

Published on *University of Colorado* (<https://www.cu.edu>)

[Home](#) > Need to access a past paystub? Find them all in the portal.

Need to access a past paystub? Find them all in the portal.

[1]

January 29, 2019 by [UIS Communications](#) [2]

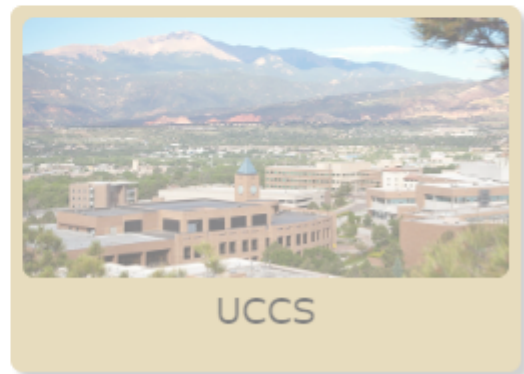
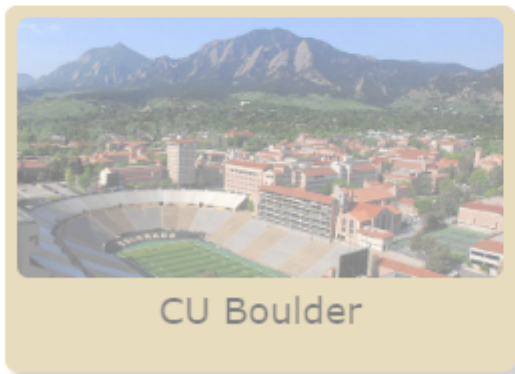
If you need to find a past paystub, it's easy in the portal. By using filtered search, you can find and download all past paychecks earned from CU.

Here's how:

- [Log into the portal](#) [3].

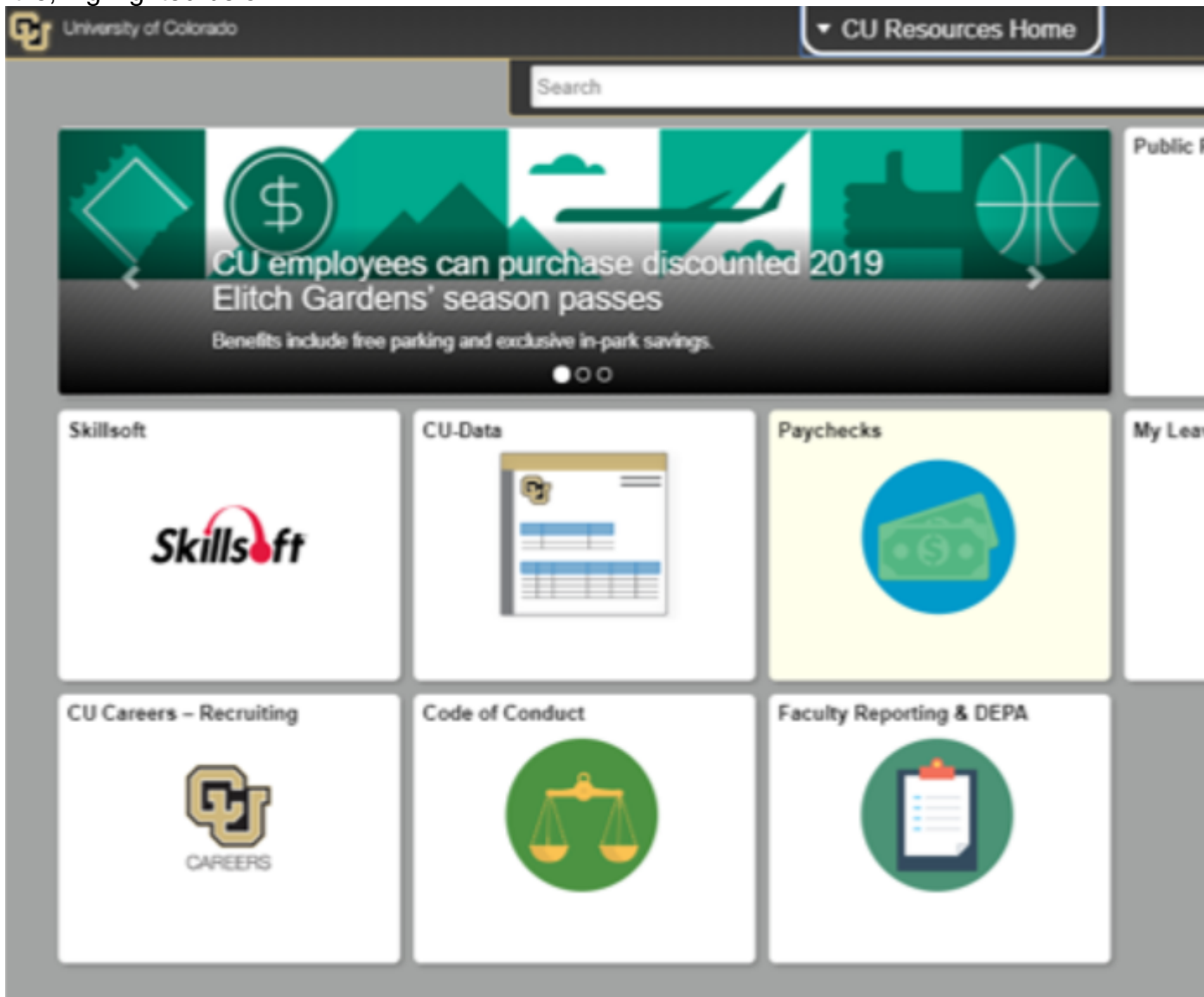


Click to log in to the System Portal.



- Go to the CU Resources homepage, select the **Paychecks**

tile, highlighted below.



- You will be taken to a paychecks page that shows the last three months' worth of paystubs. Select the **filter icon**, highlighted below, to determine the timeframe you

would like to see.

A vertical menu with a light green header containing a magnifying glass icon and the text 'Paychecks'. Below the header are four items: 'Direct Deposit' with a green icon, 'W-4 Tax Information' with a red and blue pie chart icon, and 'View W-2/W-2c Forms' with a blue 'W2' icon. The bottom section of the menu is empty.

Paychecks



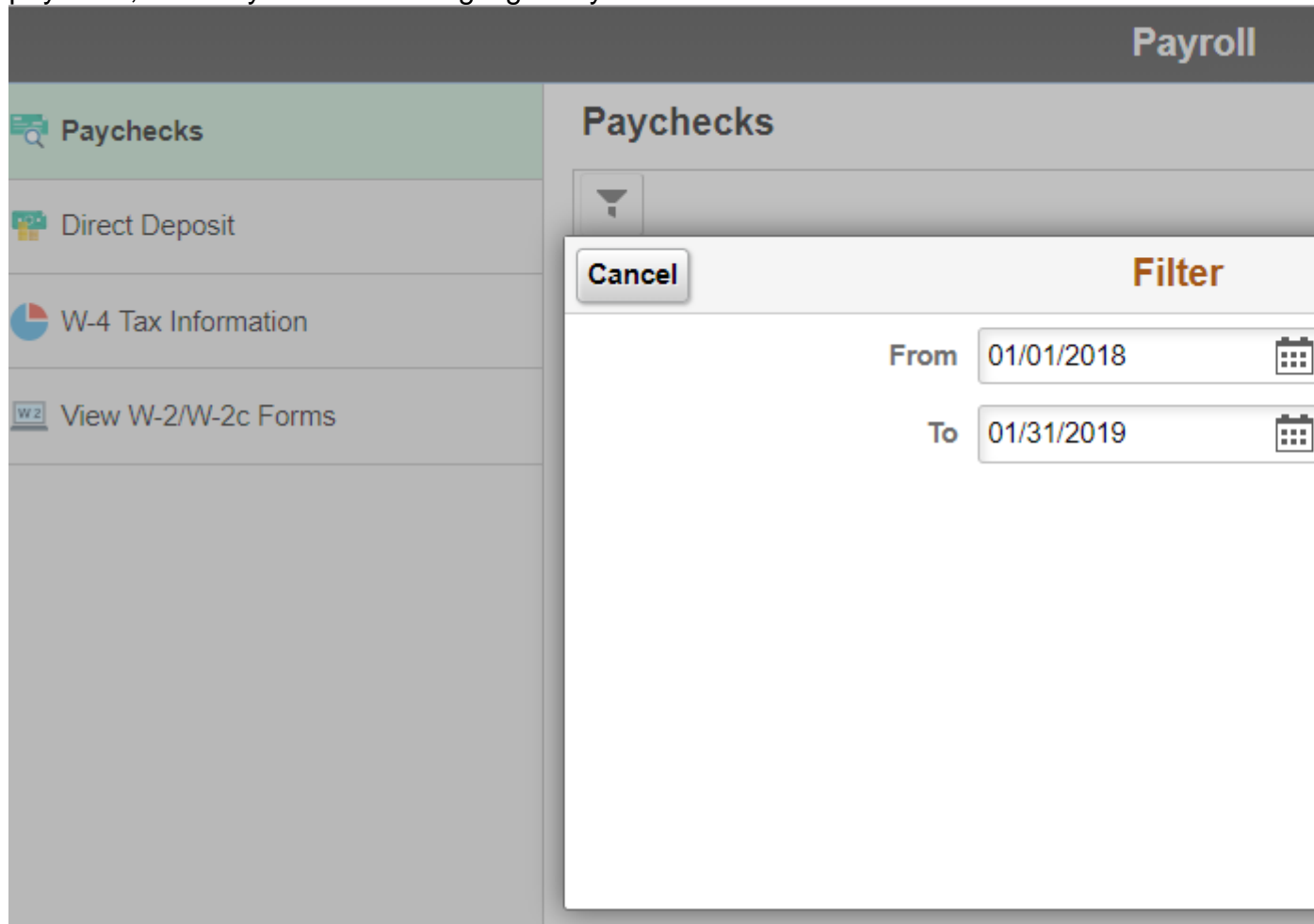
| Check Date | Company | Pay Begin |
|------------|------------------------|--------------------------|
| 12/31/2018 | University of Colorado | 12/01/2018 12/31/2018 |
| 12/31/2018 | University of Colorado | 12/23/2018 12/27/2018 |
| 11/30/2018 | University of Colorado | 11/01/2018 11/30/2018 |
| 10/31/2018 | University of Colorado | 10/01/2018 10/31/2018 |

- Then enter the dates you would like to see paystubs for, and press the **Done** button.

The screenshot shows the same menu as above, but with a 'Filter' dialog box overlaid on the right. The dialog has a 'Cancel' button on the left and a 'Filter' title on the right. It contains two date input fields: 'From' with the value '01/01/2018' and 'To' with the value '01/31/2019'. Each date field has a calendar icon to its right. The background menu is dimmed.

- You will see all your checks from the selected time period. To see and download your

paystubs, click anywhere in the highlighted yellow area.



[HCM](#) ^[4], [paychecks](#) ^[5], [HCM System Fixes](#) ^[6]

Display Title:

Need to access a past paystub? Find them all in the portal.

Send email when Published:

No

Source URL:<https://www.cu.edu/blog/hcm-community/need-access-past-paystub-find-them-all-portal>

Links

- [1] <https://www.cu.edu/blog/hcm-community/need-access-past-paystub-find-them-all-portal>
- [2] <https://www.cu.edu/blog/hcm-community/author/18084> [3] <http://my.cu.edu>
- [4] <https://www.cu.edu/blog/hcm-community/tag/hcm> [5] <https://www.cu.edu/blog/hcm-community/tag/paychecks> [6] <https://www.cu.edu/blog/hcm-community/tag/hcm-system-fixes>