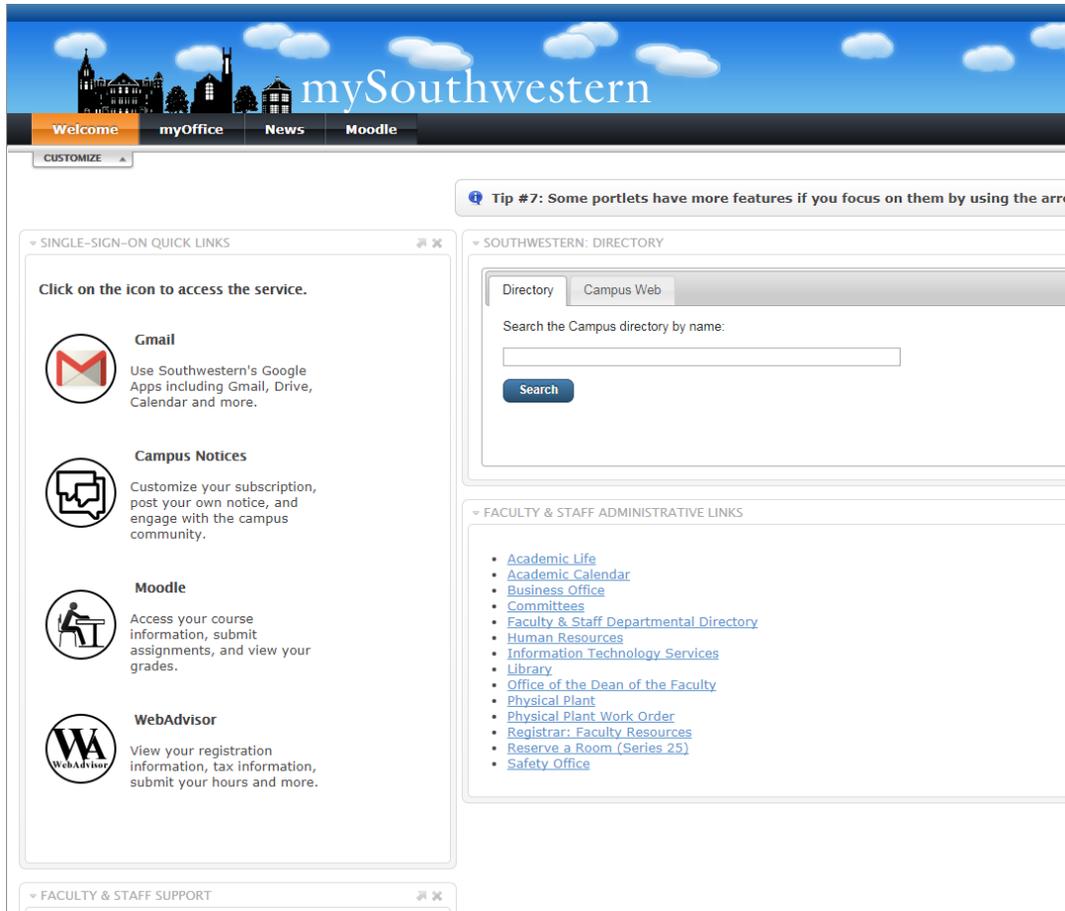


Instructions to Access Employee Pay Advices

Please follow the instructions below to access your Pay Advice.

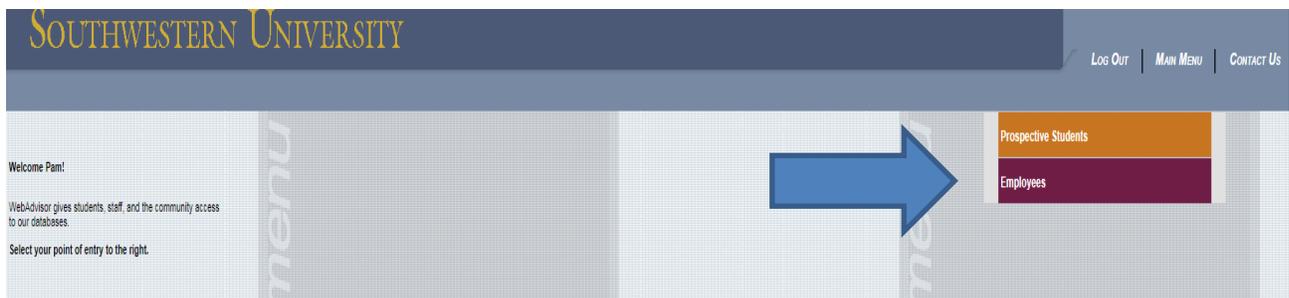
1. Log into your SU WebAdvisor account.



The screenshot shows the mySouthwestern website dashboard. At the top, there is a navigation bar with links for Welcome, myOffice, News, and Moodle. Below this is a "CUSTOMIZE" dropdown menu. A tip box states: "Tip #7: Some portlets have more features if you focus on them by using the arrow". The dashboard is divided into several sections:

- SINGLE-SIGN-ON QUICK LINKS:** This section contains four icons with descriptions:
 - Gmail:** Use Southwestern's Google Apps including Gmail, Drive, Calendar and more.
 - Campus Notices:** Customize your subscription, post your own notice, and engage with the campus community.
 - Moodle:** Access your course information, submit assignments, and view your grades.
 - WebAdvisor:** View your registration information, tax information, submit your hours and more. A large blue arrow points to this link.
- SOUTHWESTERN: DIRECTORY:** This section has tabs for "Directory" and "Campus Web". It includes a search box labeled "Search the Campus directory by name:" and a "Search" button.
- FACULTY & STAFF ADMINISTRATIVE LINKS:** A list of links including Academic Life, Academic Calendar, Business Office, Committees, Faculty & Staff Departmental Directory, Human Resources, Information Technology Services, Library, Office of the Dean of the Faculty, Physical Plant, Physical Plant Work Order, Registrar: Faculty Resources, Reserve a Room (Series 25), and Safety Office.
- FACULTY & STAFF SUPPORT:** A partially visible section at the bottom.

2. Select the "Employees" tab.



The screenshot shows the Southwestern University website. At the top, the university name "SOUTHWESTERN UNIVERSITY" is displayed in gold. To the right, there are links for "Log Out", "Main Menu", and "Contact Us". Below the header, there is a navigation menu with two tabs: "Prospective Students" (orange) and "Employees" (maroon). A large blue arrow points to the "Employees" tab. On the left side of the page, there is a "Welcome Pam!" message and a note: "WebAdvisor gives students, staff, and the community access to our databases. Select your point of entry to the right."

3. Click on the “Self-Service” link under the “Employee Profile” section.

SOUTHWESTERN UNIVERSITY Log Out

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU

The following links may display confidential information.

User Account Contact Information	Time Entry and App Time entry Time history Time approval (for supervisors)
Employee Profile Position Summary Leave Plan Summary My Stipends View Pay Advices (For Administrators) W-2 (For Administrators) Employee Leave for Supervisor Tax Information Self-Service	Financial Informati Budget selection Budget summary SelfService Budget/Cost Center

4. Click on the “Employee” link.

Southwestern University User Profile

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Employee Here you can view your tax form consents, earnings statements, banking information, and timecards	Course Catalog Here you can view and search in course catalog
Advising Here you can access your advisees and provide guidance & feedback on their academic planning.	Faculty Here you can view your active classes and submit grades and waivers for students

5. Click on “Earnings Statements.”

Southwestern University

Employment > Employee > Employee Overview

Welcome to Colleague Employee Self-Service!

Tax Information Here you can change your consent for e-delivery of tax information.	Earnings Statements Here you can view your earnings statement history.
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6. Click on the Pay Advice Date you want to access.

Southwestern University

Employment ▾ Employee ▾ Earnings Statements

Earnings Statements

Once you select a year, click a pay date to view and download the statement as a PDF.

2018 ▾

 [01-25-2018](#)

Your statement will not be available for viewing until the actual “Pay Date.” For monthly employees, that is generally the 25th of the month. For biweekly employees, that is generally the Friday following the pay period end date.