

# Access your Earning Statement

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Earning Statements are available to active employees two days prior to the scheduled pay date.

## Access your Earning Statement

1. Sign into [my.wisconsin.edu](https://my.wisconsin.edu)
2. Click the **Payroll** Tile.
3. Click **Earning Statements** on the left side menu.  
**NOTE:** To view Earning Statement back further than what appears on the page, click the **filter** icon in the upper left and adjust the from date.
4. Select the Earning Statement by clicking on the arrow of the check date row to view.
5. A new browser tab will open with the earning statement.  
**NOTE:** If the earning statement did not open, verify that your browser does not have pop-ups blocked for this site.
6. Once you have finished reviewing your earning statement you may close that browser window.
7. To view additional earning statements, select the check date from the list.
8. On the browser tab with the list of earning statements, click the action menu with the three vertical dots in the upper right corner and select sign out.