# Viewing Online Pay Statement

**Process:** To view an Online Pay Statement.

**PROCEDURES**

1. Sign in to myUK and click on the Employee Self Service Tab.
2. Click on Benefits and Payment.

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### myUK

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### Employee Services

- **Employee Search**
  - Search for University colleagues and find basic information about their positions. Once you have searched using the employee name, you may click on the presented last name to see more detail (such as the Organizational Unit and Supervisor of the employee).

  **Quick Links**
  - Who's Who

  **Benefits and Payment**
  - Display the plans in which you are currently enrolled, enroll in new benefit plans and download an enrollment form.
  - Display your salary statement.
Quick Reference Card – Paystub

**Viewing Online Pay Statement**

Click on Pay Statement found in the Payment Section.

**Employee Services Area**

**Service Map**

**Benefits**
- Participation Overview
  - View a list of plans in which you are currently enrolled.
- Any Time
  - Change the benefit plans in which you are currently enrolled.
- Mandatory Retirement
  - Change the benefit plans in which you are currently enrolled.
- Voluntary Retirement
  - Change the benefit plans in which you are currently enrolled.
- United Way - Payroll Deduction
  - Make your contribution to United Way via payroll deduction here.
- United Way - Cash or Check
  - Make your contribution to United Way by cash or check by printing a pledge form here.
- UK Gift - Payroll Deduction
  - Make your contribution to various UK funds via payroll deduction.
- UK Gift Fund List
  - Click here for a detailed list of UK Gift funds.
- Required Notice of Marketplace Health Coverage
- Options for the state health exchange under the Affordable Care Act.

**Payment**

- **Pay Statement**
  - You can view your most recent salary statement here.
- Total Compensation Statement
  - You can view your most recent total compensation statement here.
- W-4 Tax Withholding
  - You can create, change, and display the information included on the W-4 form here.

- **Election for Online W-2**
  - Elect to receive your W-2 securely online.
- **View Online W-2**
  - View your W-2 online. For copies of W-2’s prior to 2013, contact the Payroll Office at 859-257-3046.
- **Link to IRS Employee Notice and W-2 Instructions**
  - View IRS Employee Notice and W-2 Box 1 through Box 14 information.
  - Link will direct you to the University of Kentucky Human Resources myUK Online Guide web page.

**Current Pay Statement defaults.**

- Can view last 3 years of paystubs.
- Select row of paystub to view.
- Use scrollbar to find specific paystub.
To Print Online Pay Statement:

Internet Explorer Browser users should hover over pay statement and click on the printer icon.

Firefox Browsers would click on the printer icon on the tool bar.