



Monthly and Biweekly earning statements are posted on your "MY UW" web page. Please read the following instructions on how to access this site.



### ACCESS YOUR "MY UW" PAGE:



Go to <http://www.wisc.edu/> then click on "My UW". After you have gone through the initial activation of your NetID, any time you go into this site you will type in your NetID (it will be assigned in the activation process) and the Password you establish.

### INITIAL ACTIVATION:

At the "My UW" page click on "Activate your NetID", you will then enter your UW staff ID number and birth date. The system will then walk you through establishing your "MY UW" account and assign you a new NetID.

### VIEW YOUR MONTHLY EARNING STATEMENT:

Go to your "My UW" page, enter your NetID (assigned during your initial activation process), and the Password you established. This will open your "MY UW" page (your name will be in the upper right hand corner). Click on the tab labeled Work Record, and your pay dates and deposit amounts will show up in red. Click on the date of interest to open a window that shows your actual earning statement. Once you are finished ALWAYS remember to "logout" from the pages you have opened.

