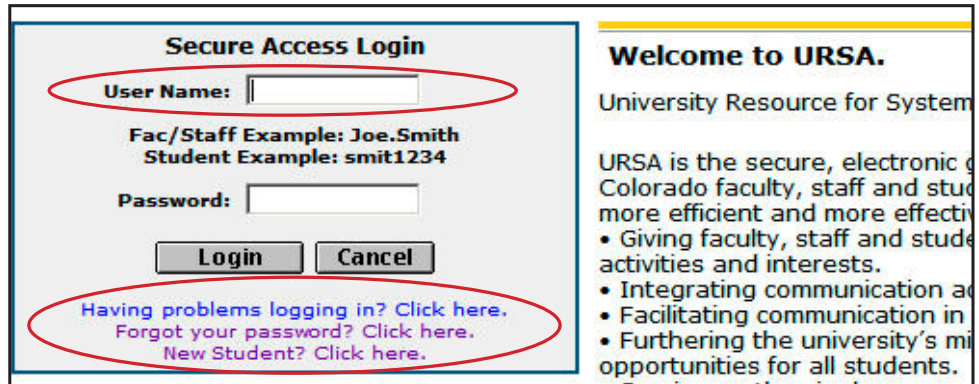




If you have not used Ursa or the university's e-mail system before, you will need to contact the Technical Support Center at 351-4357 (351- HELP) to set up your account before you can view your pay advice (pay stub).

(Fig. 1)



1. Go online to <http://ursa.unco.edu> using an Internet browser.

2. For **User Name** enter your Ursa user name. (Fig. 1)

(Fig. 2)



3. Enter your password and click on **Login** (If you don't remember it, click on **Forgot your password?**). (Fig. 1)

4. Once you are in Ursa, your name is displayed under the top Ursa banner. (Fig. 2)

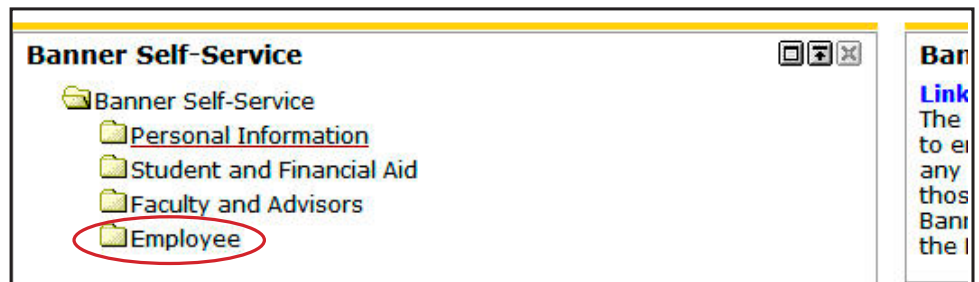
(Fig. 3)



5. Click on the yellow **Employee** or **Student-Employee** tab. (Fig. 2)

6. Click on the **Banner Self-Service** folder. (Fig. 3)

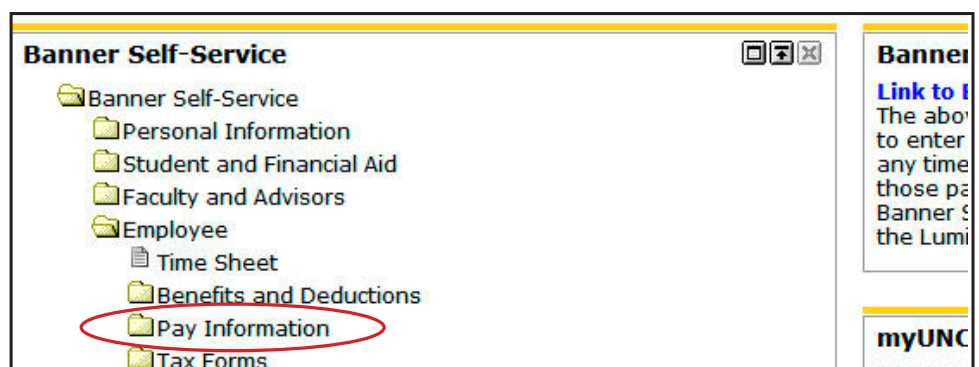
(Fig. 4)



7. From the drop-down menu, click on the **Employee** folder. (Fig. 4)

8. From the next drop-down menu, click on **Pay Information** folder. (Fig. 5)

(Fig. 5)



**Ursa Portal Entry Troubleshooting**

If you have problems logging on to Ursa please contact the Technical Support Center, 351-4357, 7 a.m.-midnight, Monday-Friday or Noon-7p.m., Saturday and Sunday.

9. From the next drop-down menu, click on **Pay Stub**.  
(Fig. 6)

10. From the **Pay Stub Year** drop-down menu, select the year for the pay period you want to view and click the Display button. (Fig. 7)

11. On the **Pay Stubs** screen, click on the date of the pay stub you wish to view. (Fig. 8)

12. The information for the pay date selected will be displayed. Depending on your computer monitor and browser settings, you may need to scroll down to see all of your information. (Fig. 9)

13. To print the pay stub, on your browser click on the **Print** icon in the browser command bar or click on **File** (located at the top of your browser), then click on **Print**. Verify the printer to use and click on the **Print** button.

14. To view a different pay stub, click on the **Pay Stubs** link at the bottom of the page. (Fig. 10)

Once you are done, **DON'T FORGET TO LOG OUT** so that the next person to use the computer can't access your personal information.



**You're done!**

For questions or concerns about pay advices/stubs, contact Payroll Services at 351-2700.

For questions about Ursa or to access a frequently asked questions page, visit [www.unco.edu/aboutursa](http://www.unco.edu/aboutursa).

