



**UCONN** | UNIVERSITY OF  
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## University of Connecticut

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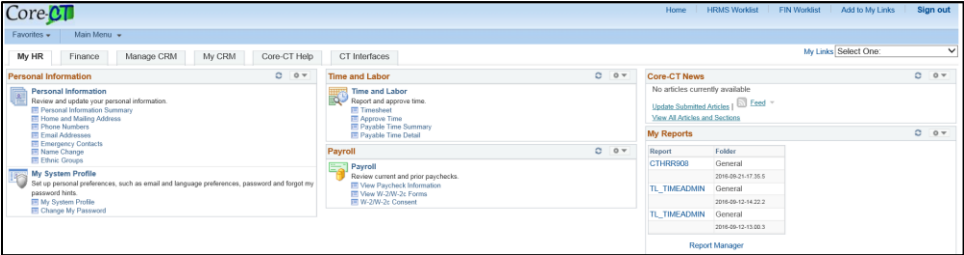
# Viewing and Printing Your Paycheck

### Overview

Employees are able to view and print their paychecks using self-service in Core-CT. Employees are able to search for paycheck by check dates, and review paychecks and historical checks in PDF format. Employees are also able to set up direct deposits via self-service in Core-CT.

**NEW!** Employees with multiple jobs at the University will receive multiple paychecks per pay period (one for each job). For those employees who work multiple jobs and have direct deposit, all paychecks must be deposited in a single account. A deposit statement will be available for each job.

Process Steps

Step	Action	Screenshot																																																																						
1	<p>Navigation: <b>View Paycheck Information</b> on the Core-CT homepage.</p>																																																																							
2	<p>On the <b>Paycheck Information</b> page, employees are able to view paycheck information for up to two years.</p> <ul style="list-style-type: none"> <li>• The <b>Pay Period End Date</b> represents the end day of the pay period.</li> <li>• The <b>Advice/Check Date</b> is the pay date of the check. This does not represent the date the check was sent via mail or direct deposit.</li> <li>• Any Department or Job Title changes will also display.</li> </ul> <p>To view the most recent period's paycheck, click on the <b>2016-02-18</b> link.</p>	<p>Paycheck Information is Available For Two Years</p> <p>Review your available advices/checks below. Select the pay period end date of the advice/check you would like to review.</p> <table border="1" data-bbox="581 688 1539 905"> <thead> <tr> <th colspan="7">Paycheck Selection</th> </tr> <tr> <th>Pay Period End Date</th> <th>Advice/Check Date</th> <th>Paycheck Option</th> <th>Department</th> <th>Job Title</th> <th></th> <th>Net Pay</th> </tr> </thead> <tbody> <tr> <td>2016-02-18</td> <td>2016-03-04</td> <td>Check</td> <td>UOC67000</td> <td>UConnFaculty/Staff</td> <td></td> <td>\$1850.27</td> </tr> <tr> <td>2016-02-04</td> <td>2016-02-19</td> <td>Check</td> <td>UOC67000</td> <td>UConnFaculty/Staff</td> <td></td> <td>\$1850.27</td> </tr> <tr> <td>2016-01-21</td> <td>2016-02-05</td> <td>Check</td> <td>UOC67000</td> <td>UConnFaculty/Staff</td> <td></td> <td>\$1850.29</td> </tr> <tr> <td>2016-01-07</td> <td>2016-01-22</td> <td>Check</td> <td>UOC67000</td> <td>UConnFaculty/Staff</td> <td></td> <td>\$1850.27</td> </tr> <tr> <td>2015-12-24</td> <td>2016-01-08</td> <td>Check</td> <td>UOC67000</td> <td>UConnFaculty/Staff</td> <td></td> <td>\$1850.27</td> </tr> <tr> <td>2015-12-10</td> <td>2015-12-24</td> <td>Check</td> <td>UOC67000</td> <td>UConnFaculty/Staff</td> <td></td> <td>\$1849.89</td> </tr> <tr> <td>2015-11-26</td> <td>2015-12-11</td> <td>Check</td> <td>UOC67000</td> <td>UConnFaculty/Staff</td> <td></td> <td>\$1849.89</td> </tr> <tr> <td>2015-11-12</td> <td>2015-11-27</td> <td>Check</td> <td>UOC67000</td> <td>UConnFaculty/Staff</td> <td></td> <td>\$1849.90</td> </tr> </tbody> </table>	Paycheck Selection							Pay Period End Date	Advice/Check Date	Paycheck Option	Department	Job Title		Net Pay	2016-02-18	2016-03-04	Check	UOC67000	UConnFaculty/Staff		\$1850.27	2016-02-04	2016-02-19	Check	UOC67000	UConnFaculty/Staff		\$1850.27	2016-01-21	2016-02-05	Check	UOC67000	UConnFaculty/Staff		\$1850.29	2016-01-07	2016-01-22	Check	UOC67000	UConnFaculty/Staff		\$1850.27	2015-12-24	2016-01-08	Check	UOC67000	UConnFaculty/Staff		\$1850.27	2015-12-10	2015-12-24	Check	UOC67000	UConnFaculty/Staff		\$1849.89	2015-11-26	2015-12-11	Check	UOC67000	UConnFaculty/Staff		\$1849.89	2015-11-12	2015-11-27	Check	UOC67000	UConnFaculty/Staff		\$1849.90
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3	<p>The <b>Paycheck</b> is displayed in PDF format. When reviewing the paycheck, be sure the device used has the capability to display a PDF. Otherwise the paycheck may not be visible and/or printable.</p> <p><b>Note:</b> Notice that the paycheck opens in a new window. You may need to change your browser settings to enable the paycheck to open.</p> <p>Click the <b>Print</b> button to print this paycheck.</p>	
4	<p>If necessary, update the printer settings. Then, click <b>Print</b>.</p> <p>You can keep the printed version of your paycheck for your personal records.</p>	