

Accessing Your Pay Check Via myUCF

University of Central Florida
Payroll Services
(407) 823-2771
payroll@ucf.edu

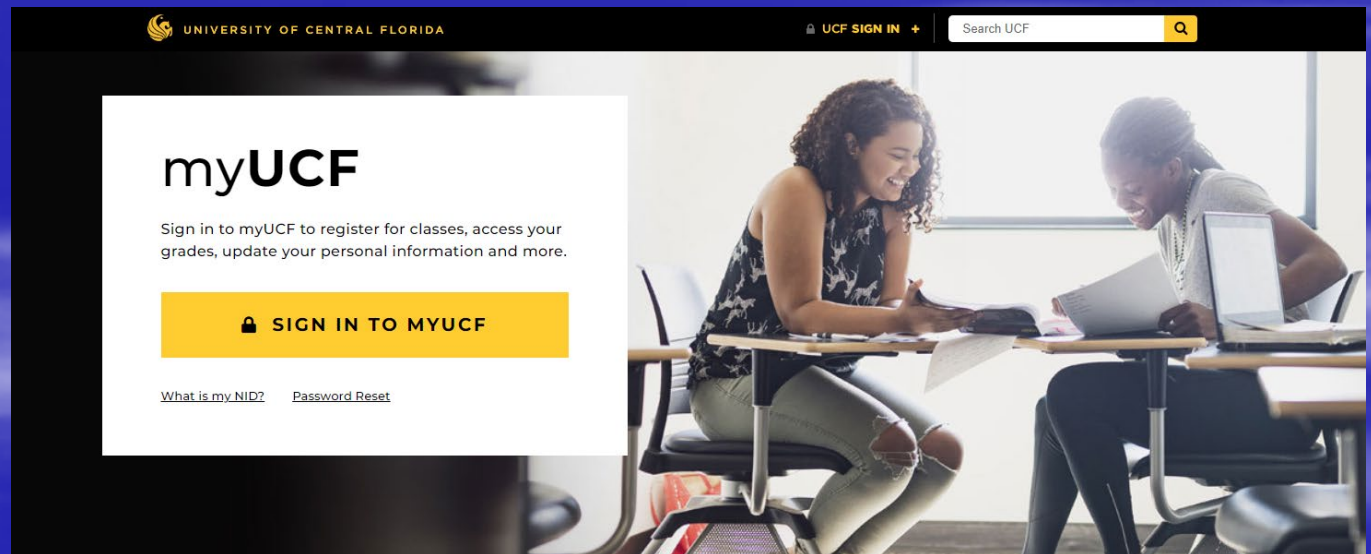
Did you know?

- **Payday is every other Friday, unless affected by a holiday.**
- **Did you know, by utilizing Employee Self Service, you can view your paycheck on the Tuesday before payday?!**
- **This allows you to verify your paycheck before payday.**

myUCF

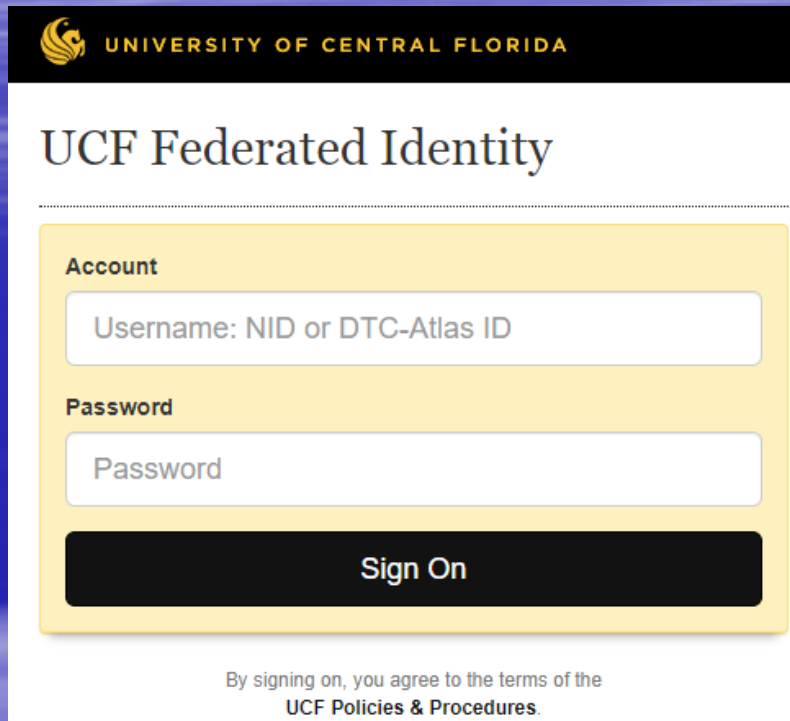
- Go to the myUCF page
www.my.ucf.edu
- Click on the button

 **SIGN IN TO MYUCF**



The screenshot shows the myUCF website homepage. At the top, there is a navigation bar with the University of Central Florida logo and name on the left, a "UCF SIGN IN" button with a plus sign in the middle, and a search bar on the right. The main content area features a large white box on the left with the "myUCF" logo, a brief description of the service, a prominent yellow "SIGN IN TO MYUCF" button, and two links: "What is my NID?" and "Password Reset". To the right of this box is a photograph of two female students sitting at a desk, looking at a laptop and papers together.

Logging In

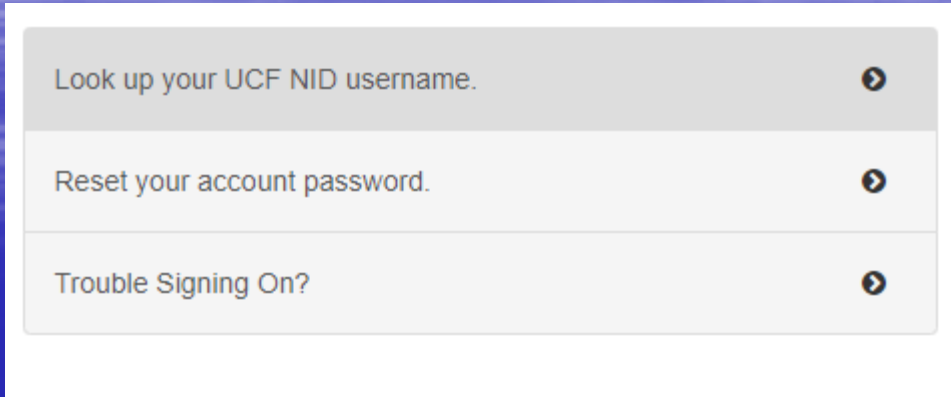


The screenshot shows the UCF Federated Identity login interface. At the top, there is a black header with the UCF logo and the text "UNIVERSITY OF CENTRAL FLORIDA". Below the header, the title "UCF Federated Identity" is displayed. The main form area has a yellow background and contains two input fields: "Account" (with the placeholder text "Username: NID or DTC-Atlas ID") and "Password". Below these fields is a black "Sign On" button. At the bottom of the form, there is a small disclaimer: "By signing on, you agree to the terms of the UCF Policies & Procedures."

- Enter your Username
- Enter your Password
- Click on the button

Sign On

NID and NID Password Assistance



- If you do not know your UCF NID or remember your password, click on the appropriate option for assistance.


UCF Federated Identity

- Multi-factor Authentication provides an added layer of security.
- Select the authentication method you would like to use in order to continue the log in process.
- Based on the authentication method you choose, you will need to follow the instructions specific to that selection.

UCF Federated Identity

You must use the UCF MFA Service to complete signing on to this website.



[What is this?](#) 
[Add a new device](#)
[My Settings & Devices](#)
[Need help?](#)

Choose an authentication method



Duo Push **RECOMMENDED**

Send Me a Push



Call Me

Call Me

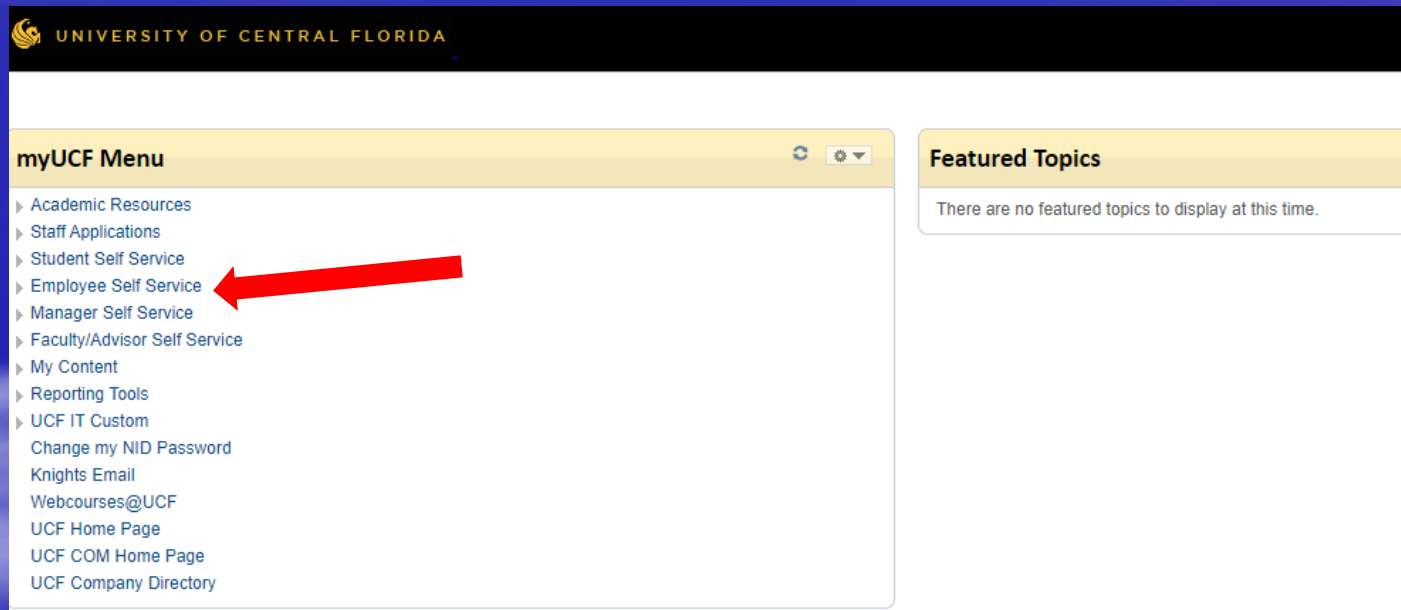


Passcode

Enter a Passcode

Employee Self Service

- Click on the “Employee Self Service” link



The screenshot shows the University of Central Florida (UCF) myUCF Menu. The menu is titled "myUCF Menu" and contains the following items:

- ▶ Academic Resources
- ▶ Staff Applications
- ▶ Student Self Service
- ▶ Employee Self Service
- ▶ Manager Self Service
- ▶ Faculty/Advisor Self Service
- ▶ My Content
- ▶ Reporting Tools
- ▶ UCF IT Custom
- Change my NID Password
- Knights Email
- Webcourses@UCF
- UCF Home Page
- UCF COM Home Page
- UCF Company Directory

A red arrow points to the "Employee Self Service" link. To the right of the menu is a "Featured Topics" section with the text: "There are no featured topics to display at this time."

Viewing Your Pay Advice

- Select “Payroll and Compensation”



UNIVERSITY OF CENTRAL FLORIDA

Employee Self Service

Please select from the links on the left.

- Academic Resources
- Staff Applications
- Student Self Service
- Employee Self Service**
 - Personal Information
 - Payroll and Compensation**
 - Benefits
 - Learning and Development
 - User Guide
- Manager Self Service
- Faculty/Advisor Self Service
- My Content
- Reporting Tools
- UCF IT Custom
- Change my NID Password
- Knights Email
- Webcourses@UCF
- UCF Home Page
- UCF COM Home Page
- UCF Company Directory

Viewing Your Pay Advice

- Select “View Paycheck”



UNIVERSITY OF CENTRAL FLORIDA

Employee Self Service

Please select from the links on the left.

- ▶ Academic Resources
- ▶ Staff Applications
- ▶ Student Self Service
- ▶ Employee Self Service
 - ▶ Personal Information
 - ▼ Payroll and Compensation
 - View Paycheck
 - W-2/W-2c Consent
 - View W-2/W-2c Forms
 - Voluntary Deductions
 - Direct Deposit
 - Compensation History
 - W-4 Tax Information
 - W2 Reissue Request
 - Total Rewards Statement

Need Assistance

- For problems concerning your Username, Password, or Multi-factor authentication, contact the UCF Service Desk by emailing servicedesk@ucf.edu or calling (407) 823-5117.
- For questions regarding how to read your paycheck, contact the UCF Human Resources Payroll Services team by emailing payroll@ucf.edu or calling (407) 823-2771.