

# Accessing Your Pay Records

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## How to find "check stubs," Payroll Information, Tax Statements, and Much More

1. Go to the Online Professional Development home page at <http://www.uwstout.edu/soe/profdev/index.cfm>
2. Click on **Logins** on the top toolbar.



3. Under Personal Accounts click on **My UW**.



4. **NOTE:** When you reach this page, you may wish to bookmark it on your browser. This will allow you to skip the first three steps above in the future.

Select **University of Wisconsin-Stout** by clicking on its radio button. Then click on **Select**.



5. Enter your user name and password.
6. You are now on the **Work Record** page of your university records. To review your pay history, scroll down the page to find **PAYROLL INFORMATION** in the left column.



Note that you have the option to check **Show earnings dollar amounts** to see your net income for all pay periods shown.

To see the "check stub" for a pay period, with all deductions, taxes, gross and net earnings, and year-to-date (YTD) earnings, check on the desired date to open a printable PDF.

7. Log out by clicking on the **Sign Out** link in the upper right corner of the page, just after your name.



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