This job aid outlines the steps to find your MyCWU pay advice.

**Step 1 – Log in**
- Open MyCWU
- Enter User ID
- Enter Password
- Click Log In Button

**Step 2 – Navigate to the Employee tab**
Step 3 – On left hand side of screen, click on Payroll (see highlighted area below).
Step 4 – Click View Paycheck (see highlighted area below)

- Payroll
  - Direct Deposit
  - W-2/W-2c Consent
  - My Total Rewards
  - Payroll FAQs
  - View Paycheck
  - View W-2/W-2c Forms
  - W-4 Tax Information

Step 5 – Click View Paycheck (see highlighted area below)

Review your available paychecks. Select the check date of the paycheck you would like to review.

<table>
<thead>
<tr>
<th>Check Date</th>
<th>View Paycheck</th>
<th>Company</th>
<th>Pay Begin Date</th>
<th>Pay End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/24/2018</td>
<td>View Paycheck</td>
<td>Central WA University</td>
<td>08/01/2018</td>
<td>08/15/2018</td>
</tr>
<tr>
<td>08/10/2018</td>
<td>View Paycheck</td>
<td>Central WA University</td>
<td>07/16/2018</td>
<td>07/31/2018</td>
</tr>
<tr>
<td>07/25/2018</td>
<td>View Paycheck</td>
<td>Central WA University</td>
<td>07/01/2018</td>
<td>07/15/2018</td>
</tr>
<tr>
<td>07/10/2018</td>
<td>View Paycheck</td>
<td>Central WA University</td>
<td>06/16/2018</td>
<td>06/30/2018</td>
</tr>
<tr>
<td>06/25/2018</td>
<td>View Paycheck</td>
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<td>06/01/2018</td>
<td>06/15/2018</td>
</tr>
</tbody>
</table>
Step 6 – If you have any questions, please contact Payroll Services.

Additional information (see below questions) can be referenced at the Frequently Asked Questions link.

- When is payday?
- How do I receive my pay?
- How do I sign up for Direct Deposit?
- What if my paycheck is short hours?
- What if I didn’t receive a paycheck and should have?
- Where do I go to change the information on my W-4?
- How do I change my name or address?
- Where do I take my I-9 form once I have it completed?
- Where is the payroll office located and what are the hours?
- i-1433 FAQs