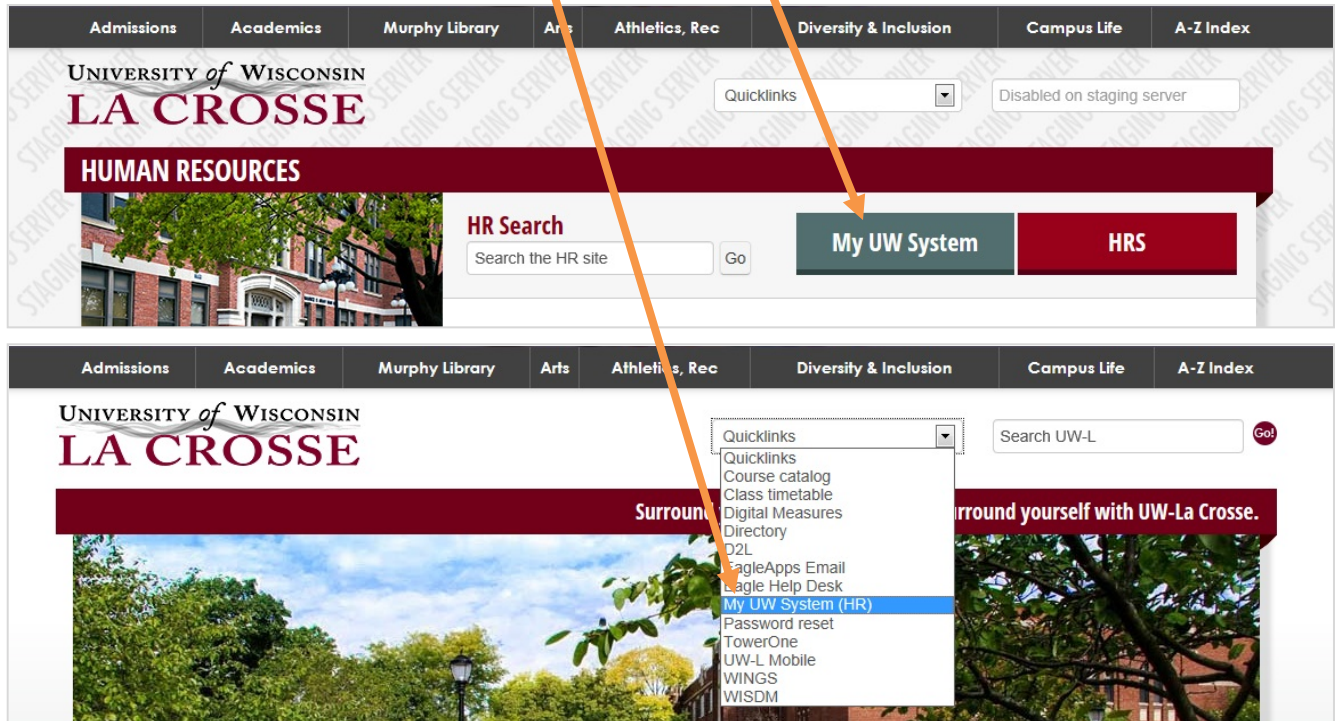


'MY UW SYSTEM' Portal for UW-L Employees

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

Follow these steps to access MY UW SYSTEM:

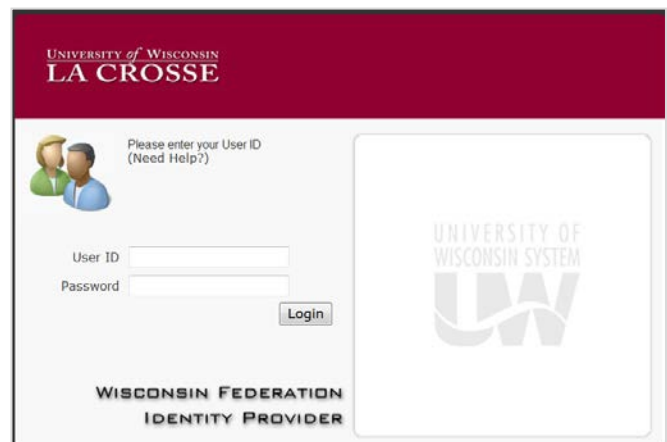
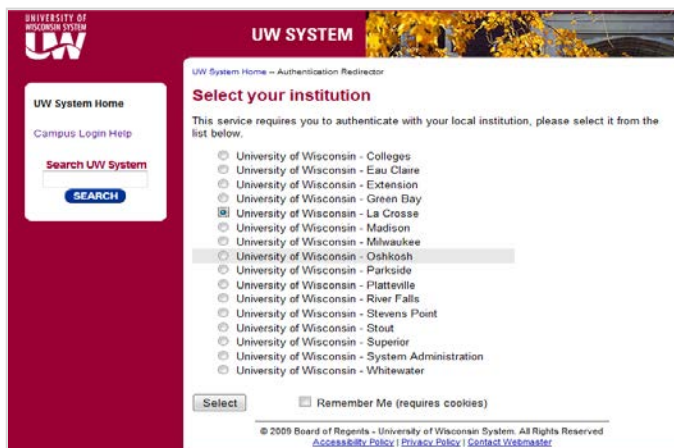
STEP 1: Access [MY UW System](#) from the [UW-L Human Resources Homepage](#) (<http://www.uwlax.edu/hr/>)
Or, from the quicklinks on the [UW-La Crosse Homepage](#) (www.uwlax.edu)



****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**'.

STEP 3: Enter your **NetID user name** and **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 My UW System 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, 785-8013, with any questions.

The screenshot shows the 'My UW System' portal interface. It includes a search bar, a 'Work Record' button, and several main sections: 'HRS SELF SERVICE LINKS', 'HR, PAYROLL AND BENEFITS NEWS', 'MANAGER TIME AND APPROVAL', 'TIME AND ABSENCE', 'PAYROLL INFORMATION', and 'BENEFIT INFORMATION'. A right-hand sidebar contains 'PERSONAL INFORMATION', 'EMPLOYEE RESOURCES', and 'MY BOOKMARKS'. Callout boxes point to specific areas: 'UW System HRS Information and Payroll, Benefits, and HR News.' points to the top navigation area; 'Leave balances and leave reports' points to the 'Leave Balance' table; 'Earnings statements' points to the 'Earning Statements' section; 'Annual tax statements (W-2 forms) are posted here each January' points to the 'Tax Statements' section; 'Your benefits enrollment information and your Annual Staff Benefits Statements can be viewed here' points to the 'Benefit' table; and '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.' points to the 'PERSONAL INFORMATION' section.

Entitlement	Balance
Classified Furlough Allocated	0.00
Classified Leg. Hol. Allocated	56.00
Classified Personal Holiday	21.75
Classified Sabbatical	0.00
Classified Sick Leave	47.25
Classified Vacation Allocation	104.00
Classified Vacation Carryover	0.00

Benefit	Waive/Elect
State Group Health	Waive
EPIC Benefit	Waive
Dental Wisconsin	Waive
VSP Vision Insurance	Waive
Imputed Income	Waive
State Group Life - Basic	Waive
State Group Life-Supplemental	Waive
State Group Life - Additional	Waive
State Group Life - Sp/DP & Dep	Waive
Insd & Fam Life - Employee	Elect