

## Viewing/Printing Your Paycheck

- Go to the UofL website: [www.louisville.edu](http://www.louisville.edu)
- Click on Faculty/Staff
- Click on View Your Paycheck (ULink)
- If never used ULink before, click on For First-time Users and following directions to obtain access to ULink
- Sign-in
- Click on Faculty/Staff Services
- Under Personal Information, click on Paycheck
- View paycheck
- To print, click on file then click on print
- To see previous paychecks, click on View a Different Payment

**\*\* Please print paychecks after every pay period in order to keep track of sick, vacation, or personal leave accruals. If you do not print paychecks, you will not be able to keep an accurate record of your leave balances.**

**\*\* You also need to print your paychecks to keep an accurate account of your year-to-date earnings. You cannot view year-to-date earnings on previous paychecks.**

**\*\* Any paycheck problems should first be brought to the attention of your Unit Business Manager.**