

Accessing your UW-Madison/UWMF Paycheck

Your faculty appointment with the University of Wisconsin – Madison also means that you have an appointment with University of Wisconsin Medical Foundation. This is referred to as “dual appointment”, and means that not only do you receive two separate paychecks, but you also have two separate benefits packages.

As UW faculty, you are paid on a bi-weekly basis. Your **UW-Madison paycheck** is issued 12 days following the end of the pay period. Please refer to the [UW-Madison pay schedule](#) for specific dates.

Your **UWMF paycheck** is issued on **the 15th of the month** for the **current** month. With a July 1 start date, your first UWMF paycheck will be issued on July 15th for the entire month of July.

UWSMPH:

All earnings statements are available online. Once you sign up for direct deposit, paychecks will be deposited directly into your personal account(s). If you do not sign up for direct deposit in a timely manner, your first paycheck will not be distributed via direct deposit. New employees without direct deposit will receive either a hard copy check or a reloadable US Bank Focus Debit Card mailed to your home address on file. The method of payment will depend on the timing of your hire. You can verify your payment distribution using your online earnings statement.

UWMF:

All paystips are available to you online. Direct Deposit and tax withholding updates must be completed by the 8th of the month for the month in which you are getting paid. If you do not sign up for direct deposit, you will be issued a pay card.

The following instructions will walk you through the process of viewing and Printing both your UW-Madison and your UWMF pay confirmation

Additional Help:

UWSMPH: Contact your Department Payroll & Benefits Specialist

UWMF: UW Health IS Help Desk 608-265-7777 or UWMF HR Service Center 608-263-6500

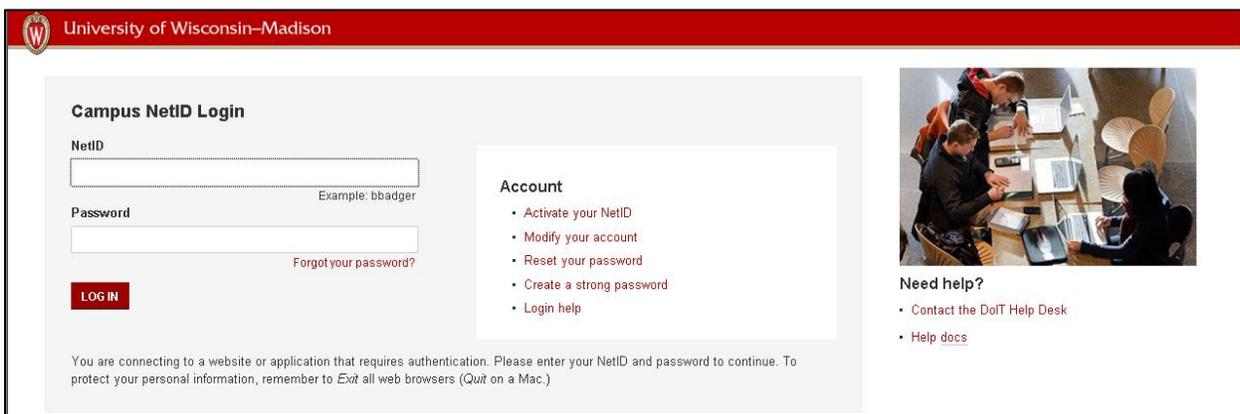
Accessing Your UW-Madison Paycheck

1. Access www.wisc.edu/ and click on **My UW**.



2. Initial Activation:

On the **Campus NetID Login** page, click on **Activate Your NetID**. For this initial activation, your NetID is your UW Faculty ID badge number, and your Password is your birth date. The system will then prompt you to establish your MyUW account and assign you a new NetID.

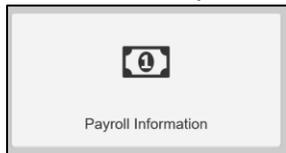


3. After you have gone through the initial activation of your NetID, any time you access the www.wisc.edu web site, you will enter your NetID and the password that you have established.

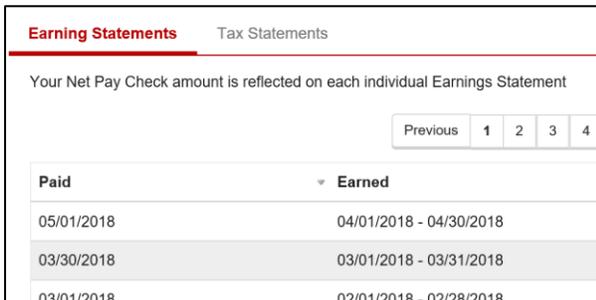
Accessing Your UW-Madison Paycheck Cont.

View Pay Stubs

1. Access www.wisc.edu/
2. Click on **MyUW**
3. Enter your NetID (assigned during your initial activation process) and the password that you established. This will open your **MyUW** page – your name will appear in the upper right hand corner of the screen.
4. Click on the Payroll Module.



5. Click on the earnings statement you want to view/print



A screenshot of the "Earnings Statements" page. It shows a navigation bar with "Earnings Statements" and "Tax Statements". Below the navigation bar, there is a message: "Your Net Pay Check amount is reflected on each individual Earnings Statement". There are navigation buttons for "Previous", "1", "2", "3", and "4". Below this is a table with two columns: "Paid" and "Earned".

Paid	Earned
05/01/2018	04/01/2018 - 04/30/2018
03/30/2018	03/01/2018 - 03/31/2018
03/01/2018	02/01/2018 - 02/28/2018

View Tax Statements

In this portal, you will also find your tax statements



A screenshot of the "Tax Statements" page. It shows a navigation bar with "Earning Statements" and "Tax Statements". Below the navigation bar, there is a note: "Note: W-2 Forms will be available the last week of January". There is a table with two columns: "Year" and "Statement".

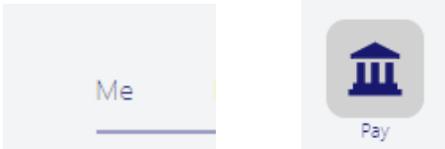
Year	Statement
2017	W2 Statement for 2017
2017	1095-C for 2017
2016	W2 Statement for 2016

6. Once you are finished, always remember to **logout** from the pages you have opened.

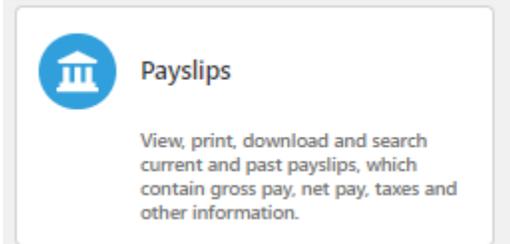
Accessing Your UWMF Paycheck

1. Access Oracle Cloud <https://eimy.fa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome> using your UW Health username and password. You are not able to access the site until your first date of employment.

2. Select “Me”, and then “Pay”



3. Select “Payslips”



4. Select the specific payslip you wish to review.

Notes:

From Oracle Cloud, you can also access:

- Sign Up/Cancel Cashless Convenience – Me > Personal Information > Personal Details > Bio & Additional Info
- Tax Withholding – Me > Pay > Tax Withholding
- Direct Deposit – Me > Pay > Payment Methods
- Personal Information – update the phone number, address and emergency contact on file with UWMF HR
- Benefits – Complete your new hire enrollment, review your benefits enrollment, and more

You may also access U-Connect/Employee Self Service from home:

1. Go to <https://www.uwhealth.org/>
2. Scroll to bottom of page, select “Employee Home Access”
3. From UWMF options, select “Oracle Cloud”