HOW TO...

Access Payroll Information Online (through MyUW)
HOW TO – Locate a Web Browser

First, let’s open a web browser.

1) Click the Start button (bottom left corner).
2) Click to open Internet Explorer.

If you can’t find Internet Explorer there…

1) Click the Start button (bottom left corner).
2) Click All Programs.
3) Look for Internet Explorer or other browsers.

Other Web Browsers:

- Chrome 🌐
- Firefox 🌐
- Safari 🌐
HOW TO – Locate UW-Madison Homepage

Once you have opened a web browser…

1) Locate the web address field.
2) Type www.wisc.edu and press the Enter key.
3) The UW-Madison Homepage will automatically open.
HOW TO – Locate My UW Link

Once you are on the UW-Madison Homepage…

1) Locate and click the MyUW menu at the top as seen above, then click MyUW HOME.

2) You will get directed to the NetID Login page.

Never activated your NetID before?

1) Locate and click Activate your NetID.

2) You will get directed to the NetID Account Activation page.
HOW TO – Log in with NetID

Once you see the Login screen...

1) Type your NetID.
2) Type your password.
3) Click Login.
HOW TO – Locate the Payroll Information app

Once you are logged in…

1) Click on the “See all payroll information” app.
HOW TO – Locate Earning Statements

Once you are on the “Payroll Information” page...

1) Click an earning statement you want to see.

2) The earning statement will pop up with a separate window.
HOW TO – Log out

After you review your earning statement…

1) Click the X square to close the window.
2) Never forget to close the earning statement PDF window (“X”).

Once you closed the pop-up window…

1) You will see the MyUW screen again.
2) Click on your name on the top right corner of the screen.
3) Click on “Sign Out”.