WebAdvisor – How to Access Your Pay Advice

Log into WebAdvisor

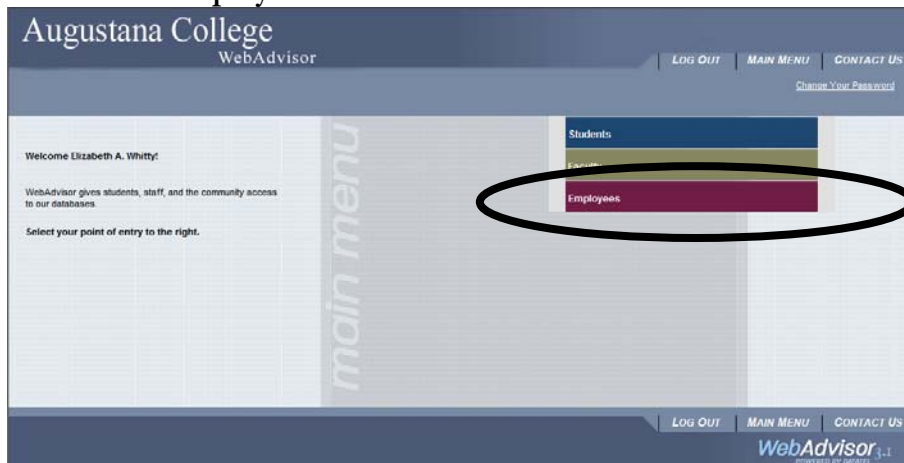1. Go to: https://webadvisor.augustana.edu/
2. Click on **Log In**
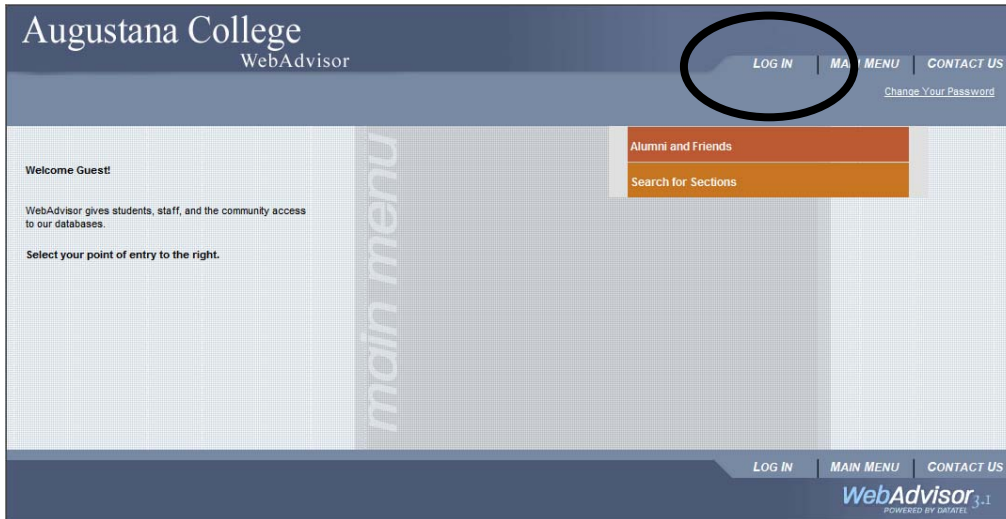
3. Enter your username and password
   a. Username = firstnamelastname (example: bethwhitty)
   b. Password = the password you use to log into the network
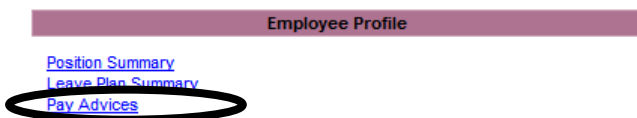   **Note: Username must be entered in all lowercase**

4. Click **Submit**

Accessing Pay Advices

1. Click on the **Employees** menu

2. Click on **Pay Advices**

3. If you want a pay advice from the current year click on the date you want to see. If you want to see a pay advice from a previous year choose a year from the drop down box, click **Submit** and then click on the date you want to see.

Current Year   Previous Years

Current Year

- 06/30/2009
- 05/29/2009
- 04/30/2009
- 03/31/2009
- 02/27/2009
- 01/30/2009

Pay Advices

If you are missing pay advices from prior years, please contact your payroll office for assistance.

Select Other Year

2008
2007

Current Year
- 06/30/2009
- 05/29/2009
- 04/30/2009
- 03/31/2009
- 02/27/2009
- 01/30/2009

SUBMIT

4. View of a pay advice online. Click on **Close Window** button to return to previous page

026685

DEPT. NO.	EMPLOYEE NO.	SOC SEC NO	PAY PERIOD
ACOM			06/30/2009

TYPE	HOURS	AMOUNT	CODE	CURRENT	YEAR TO DATE		DESCRIPTION	CURRENT	YEAR TO DATE
REG			MEDI				AD&D Optional		
REG			FICA				SRA TIAA-CREF		
			FEDM						
			IAST						

DEPOSITS	ACCOUNT NO.	AMOUNT
Gas & Electric Credit		

	GROSS	TAXES	DEDUCTIONS	NET	EARNED VAC	USED VAC	BALANCE VAC	EARNED OTHER	USED OTHER	BALANCE OTHER
CURRENT										
Y.T.D.										

Augustana College
639 38th St
Rock Island, IL 61201

06/30/09   026685

PAY THIS AMOUNT

PAY

NON-NEGOTIABLE
VIEW ONLY

PAY
TO THE
ORDER OF   Ms Elizabeth A. Whitty

CLOSE WINDOW