

TO: All Employees
FROM: Payroll Services Department
DATE: January 7, 2016

As of July 1st 2015, all employees are able to retrieve copies of their paychecks (Pay Advice) through WebAdvisor.

To view and/or print your check stub/Pay Advice:

1. Go to Web Advisor
2. Log in as usual
3. Click on the Employees Menu tab
4. Click on Pay Advice under the **Employee Profile** section (see below)

The following links may display confidential information.

Staff User Account
New Staff User
What's my User ID?
Reset my password
Contact Information Change

Employee Profile
Position Summary
Leave Plan Summary
Professional Development (My Learning Plan)
Pay Advice
View Pay Advices (For Administrators)

Budgeting
Recall Last Budget Selection
Budget Selection

Purchasing
Mercury Commerce
SWC Parking Permits

Colleague Web Access
Colleague Web UI (Staff side only)

Leave Request and Approval
Leave Change / Cancel Request
Leave Balances (for supervisors)
Leave Request History
Time Approval (for supervisors)
Leave Time Request
Leave Transaction History

Work Orders
Maintenance Work Requests (From on campus only)

Room Charts
WA Room Chart Request
Room Request Query

For Employees who have never login to Web Advisor, their initial login will be First initial Last initial and their ID number. Their temporary password will be their birthdate 'mmddy'. They will be asked to change their password after initial login.

Example:

Mickey Mouses' ID number is 0123456 with birth date of 01/01/75

Login: mm0123456

Password: 010175

If you still cannot login using the format above then contact the Helpdesk at extension 4357.

If you do not have access to a computer, please come to Payroll and we will print your check stub.

Any questions please call Payroll Services extension 6335.