How to View and Print your Pay Statement

Purpose: This quick reference guide shows you how to view and print your pay statement.

Audience: All University of Calgary employees.

Prerequisites: Must be logged in to the myUofC portal to access pay information.

Step 1: Access My Paycheque Page
1. From the myUofC portal, click All about me.
2. Under the My pay header, click My paycheque.

The View Paycheque page is displayed.

Step 2: Select Paycheque to View
A list of all available pay statements is displayed.

1. Use the Cheque Date column to locate the pay statement you wish to view.
   a. Use the View 100 or First/Last navigation buttons to view additional items if applicable.
2. Click View Paycheque for the item you wish to view/print.

The selected pay statement is displayed.
Step 3: View and Print Pay Statement

1. View your pay statement information.
2. If you’d like to print the selected pay statement, click the right mouse button and choose Print… from the menu.