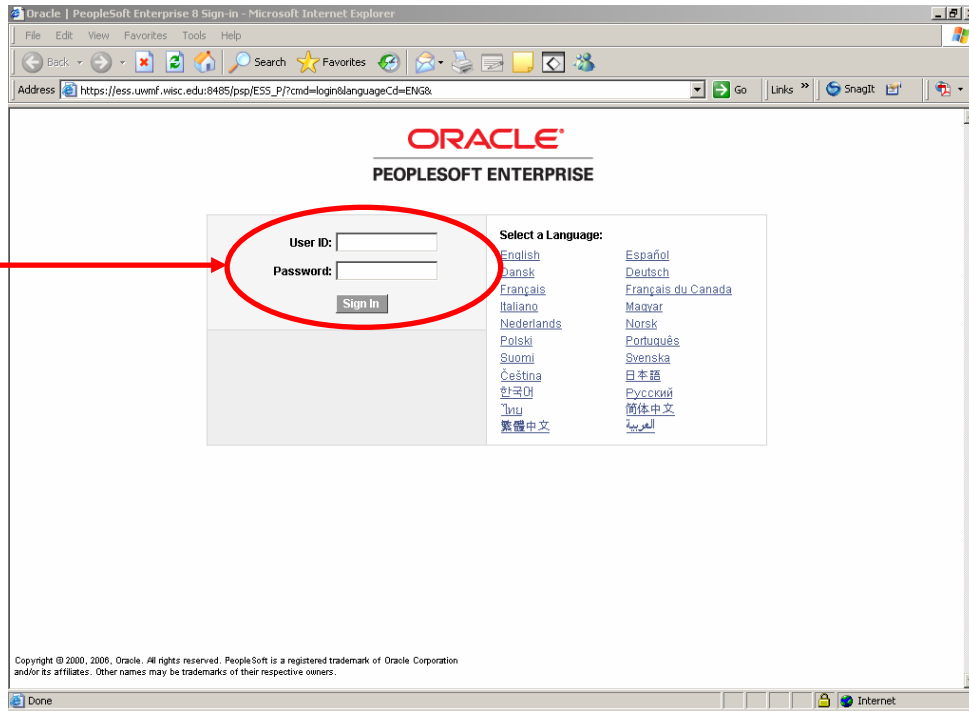
Access <https://uconnect.wisc.edu>



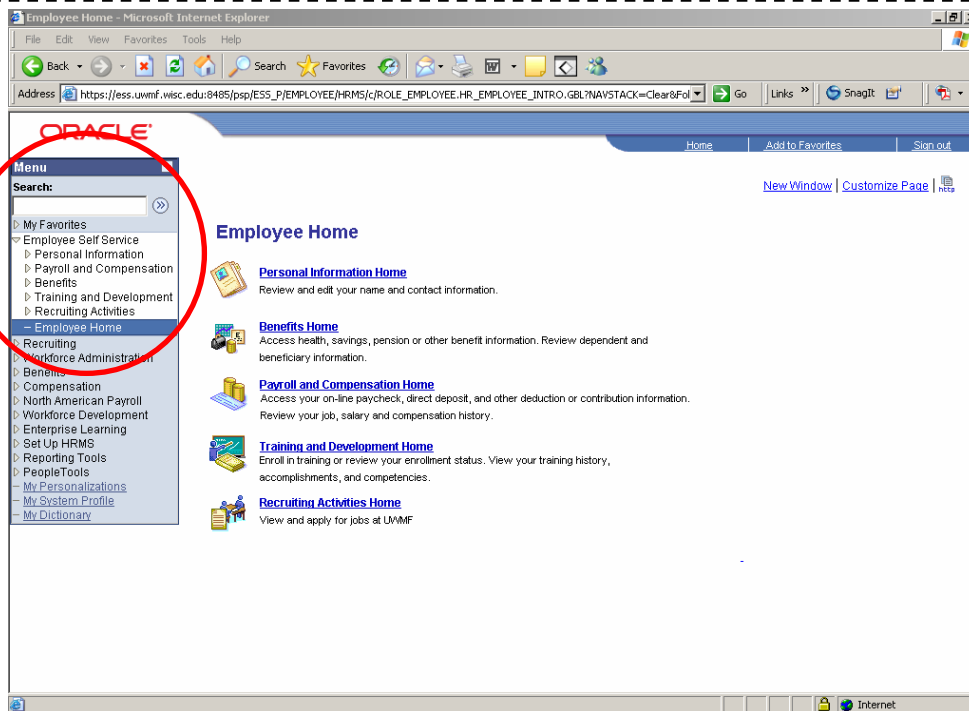
Click on **BREAKROOM** tab, then select [UWMF Breakroom](#). Scroll down the page and click on [Employee Self Service](#).



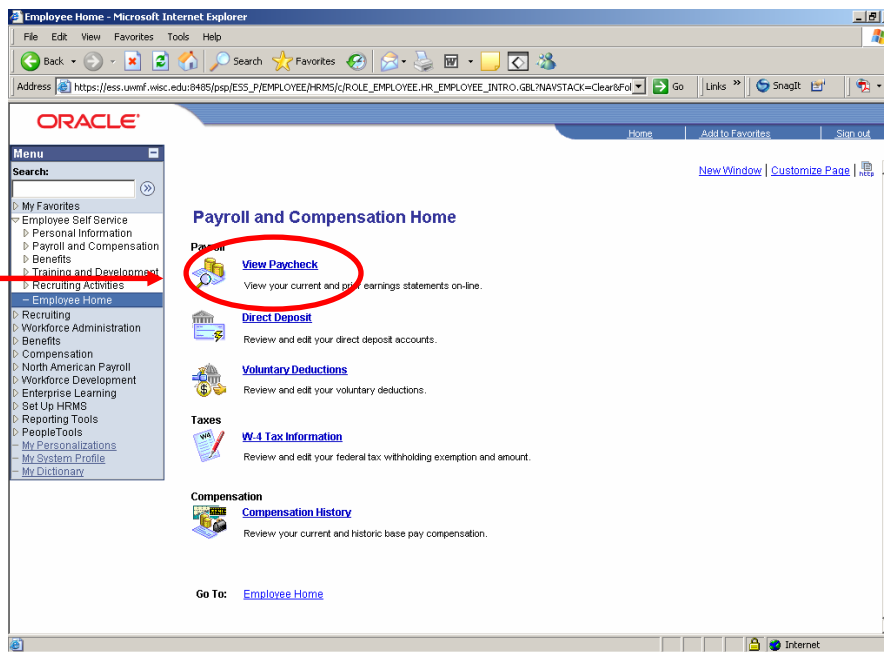
Log in using your Novell ID and Password or your UWHC network user ID and password.



From the home page, click on **Employee Service** under the **Menu**, then click on **Employee Home** at the bottom of the Menu. To access your pay stub, click on the **Payroll and Compensation Home** link.



Click on **View Paycheck**.



Printing the View Paycheck Page

Once you are on the View Paycheck page that you would like to print, click on the printer icon on the intranet tool bar.



If the page is cut off...

1. Before printing, change your printer settings by going to File > Page Setup.
2. Change the Right Margin field to 0.5.
3. Press OK.
4. Click anywhere within your view paycheck page (if you do not do this, it will print a blank page)
5. Click on the printer icon.

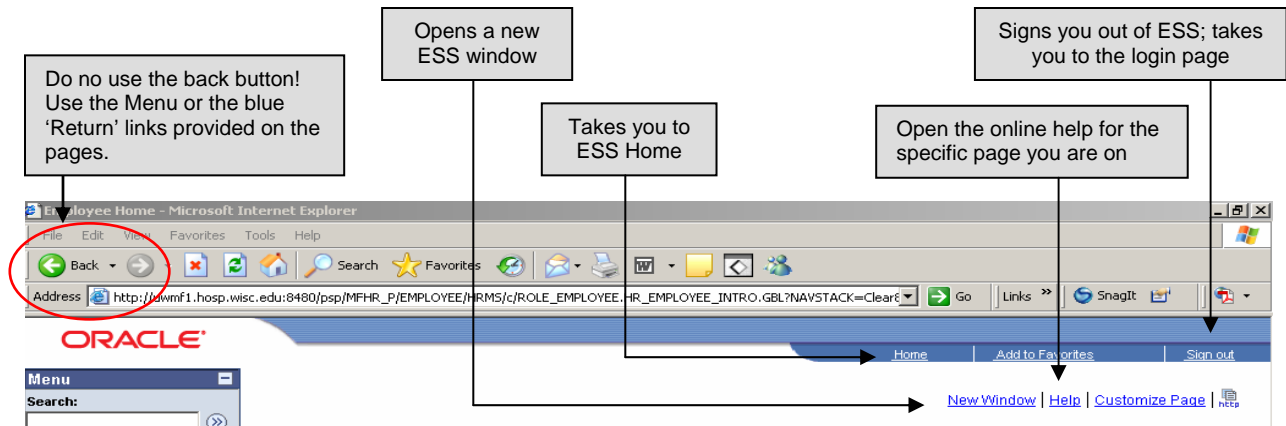
Additional Help:

Support Center - 608.265.7777

UWMF Human Resources - 608.821.4150

UWMF Payroll - 608.821.4170

Quick Tips



Using Buttons & Links

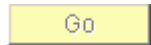
To use a button or link, hover over it with your cursor, and your cursor will turn from an arrow to a hand. Click once and the new page will load and display.

Go To: [Employee Home](#)

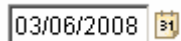
Any text that is blue and underlined is a link to another page. This example is a link to the Employee Home page.



Any button that appears on the page is a command and it will take you to another page.



If a grayed out button appears on your page, that action is currently not available to you or is inactive.



Allows you to enter a date for the search; you can type in the date using the MM/DD/YYYY or MM/DD/YY format, or click on the icon on the right to bring up a calendar to choose a date from.



Click on this for more information. For example, it is used in Training & Development to display the course description.



This is a free text field. Click in the box to start entering text and/or numbers.



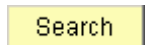
Allows you to add and delete records.



Allows you to search for a list of options to select.



Allows you to select/deselect an option by adding/removing the check symbol (to add/remove just click on the box).



Specifying search criteria is optional; if you would like to display all records and simply leave the search fields blank and click on the search button.



If you need more space for viewing information, you can minimize the menu by clicking the minimize button on the right side of the menu.



To restore the Menu, click on the expand button where the Menu used to be.

Access Your **UW** and **UWMF** Paychecks Quick Instructions

UW-MADISON

1. Access www.wisc.edu/.
2. Click on **My UW**.
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4. Click on the tab labeled **Work Record**. Your pay dates and deposits will show up in **red**.
5. Click on the date of interest to open a window that displays your actual pay stub for that date.
6. Once you are finished, always remember to **logout** from the pages you have opened.

U W M F

1. Access <https://uconnect.wisc.edu>
2. Click on **BREAKROOM** tab, then select [UWMF Breakroom](#). Scroll down the page and click on [Employee Self Service](#).
3. Log in using your Novell ID (Username) and Password or your UWHC Network User ID (Username) and Password.
4. From the home page, click on [Employee Service](#) under the **Menu**, then click on [Employee Home](#) at the bottom of the Menu. To access your pay stub, click on the [Payroll and Compensation Home](#) link.
5. Click on [View Paycheck](#).