

When Do Hourly Employees Get Paid?

Hourly employees are paid on the 15th and the last working day of the month.
If the 15th falls on a weekend, you will be paid on the Friday before.

Hours entered the 1st – 15th pay on the last working day of the month.

Example May 1-15 will pay on May 31st.

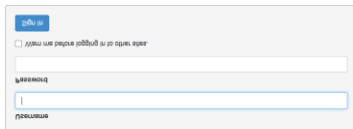
Hours entered on the 16th – 30th (31st) pay on the 15th of the following month.

Example May 16 – 31st will pay on June 15.

How to View Your Paystubs; Direct Deposit Allocations, W2's and More

1. Log into URSA using your Student Login.

ursa.unco.edu



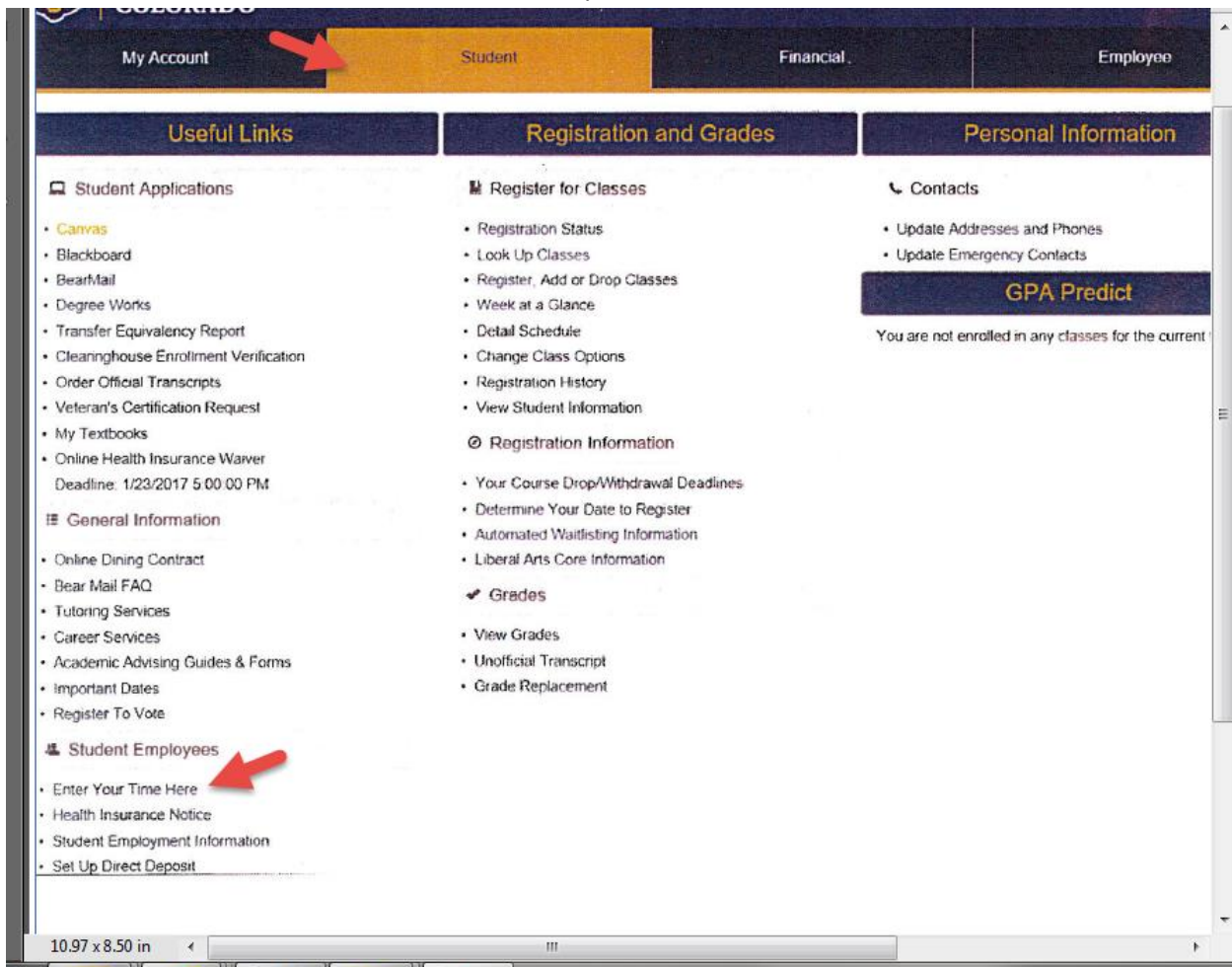
A screenshot of the URSA login page. It features a blue header with the URSA logo. Below the header, there are two input fields: one for 'Username' and one for 'Password'. A red arrow points to the 'Username' field.

- 2.

This will default to your My Account Tab

Click on Student Tab

Under Useful Links scroll down to "Enter your Time Here"



A screenshot of the URSA dashboard. The top navigation bar has four tabs: 'My Account', 'Student', 'Financial', and 'Employee'. The 'Student' tab is selected and highlighted in orange. Below the navigation bar, there are three main sections: 'Useful Links', 'Registration and Grades', and 'Personal Information'. Under 'Useful Links', there are several categories of links. A red arrow points to the 'Student Employees' category, and another red arrow points to the 'Enter Your Time Here' link within that category. The 'Registration and Grades' section includes links for 'Register for Classes' and 'Grades'. The 'Personal Information' section includes links for 'Contacts' and a 'GPA Predict' button.

This will populate and Employee tab at the top; Left click

Colorado

Personal Information **Employee** Finance

Search Go

RETURN TO MENU SITE MAP HELP E

Employee

[Time Sheet](#)

[Leave Report](#)

[Benefits and Deductions](#)
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.

[Pay Information](#) ← **Click here for paystubs and Direct Deposit Allocations**
Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#) ← **Click here for W2's and other Tax information**
W4 information, W2 Form or T4 Form.

[Jobs Summary](#)

[Leave Balances](#)

[Campus Directory](#)

[Electronic Personnel Action Forms](#)

[Parking Services](#)
Purchase parking permits, pay parking fines, view permit and citation history.

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For Pay-Stubs:

Click on Pay on Pay Information and then Paystubs

- 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 Tax Forms

Then click on W2 Wage and Tax Statements

Choose the Year and Display

NOTE: You will have to choose electronic consent to view and or print your W2.