Instructions on How to Access Your Online Earnings Statement and Electronic W2 “At Your Service Online” (AYSO) web site

NOTE: At Your Service Online (http://atyourservice.ucop.edu/) requires a social security number or username. This Web site does not use UC Berkeley CalNet authentication.

Step-by-step instructions for viewing your earnings statements and W2 on the "At Your Service Online" Web site

1. Go to the AYSO Web site http://atyourservice.ucop.edu/

2. Click on Sign in to My Accounts graphic in the upper right corner (look for the gold star).

NOTE: You may use your social security number to log in, or you can create a Username. If you need assistance with your Username or Password, select one of the links below the login area.

If you have not signed in recently – or if this is your first signon to "At Your Service Online" – you will be asked to follow a few security enhancement steps.

3. The Main Menu page should display after you have finished the signon to "At Your Service Online".

4. Click on the "Earnings Statement" or “W2” link in the Income & Taxes section, located in the upper right area of the page.

Earnings Statements:

a. select a date in the Pay Date column to view your Earnings Statement. The most recent pay period will display at the top of the column.

b. Payment Summary will display. (Note: the display format used by the "At Your Service Online" Web site differs from the UC Berkeley earnings statement format).

c. If you would like to print the Payment Summary, select the “Print-Friendly” link near the top right of the page.