

STUDENT EMPLOYEES:

To better serve you and be good stewards of Concordia's resources, Concordia University Wisconsin (CUW) uses an electronic means of communicating your direct deposit advice/pay stub by accessing the MY.CUW.EDU portal.

Direct deposit advices/pay stubs are not printed and distributed to you, but you can view and print your own pay stub using the *Employee* tab in the MY.CUW.EDU portal *Employment Details* channel.

MY.CUW.EDU is accessible over a **secure site** anywhere you have access to the internet. As a result, this method allows you to see your payroll direct deposits while allowing the University to communicate your pay information and other important news and announcements in a more timely and cost effective manner.

You need two important pieces of information to access your information on MY.CUW.EDU portal. They are as follows:

- 1) **Username**, which for Student Employees will be their CUW ID F00 - number.
- 2) **Password***

*Student Employees who have not used your cuw.edu email account, it will be necessary for you to go to the following secure link <https://mail.cuw.edu/passwords> to set your password. For those Student Employees who use your cuw.edu email account now, no action is required – you will be able to sign into the portal using that userid and password.

Further information on how to access the MY.CUW.EDU portal will be sent to you via your cuw email address. Detailed instructions on how to access your pay stub are found on the back of this page.

Questions or concerns regarding this change should be directed to:

Barb Banner, Director of Human Resources, at 262-243-4521
Kimberly Masenthin, Human Resources Assistant, at 262-243-4414
Carol Babicky, Payroll, at 262-243-4477

Thank you in advance for your cooperation and for the opportunity to better serve you.

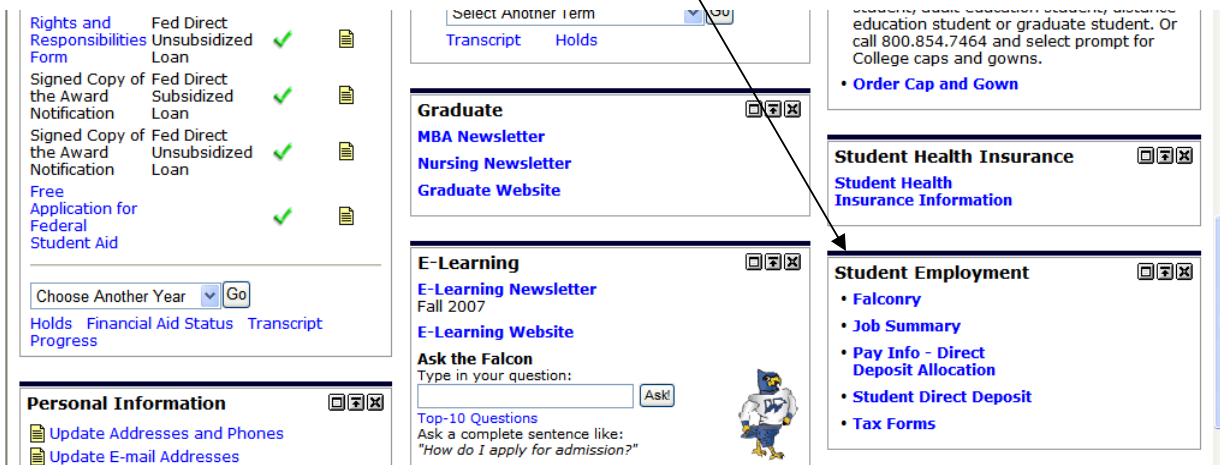
Sincerely,

Allen Prochnow
Vice President of Finance and Administration

Barbara R. Banner, PHR
Director of Human Resources

Below are the instructions on how to visit the MY.CUW.EDU portal and access your pay stub:

- 1) In your web browser, go to MY.CUW.EDU
- 2) At the *Secure Access Login* screen in the upper left hand corner, enter your Username then Password. Then click the *Login* button.
- 3) Click on the *Student Services* tab.
- 4) The *Student Employment* channel is located on the right side of the screen > Click on *Pay Info – Direct Deposit Allocation*



- 5) At the *Pay Stub* screen, choose the year you would like to view and click the *DISPLAY* button. Click on the *Pay Stub Date* you would like to view and/or print out.

Quick Hint: Please **do not use** the back arrow on the main tool bar to return to the following page. Please use the 'Back to...' function found on the top of the web page (not browser) to prevent the session from closing out.



There are also many other functions the MY.CUW.EDU portal supplies you with and we encourage you to take the time to view some of the other options offered.

- 6) To protect your privacy, when done using the MY.CUW.EDU portal please make sure to *Logout* of the system, upper right corner of the screen, before exiting the browser.

Questions regarding your Username and Password can be directed to User Services at (262) 243-4357. (Hours of operation are Mon-Fri, 8:00 am - 5:00 pm CST)