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

[1]

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

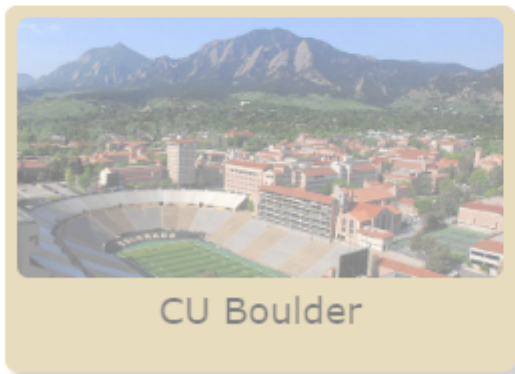
If you need to find a past paystub, it's easy in the portal. By using filtered search, you can find and download all past paychecks earned from CU.

Here's how:

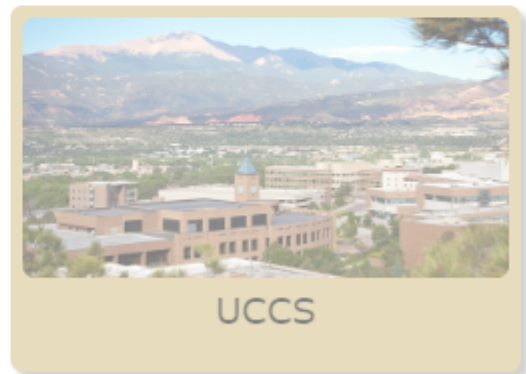
- [Log into the portal](#) [3].



Click to log in to the System Portal.



CU Boulder



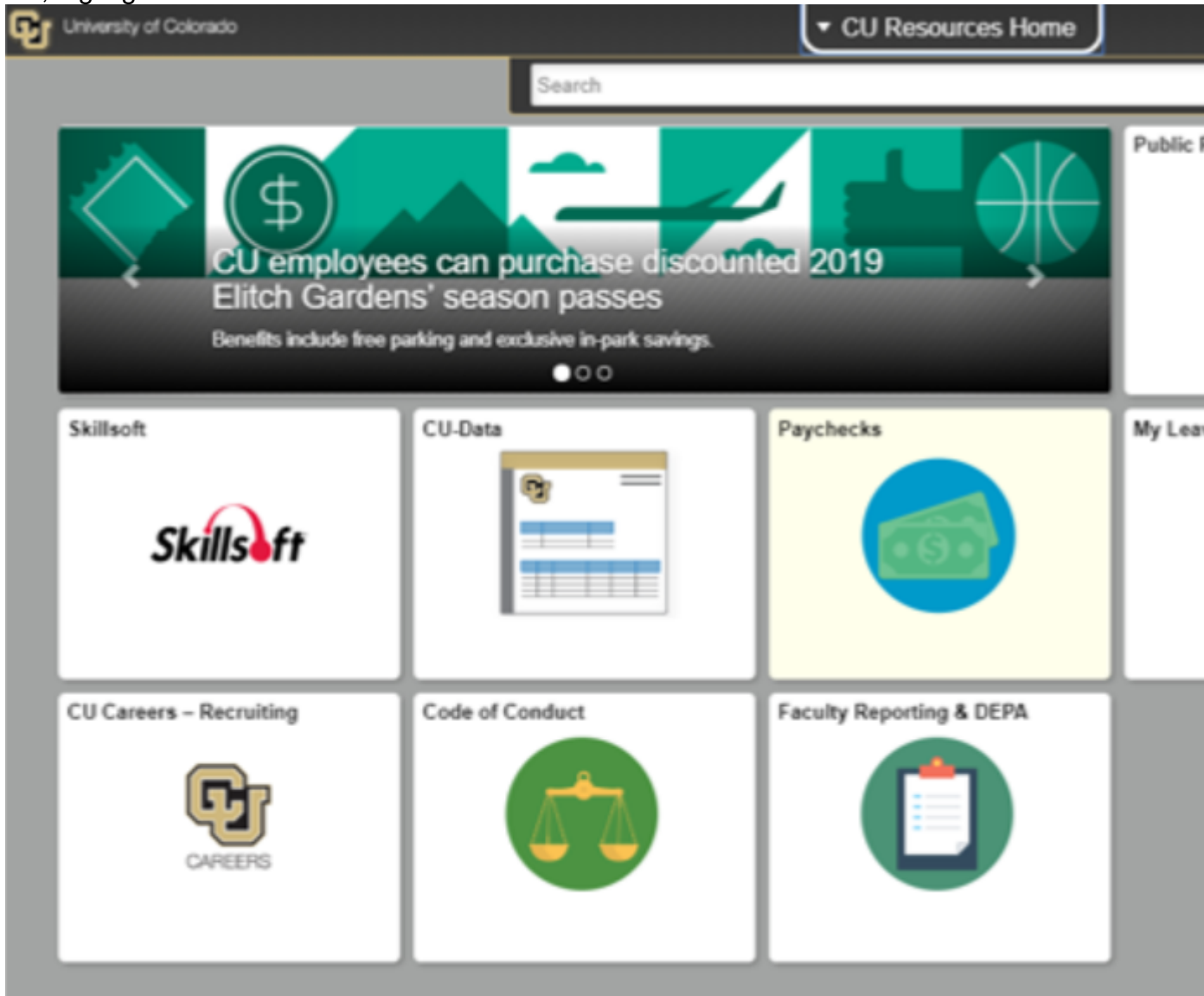
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- Go to the CU Resources homepage, select the **Paychecks**

file, 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 screenshot of a mobile application's payroll menu. The menu items are: 'Paychecks' (highlighted in green), 'Direct Deposit', 'W-4 Tax Information', and 'View W-2/W-2c Forms'. The 'Paychecks' item has a magnifying glass icon.

## Paychecks

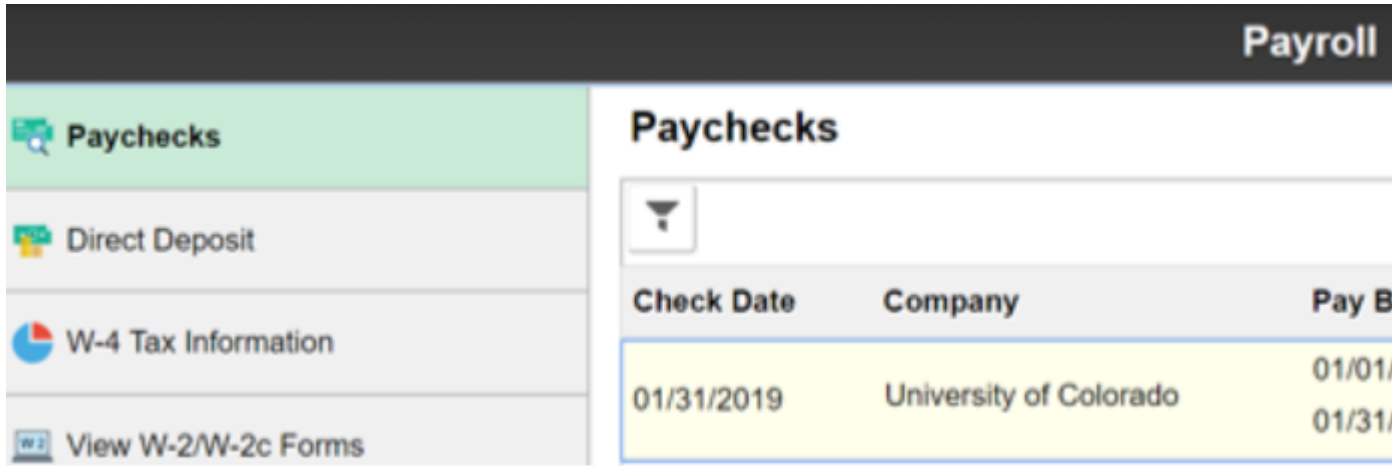


Check Date	Company	Pay Begin
12/31/2018	University of Colorado	12/01/2018 12/31/2018
12/31/2018	University of Colorado	12/23/2018 12/27/2018
11/30/2018	University of Colorado	11/01/2018 11/30/2018
10/31/2018	University of Colorado	10/01/2018 10/31/2018

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

A screenshot of the same mobile application's payroll menu, but with a 'Filter' overlay. The overlay has a 'Cancel' button and a 'Filter' title. It contains two date input fields: 'From' with the date '01/01/2018' and 'To' with the date '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.



CU Portal <sup>[4]</sup>, [paychecks](#) <sup>[5]</sup>, [HCM](#) <sup>[6]</sup>

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