

# PAYROLL INFORMATION

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## PAYROLL RECORDS

Earnings statements, which we refer to as pay slips, summarize your biweekly earnings and deductions. Pay slips are available in Workday, which can be accessed via MyUW. They are usually added to the portal the Monday before pay day. You will also be able to obtain your annual W-2 or 1042-S statement here. Detailed instructions on how to view your pay slips can be found here: <https://kb.wisconsin.edu/workday/internal/144634>

\*NOTE: you can only access your tax statements (W-2 or 1042-S) while on UW-Madison's network.

If you misplace your W-2 form, you can get a copy at <https://www.wisconsin.edu/shared-services/duplicate-tax-statement-request/>. Please be sure to allow sufficient processing and mailing time (up to 10 days) when requesting a duplicate W-2.

If you have any questions regarding your pay, check with your supervisor, or contact the University Housing Payroll Office at 608-262-2308.