

# Accessing Your Pay Advice Via the MyUCF Portal

*University of Central Florida*

*Payroll Services*

*(407) 823-2771*

*[payroll@ucf.edu](mailto: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

myUCF Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

My Web Search Search Address <https://www.my.ucf.edu> Go

## myUCF

### Signon

PID:

PID Password:

What are the PID and PID?  
Forgot your PID password?  
Need myUCF help?

### Helpful Resources

- [Multiple Term Registration](#)
- [Class Schedule and Course Catalog Search](#)
- [Academic Calendar](#)
- [Campus Map](#)
- [Final Exam Schedules](#)
- [Complete your 2008-2009 financial aid application now!](#)

### Welcome Message



Welcome to myUCF! myUCF provides UCF staff, faculty, and students with a personalized gateway to information and applications from one secure, centralized location. Each user has access to various Web systems and tools based upon their roles within the university community. Users are able to personalize their pages to suit their particular needs.

Additional help is available for

### myUCF News

#### Spotlight

- [Ask UCF](#)  
Search for answers in the Ask UCF knowledge base or submit a question.  
[myUCF News](#)  
[myUCF Feedback](#)

### UCF Google Search

Google

UCF only  The internet

### Good morning UCF

No announcements.

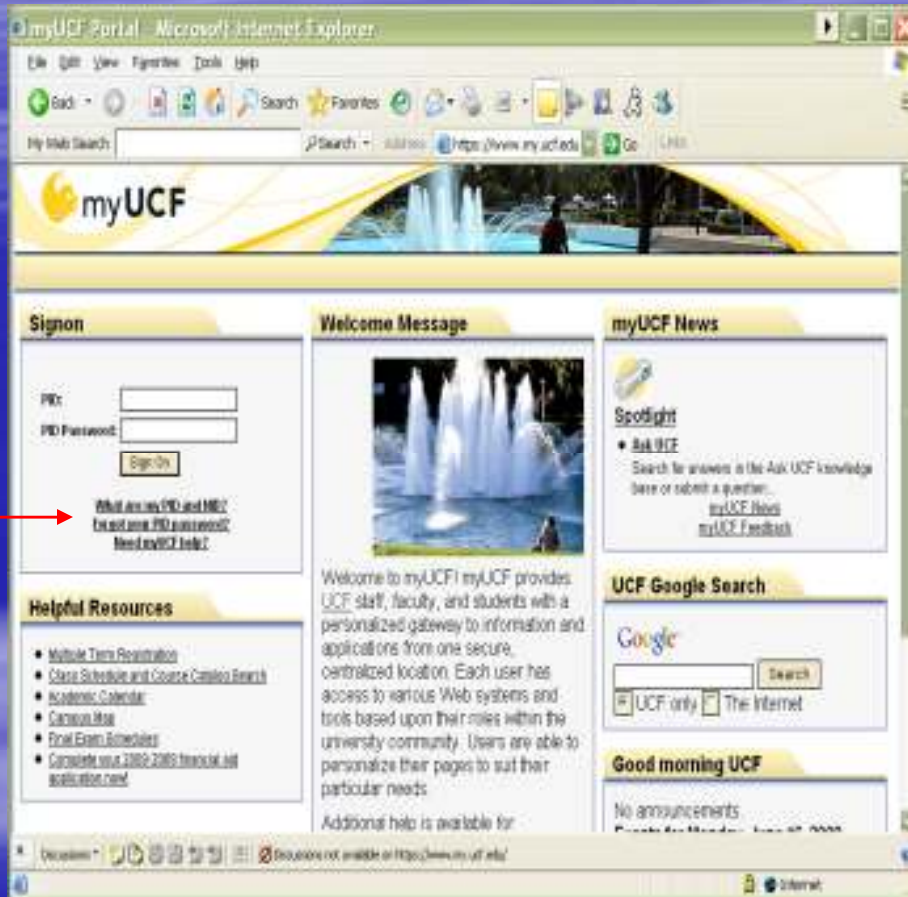
- Go to the UCF home page at [www.my.ucf.edu](https://www.my.ucf.edu)

# Logging In



- For myUCF Portal users only!
- Your PID and Password are the same for logging into the Portal as they are for logging into PeopleSoft
- Once you enter your “PID” and “PID Password”, click on the “Sign On” button

# PID and PID Password Assistance



- If you do not know your PID and PID Password, click on any of the following:
- “What is my PID & NID?”
- “Forgot your PID password?”
- “Need myUCF help?”

# Assistance (con't)



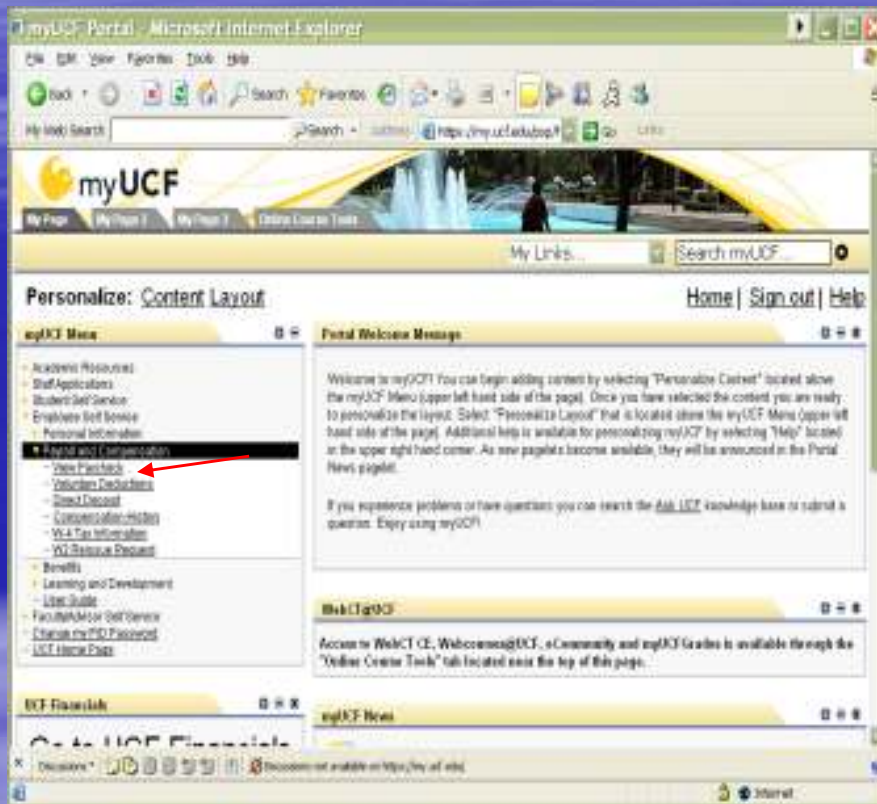
- First time users of MyUCF must use the default password. Your Default Password is the capital letter "P" - followed by your birthdate in the form of YYMMDD (Example: using the YYMMDD format, enter P600413 for April 13, 1960.)
- If you are a faculty or staff member, your NID will be the same email, Web CT, or PC LAN ID you currently use.

# Employee Self Service

- Click on the “Employee Self Service” link



# Viewing Your Pay Advice



- This page brings you to many options
- Select “Payroll and Compensation”
- Click on “View Paycheck”
- This brings up the most current paycheck, to view others, click on “View a Different Paycheck”
- All payments provided by UCF from 2004 to the current date can be found by using Employee Self Service

# Need Assistance

- For problems concerning your PID and/or PID Password, you should contact the Help Desk by calling (407) 823-5117
- For questions regarding how to read your pay advice, please call Payroll Services at (407) 823-2771 or e-mail [payroll@ucf.edu](mailto:payroll@ucf.edu)