

## Read Paycheck <sup>[1]</sup>

It pays to understand your pay. Let's walk through how to read your paystubs, view paydays and request payroll adjustments.

### Access your paycheck in the portal

1. Log into the [employee portal](#) <sup>[2]</sup>.
2. Select the **CU Resources tab**. (CU System employees will skip this step.)
3. Open the top left **CU Resources Home** dropdown menu, then select **My Info and Pay**.
4. Click on the **Paychecks** tile. Your four most recent paycheck will display by default. To see past paychecks, use the filter button to select your desired dates and press the **Done** button.

## Find your pay dates

View biweekly and monthly paydays using the tables below.

### 2024 monthly paydays

#### 2024 monthly paydays

Month	Pay Date
January	Wednesday, Jan. 31
February	Thursday, Feb. 29
March	Friday, March 29
April	Tuesday, April 30
May	Friday, May 31
June	Friday, June 28
July	Wednesday, July 31
August	Friday, Aug. 30
September	Monday, Sept. 30
October	Thursday, Oct. 31

November

Friday, Nov. 29

December

Tuesday, Dec. 31

**2024 biweekly paydays**

**2024 biweekly paydays**

**Month**

**Pay Date**

January

Friday, Jan. 5

January

Friday, Jan. 19

February

Friday, Feb. 2

February

Friday, Feb. 16

March

Friday, March 1

March

Friday, March 15

March

Friday, March 29

April

Friday, April 12

April

Friday, April 26

May

Friday, May 10

May

Friday, May 24

June

Friday, June 7

June

Friday, June 21

July

Friday, July 5

July

Friday, July 19

August

Friday, Aug. 2

August

Friday, Aug. 16

August

Friday, Aug. 30

September

Friday, Sept. 13

September

Friday, Sept. 27

October

Friday, Oct. 11

October

Friday, Oct. 25

November

Friday, Nov. 8

November	Friday, Nov. 22
December	Friday, Dec. 6
December	Friday, Dec. 20

**2025 monthly paydays**

**2025 monthly paydays**

<b>Month</b>	<b>Pay Date</b>
January	Friday, Jan. 31
February	Friday, Feb. 28
March	Monday, March 31
April	Wednesday, April 30
May	Friday, May 30
June	Monday, June 30
July	Thursday, July 31
August	Friday, Aug. 29
September	Tuesday, Sept. 30
October	Friday, Oct. 31
November	Friday, Nov. 28
December	Wednesday, Dec. 31

**2025 biweekly paydays**

**2025 biweekly paydays**

<b>Month</b>	<b>Pay Date</b>
January	Friday, Jan. 3
January	Friday, Jan. 17
January	Friday, Jan. 31
February	Friday, Feb. 14
February	Friday, Feb. 28
March	Friday, March 14

March	Friday, March 28
April	Friday, April 11
April	Friday, April 25
May	Friday, May 9
May	Friday, May 23
June	Friday, June 6
June	Friday, June 20
July	Thursday, July 3
July	Friday, July 18
August	Friday, Aug. 1
August	Friday, Aug. 15
August	Friday, Aug. 29
September	Friday, Sept. 12
September	Friday, Sept. 26
October	Friday, Oct. 10
October	Friday, Oct. 24
November	Friday, Nov. 7
November	Friday, Nov. 21
December	Friday, Dec. 5
December	Friday, Dec. 19

## **Pay adjustments**

Employees are responsible for verifying the accuracy of their paychecks and taxes each payday.

## **Overpayments**

Occasionally, employees may be paid more than is due. If an overpayment is discovered, CU will collect funds according to the Employee Services Overpayment Procedure.

If you discover an overpayment, contact your payroll department immediately to avoid tax implications.

[Notice of Overpayment Adjustment Guide](#) [3]

[Overpayment Procedure](#) [4]

## Correcting Adjustments

At times, employees may have deductions withheld from their paychecks in error. Most often, this occurs when sufficient detail has not been provided to the the university prior to payroll processing (for example: student enrollment data or the U.S. tax residency status of an international employee).

If you believe that deductions from your paycheck may have been made in error, contact [hcm\\_community@cu.edu](mailto:hcm_community@cu.edu) [5] or, if you are an international employee, contact [intltax@cu.edu](mailto:intltax@cu.edu) [5].

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### Active employees: Learn how to read your paycheck

Click the circles on the image below to learn what each section means.

**Note:** Turn off your popup blocker to view the hotspot.

#### Groups audience:

Employee Services

#### Right Sidebar:

ES: Payroll Contact

ES: Payroll Disable Pop-Up Blocker

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**Source URL:**<https://www.cu.edu/employee-services/payroll/pay/read-paycheck>

#### Links

[1] <https://www.cu.edu/employee-services/payroll/pay/read-paycheck> [2] <https://my.cu.edu/>

[3] <https://www.cu.edu/docs/sbs-completing-notice-overpayment-adjustment> [4]

<https://www.cu.edu/docs/es-procedure-overpayment>

[5] [mailto:hcm\\_community@cu.edu?subject=Correcting%20Adjustments](mailto:hcm_community@cu.edu?subject=Correcting%20Adjustments)