

Want to see and print your pay advice for any pay period. You can do so through CUConnect.

- Log onto CUConnect (<https://cuconnect.colorado.edu/uPortal/index.jsp>). **Cookies & Javascript** must be enabled in your browser
- Select Personal Data page (or where ever you would like this to be viewed)
- Click on the “Make Changes” icon
- Select “Add Channel”
- Select “Campus Communications” then "MyCU Links"
- Where you see Pay Advice, select the “Subscribe to this channel” link
- This will take you back to the tab you selected to view the information. You will see Green boxes in each column that states “Add Channel Here”. Select which column you would like the information displayed.
- Select the “Finished Making Changes” icon
- You will now be able to select and view your pay advice for any pay period under the Pay Advice channel

If you have any problems with CUConnect, please contact the IT Service Center at 303-735-HELP or help@colorado.edu

Please double check that the mailing address listed on your CU pay advice is your correct mailing address. The university will soon process W-2s (which you will need for tax purposes) and must have your correct mailing address to ensure timely delivery. If your mailing address is incorrect, please contact your payroll liaison to update it. Please make the changes by the end of December to avoid delays in receiving your W-2.

Please note that, unfortunately, updating your address through PLUS (the student system) does not automatically change your address in the payroll system. You must have your department's payroll liaison do this for you. For additional information about W-2 distribution, please refer to Payroll and Benefit Services.