



My UW System

University of Wisconsin-Superior Employees

can now access

<http://my.wisconsin.edu/>

for

Earnings Statements

Unclassified Leave Statements and Reports

Annual Tax Statements (W-2)

Annual University Staff Benefits Statements

My UW System portal is an easy-to-use, secure gateway to online payroll, leave and benefit statements for UW faculty, staff, and student hourlies.

The portal is available at <http://my.wisconsin.edu/> or from an icon located on the Human Resources website. The portal can be accessed at any time, from any computer that has an Internet connection. To login, employees select their campus / institution, and then enter their UW Superior user ID and password. Employees are asked to *always* log out and close their browser when they have completed their web session.

The latest Earnings Statement is available on **My UW System** at least three days before the pay date; payments are not available until the actual pay date. Statements are kept online for the current year, plus three additional years, so employees have convenient access to payroll, leave and benefit statements.

My UW System will be available starting June 1, 2010. Please bookmark this site for easy access to your personal payroll/benefits information.

CURRENT DOCUMENT	HOW ACCESSED TODAY	HOW ACCESSED IN FUTURE
Earnings Statement	E-Hive Receive email notification when posted to E-hive.	My UW System Portal Posted 3 days prior to payday. No email notification.
Unclassified Leave Reports Unclassified Leave Statements Unclassified FTO Reports	E-Mail	My UW System Portal
Annual Staff Benefits Statement	E-Mail	My UW System Portal
W-2 Forms	U.S. Mail	My UW System Portal
It's Your Choice/Open Enrollment Information for Insurances	E-Mail	My UW System Portal
Various Newsletters (examples: TSA Investor, Trust Fund News)	E-Mail	My UW System Portal

My UW System Security

Access is secured according to the best practices for web security. The largest potential threat to data security comes from users voluntarily sharing their ID and password with others. Employees are asked to always log out and close their browser when they have completed their web session. The My UW System website provides additional information about security.

My UW System Maintenance Schedule

On Tuesdays (but not necessarily every Tuesday), between 5:00 am and 7:00 am, maintenance activities could temporarily interrupt access to My UW System.

Every Sunday between 3:00 am and 9:30 am the My UW System statements will not be available due to maintenance.

My UW System Support

For access to help documents, please visit <http://helpdesk.wisc.edu/myuwsystem/>

Contact Margi (x-8366) or Julie (x-8367) in Human Resources if you have questions.