

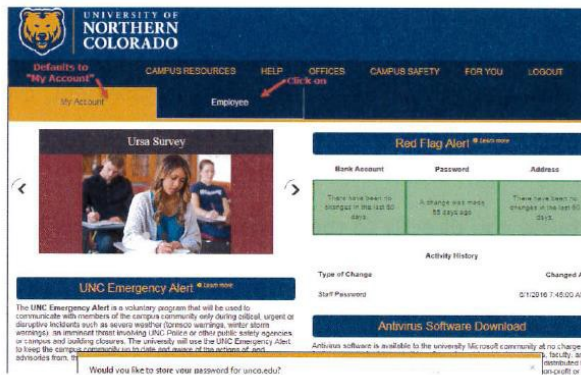
How to View Your Paystubs; Direct Deposit Allocations, W2's and More Firstname.Lastname Login

(If you use a Student Login please use those procedures)

1. Log into URSA at ursa.unco.edu



2. Once you Login you will see this screen (defaults to "My Account" tab) - Click on "Employee" tab



Employee Tools

Employee Important Links	General Information	Employee Information
<ul style="list-style-type: none">Production Banner (INB)Pay/View Bill or Bear PayPurchase Parking Permits or Pay Tickets OnlineOutlook Web Access (OWA)Login to SkillsoftAdd Money To Your Printing AccountInsight Reporting PortalDigital MeasuresEIO -- Electronic Internal OrdersApproval Alerts	<ul style="list-style-type: none">Self Service Banner (SSB)Human ResourcesThe Center for Enhancement of Teaching & Learning (CETL)Banner/Ursa Security FormsWebXtender LoginNew Student Orientation ResourcesAbout InsightAutomated Waitlisting InformationImportant Dates	<ul style="list-style-type: none">Pay StubEarnings HistoryTime SheetDirect Deposit AllocationBenefit SummaryLeave BalancesElectronic Personnel Action Forms (EPAF)W-2 Wage and Tax StatementW-4 Tax Exemptions or AllowancesElectronic W-2 Consent

For Paystubs:

- Click on the year and then Display
 - You can now view all pays for that year
 - Click on the "Blue" pay stub date to view your earning and deduction details
 - To Print: at the bottom of the stub click on "Printer Friendly"

For W2's:

- * Click on W2 Wage and Tax Statement
- * Choose Year and then choose "Printable W-2" at the bottom of the page to print

NOTE: If you haven't consented to an electronic form, you will be asked to do that before you can view or print your W2.

For Direct Deposit Allocations:

- *Click on Direct Deposit Allocation