

My UW System

What is My UW System?

My UW System provides employees with online access to:

- Earnings Statements
- Leave Statements and Reports (including furlough time reports)
- Annual Tax Statements
- The Annual University Staff Benefits Statement

Employees will also find links directing them to detailed information and assistance for the statements and reports.

My UW System News and *Employee Resources* modules are additional online features that will be used to communicate Payroll, Benefits and Human Resource information to employees.

When Will My UW System be Available?

My UW System will be implemented for some institutions this spring. Implementation for all institutions will be phased in over several months. Many institutions have asked to overlap the implementation of My UW System with existing portals. These requests can be made on the *My UW System / Contact Information for Employees and Portal Administration* form.

How do I Access My UW System?

To access My UW System, go to <http://my.wisconsin.edu> On the IAA UW System Authentication Hub page, select your institution, and enter your campus ID and password. ID requirements vary by institution and are identified in the drop down box when you choose your institution. If you experience problems, contact your local Help Desk.

Access for terminated employees may vary by institution, and will be determined by how long user credentials remain active after termination. Institutions are asked to provide their access policy for terminated employees on the *My UW System / Contact Information for Employees and Portal Administration* form.

How Long Will Information be Available on My UW System?

Earnings Statements, Leave Statements and Reports, Annual Tax Statements and Annual University Staff Benefits Statements will be available for the current year, plus three additional years.

How Secure is My UW System?

Data is only accessible through My UW System by using a valid ID and password. Access to My UW System is secured according to the best practices for web security. The largest potential threat to the security of data comes from users voluntarily sharing their ID and password with others. The My UW System web site provides additional information about security and Terms of Service.