

When Do Hourly Employees Get Paid?

Hourly employees are paid on the 15th and the last working day of the month. If the 15th or the last day of the month falls on a weekend, you will be paid on the Friday before.

Hours entered the 1st – 15th pay on the last working day of the month.

Example May 1-15 will pay on May 31st.

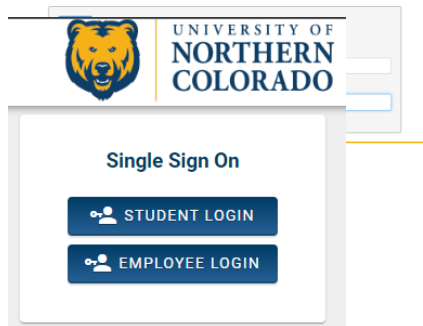
Hours entered on the 16th – 30th (31st) pay on the 15th of the following month.

Example May 16 – 31st will pay on June 15.

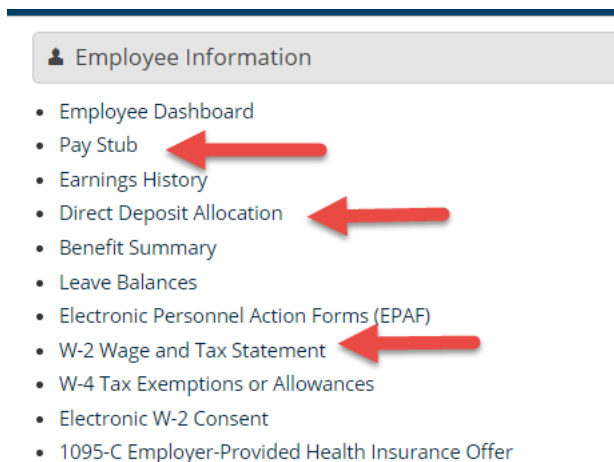
How to View Your Paystubs; Direct Deposit Allocations, W2's and More

1. Log into URSA using your Student Login.

ursa.unco.edu



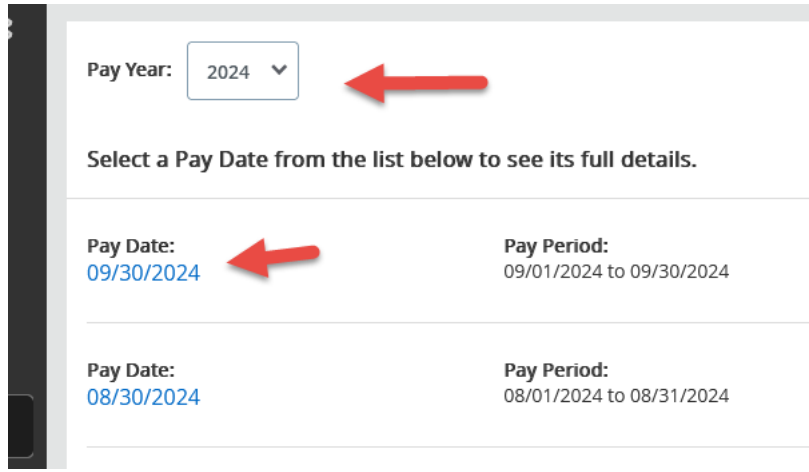
2. Click on the Student Tab, then click on the Employee Dashboard link under the Student Employees



For Pay Stubs:

Pay Stub Information defaults to Current Year, use the drop down to change years.

You will see all your pays and can open up a specific Pay Date by clicking on the [Blue Date](#)



Pay Year: 2024 ▼

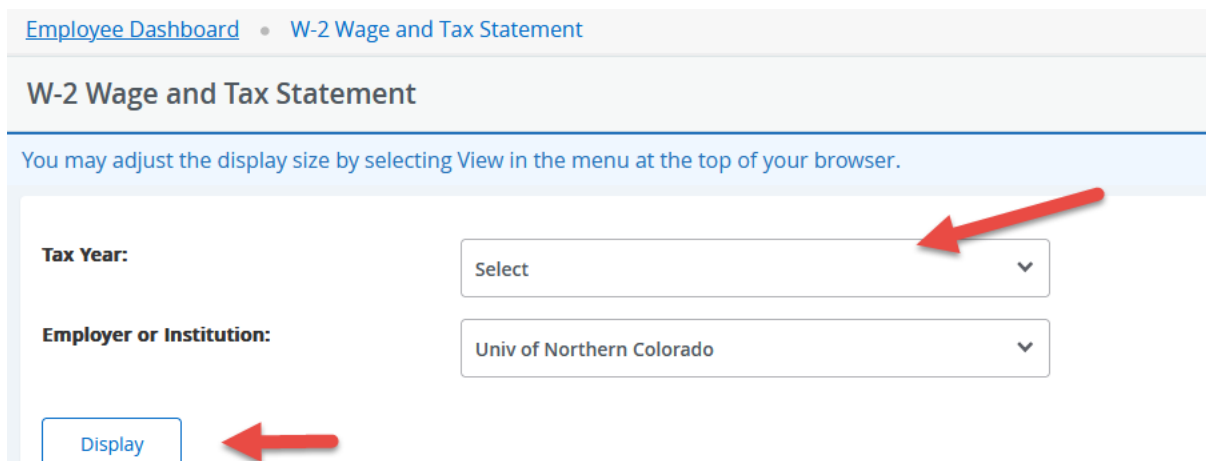
Select a Pay Date from the list below to see its full details.

Pay Date: 09/30/2024	Pay Period: 09/01/2024 to 09/30/2024
Pay Date: 08/30/2024	Pay Period: 08/01/2024 to 08/31/2024

For W2's:

Click on W2 Wage and Tax Statements

Choose the Year and Display



[Employee Dashboard](#) • [W-2 Wage and Tax Statement](#)

W-2 Wage and Tax Statement

You may adjust the display size by selecting View in the menu at the top of your browser.

Tax Year: Select ▼

Employer or Institution: Univ of Northern Colorado ▼

Display