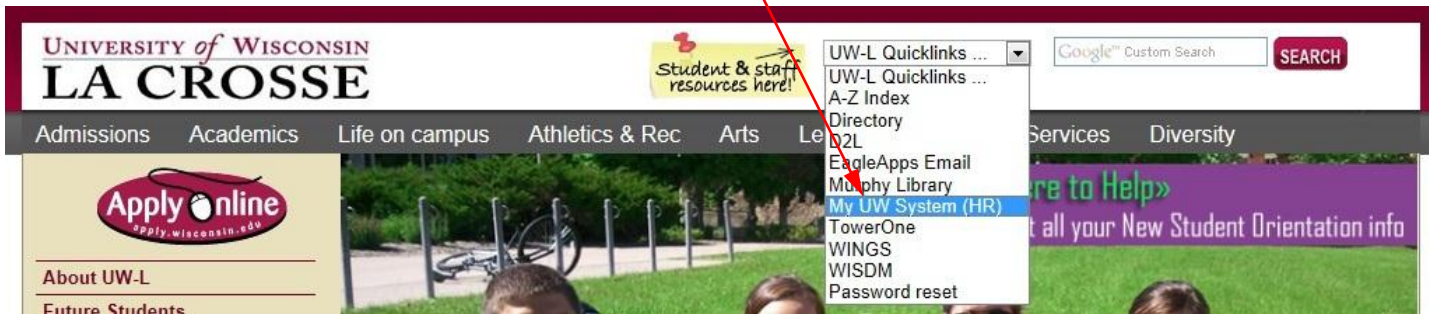


'MY UW SYSTEM' Portal for UW-L Employees

All UW-L employees now have access to [MY UW System](#), a secure portal that delivers human resource, payroll and benefit information to your fingertips from any computer with internet access

Follow these steps to access MY UW SYSTEM:

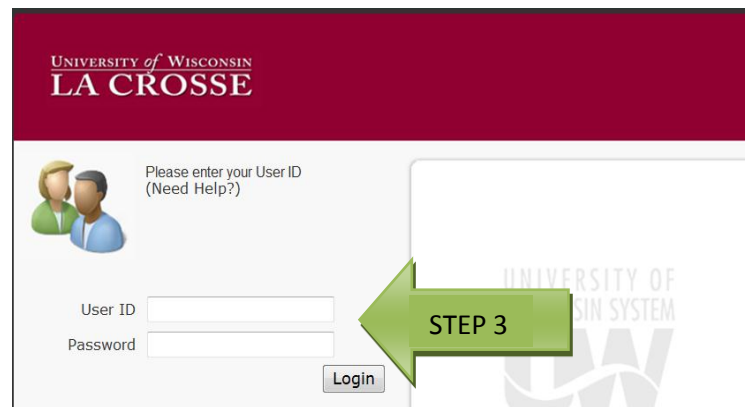
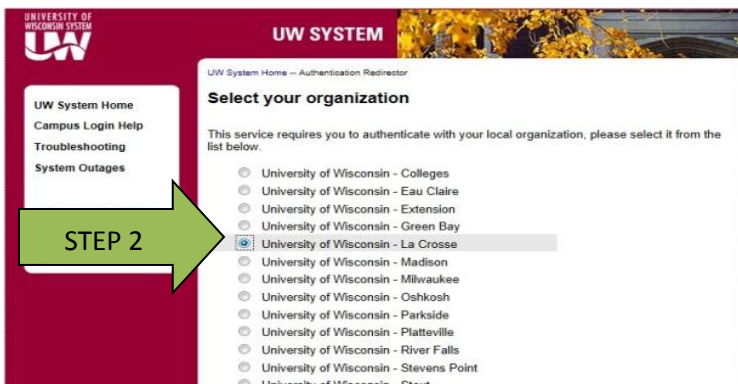
STEP 1: Access [MY UW System](#) from the UW-L Human Resources Homepage (<http://www.uwlax.edu/hr/>)
Or, from the Quick Links on the [UW-La Crosse Homepage](http://www.uwlax.edu) (www.uwlax.edu)



****Note:** To bookmark the portal on your computer, bookmark the web address <http://my.wisconsin.edu> or add a bookmark after you have logged in. Do not add a bookmark at the “select your institution” screen or the login screen.

STEP 2: Select 'University of Wisconsin – La Crosse' by clicking on the **radio button** and then click '**Select**'. For security purposes, we recommend that you do not use the “Remember Me” button.

STEP 3: Enter your **NetID user name** and **NetID password** in the dialogue box that appears and click the '**Login**' button. Your NetID password is your strong password that has special requirements. You will be prompted to change your NetID password every 120 days.



While this portal will provide information for you, there will continue to be some UW-L information that you will receive from HR through your UW-L email account.

Availability of Earning Statements: Your latest Earnings Statement is available on *My UW System* at least three days before your pay date; payments are not available until the actual pay date. Statements are kept online for the current year, plus three additional years, so you have convenient access to payroll, leave and benefit statements.

My UW System is secured according to the best practices for web security. The largest potential threat to data security comes from users voluntarily sharing their ID and password with others. **You should always sign out and close your browser when you have completed your web session.** The *My UW System* website provides additional information about security.

Please feel free to contact Human Resources, 5-8013, with any questions!

The screenshot shows the My UW System portal interface. Several callout boxes are overlaid on the page:

- UW System HRS Information and Payroll, Benefits and HR News:** Points to the 'HRS SELF SERVICE LINKS' and 'HRS PAYROLL AND BENEFITS NEWS' sections.
- Leave balances and Leave Reports:** Points to the 'MANAGER TIME AND APPROVAL' section, specifically the 'Manager Self Service - Time Management' area.
- Earnings Statements:** Points to the 'Earnings Statements' section, which displays a table of earnings data.
- Your benefit enrollment information and your Annual UWS Staff Benefits Statement can be viewed here:** Points to the 'BENEFIT INFORMATION' section.
- Your W-2 tax forms will be available to view and print:** Points to the 'Tax Statements' section.
- The personal information module lets you update your home address. ** Don't forget: you still need to fill out address change forms for any insurance in which you are enrolled.**

Pay Period	Pay Date	Earnings	Amount
12/23/2012	01/29/2013	00/11/2013	
02/05/2013	01/10/2013	01/28/2013	
04/26/2013	01/01/2013	01/14/2013	
04-12/2012	12/16/2011	12/01/2011	
12/26/2011	12/16/2011	12/15/2011	0.00
12-18/2011	11/29/2011	12/05/2011	0.00
12/01/2011	11/08/2011	11/18/2011	0.00
11/15/2011	10/23/2011	11/08/2011	0.00
11/03/2011	10/09/2011	10/22/2011	0.00
10/20/2011	09/20/2011	10/06/2011	0.00