

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

**Step 1 – Log in**

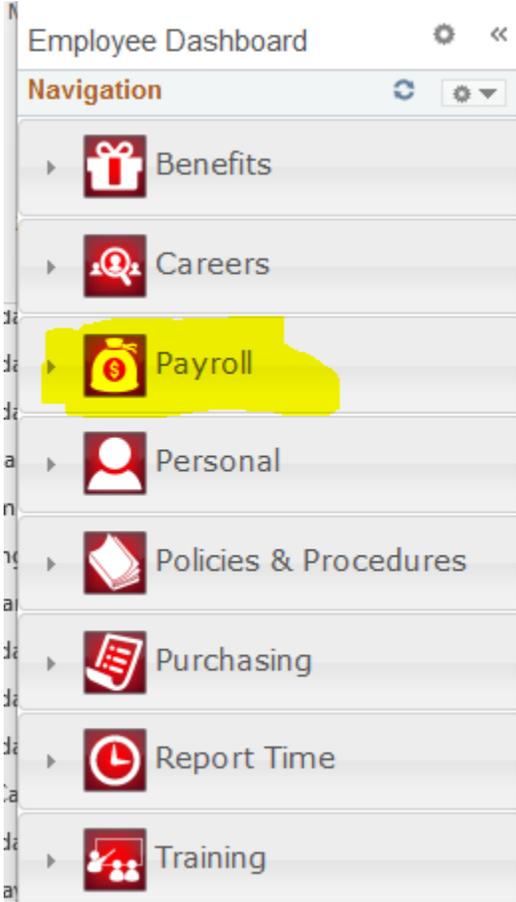
- Open MyCWU
  - Enter User ID
  - Enter Password
  - Click Log In Button

A screenshot of the CWU login interface. At the top is the CWU logo. Below it are two input fields: "Username" and "Password". To the right of the "Password" field are two links: "Forgot your password?" and "Need Help?". At the bottom of the form is a red "Login" 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)**

[View Paycheck](#)

1 2 3 4

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

▼ Select Paycheck <span style="float: right;">Personalize   Find   V</span>				
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date
08/24/2018	<b>View Paycheck</b>	Central WA University	08/01/2018	08/15/2018
08/10/2018	<a href="#">View Paycheck</a>	Central WA University	07/16/2018	07/31/2018
07/25/2018	<a href="#">View Paycheck</a>	Central WA University	07/01/2018	07/15/2018
07/10/2018	<a href="#">View Paycheck</a>	Central WA University	06/16/2018	06/30/2018
06/25/2018	<a href="#">View Paycheck</a>	Central WA University	06/01/2018	06/15/2018

**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**