**WHAT IS IT?**
An online portal, maintained by the UW Service Center, where employees can:

- Enter their timesheet or log into WebClock (note: as an employee, you will use one or the other)
- Bi-weekly earnings statements and tax statements (W-2)
- Get UW System HR, payroll and benefits news

**HOW TO LOGIN**
- From www.uwrf.edu, navigate to UWRF Students > My UW System or go directly to https://my.wisconsin.edu
- On the Select Your Organization page, choose University of Wisconsin – River Falls and click on the Select button.
- You will be taken to our campus login page. Enter your Falcon Account (w#) and password and click on the Login button

**INSIDE THE MY UW SYSTEM PORTAL**
You will see a variety of ‘portlets’ (boxes) containing payroll and benefits information and live hyperlinks. Most frequently used portlets include:

**TIME AND ABSENCE**
- Submit time worked by entering time in your timesheet or using Web Clock

**PAYROLL INFORMATION**
- View your Earnings Statement each time you are paid
- View your W-2 Tax Statement at the end of the calendar year
- Access forms to update Direct Deposit or W-4 withholdings

**PERSONAL INFORMATION**
- View your title, addresses, phone, marital status, emergency contacts and other personal information stored in HRS
- Update some personal information directly in HRS

For more information, see resources in the ‘HELP WITH MY UW’ portlet or contact UWRF Human Resources.