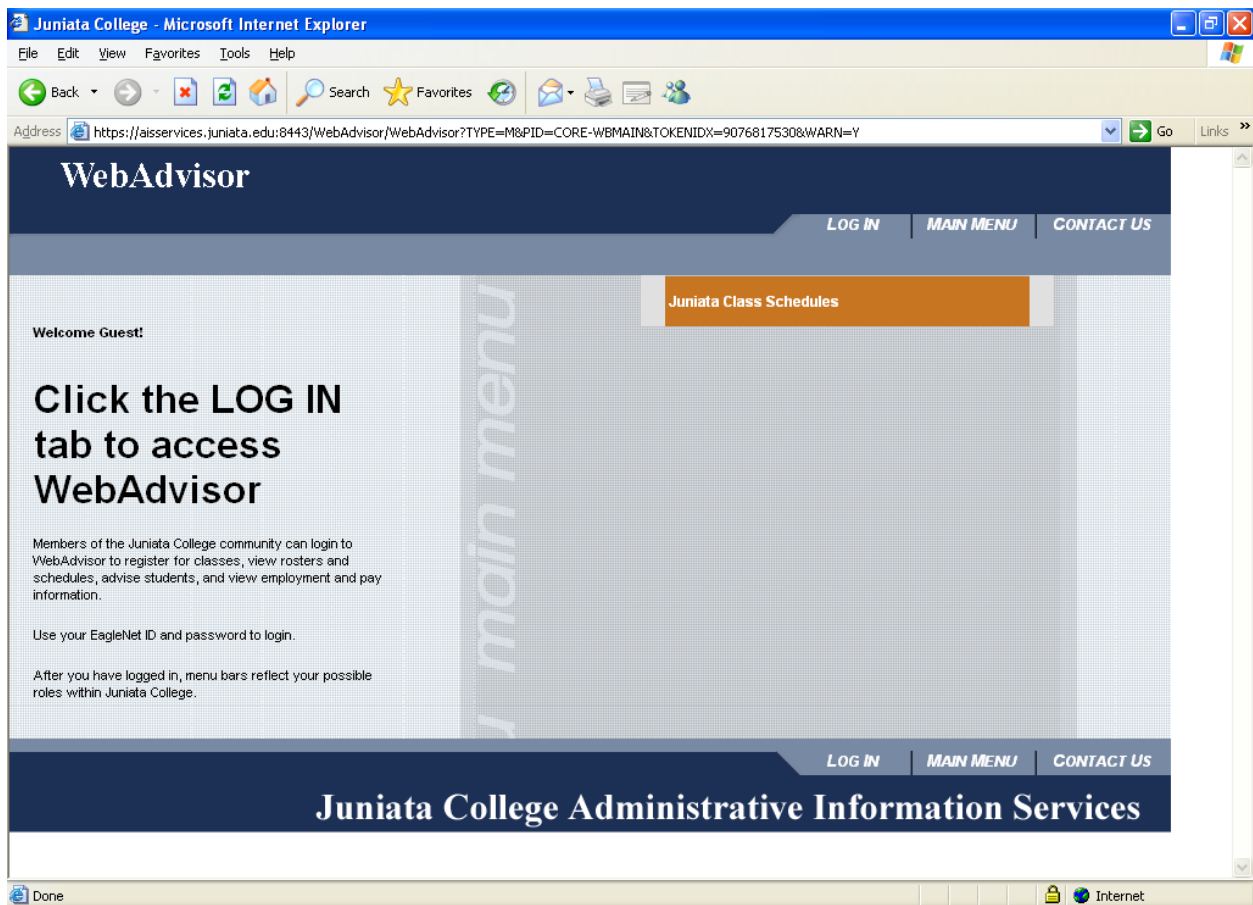


## VIEWING YOUR ONLINE PAY ADVICES WITH WEBADVISOR

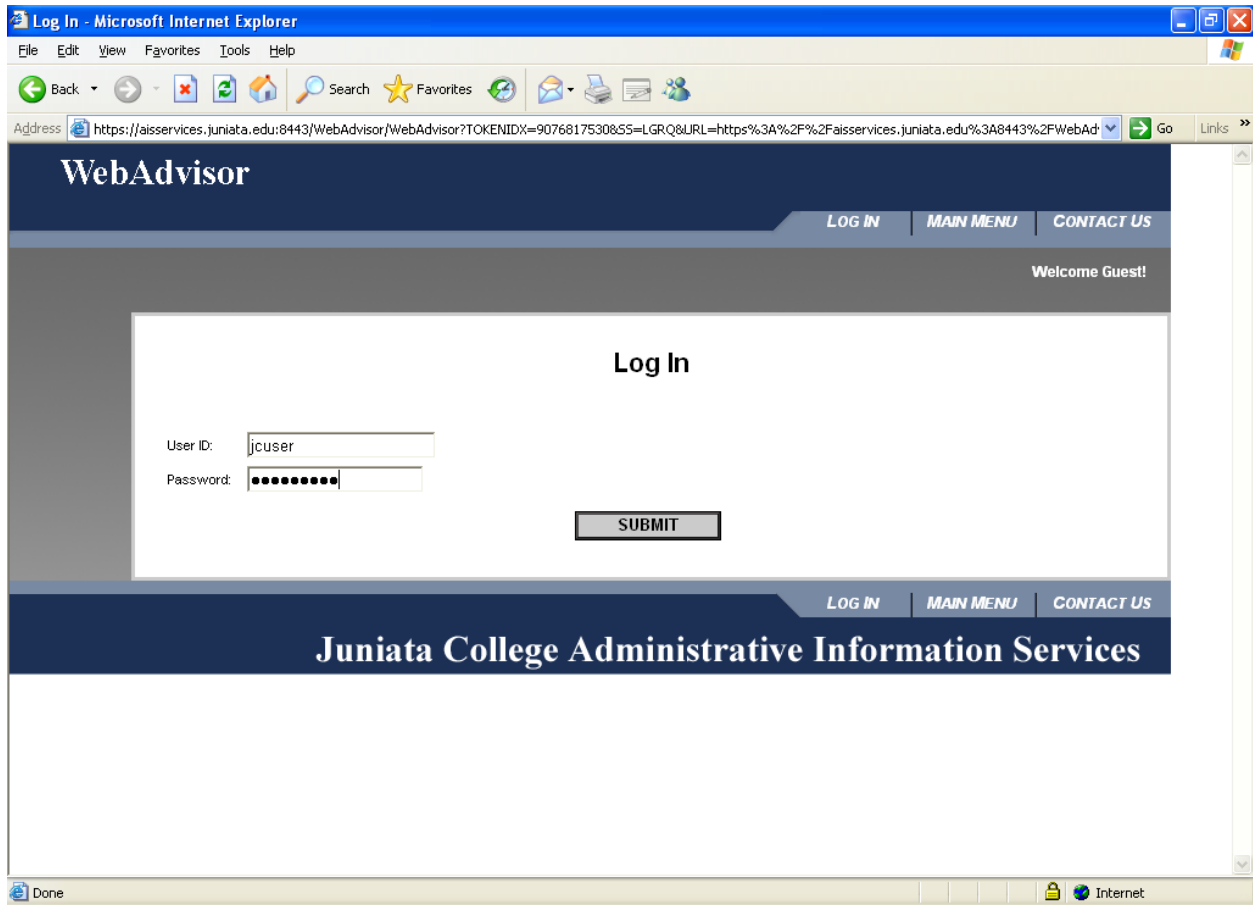
WebAdvisor is the web tool that you can use to access your pay advice information online, beginning from a link on the Juniata's portal, the Arch. You will find a link to WebAdvisor on the Finance and Operations channel. Instructions on adding this channel, if you don't already have it, are available at:

[http://services.juniata.edu/cts/wiki/index.php/Customizing\\_the\\_ARCH](http://services.juniata.edu/cts/wiki/index.php/Customizing_the_ARCH).

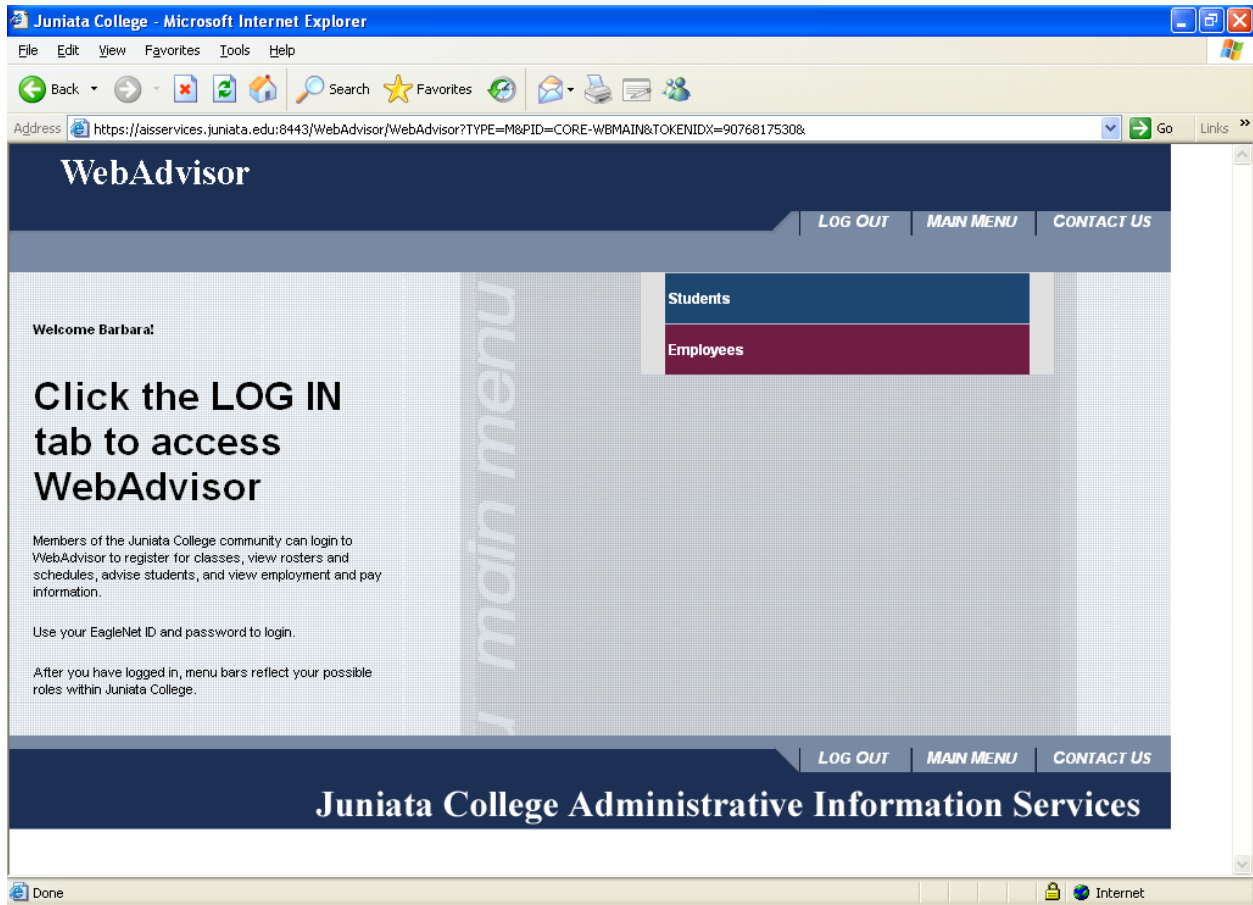
Click on the WebAdvisor link to open a window for the initial WebAdvisor screen.



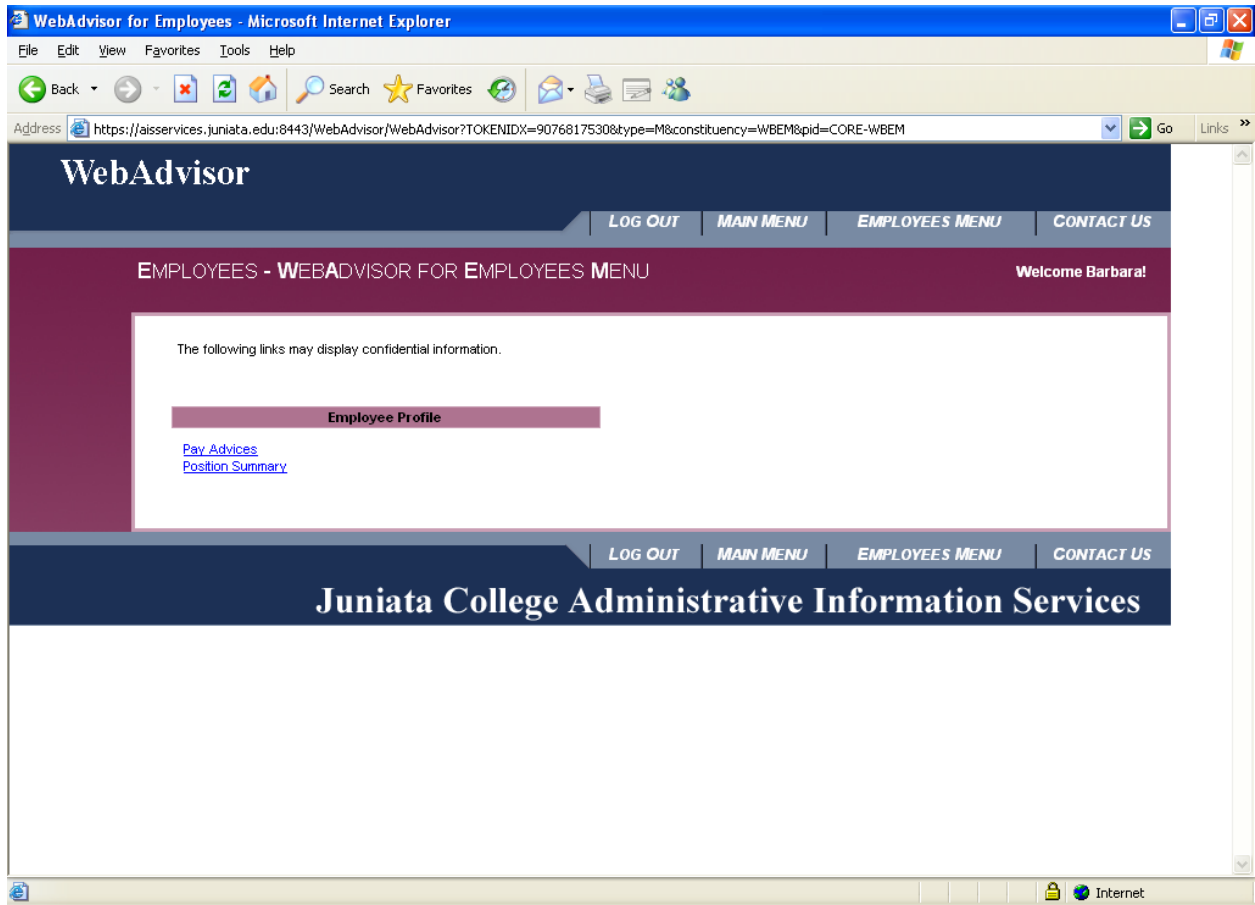
Click on the LOG IN tab to get started.



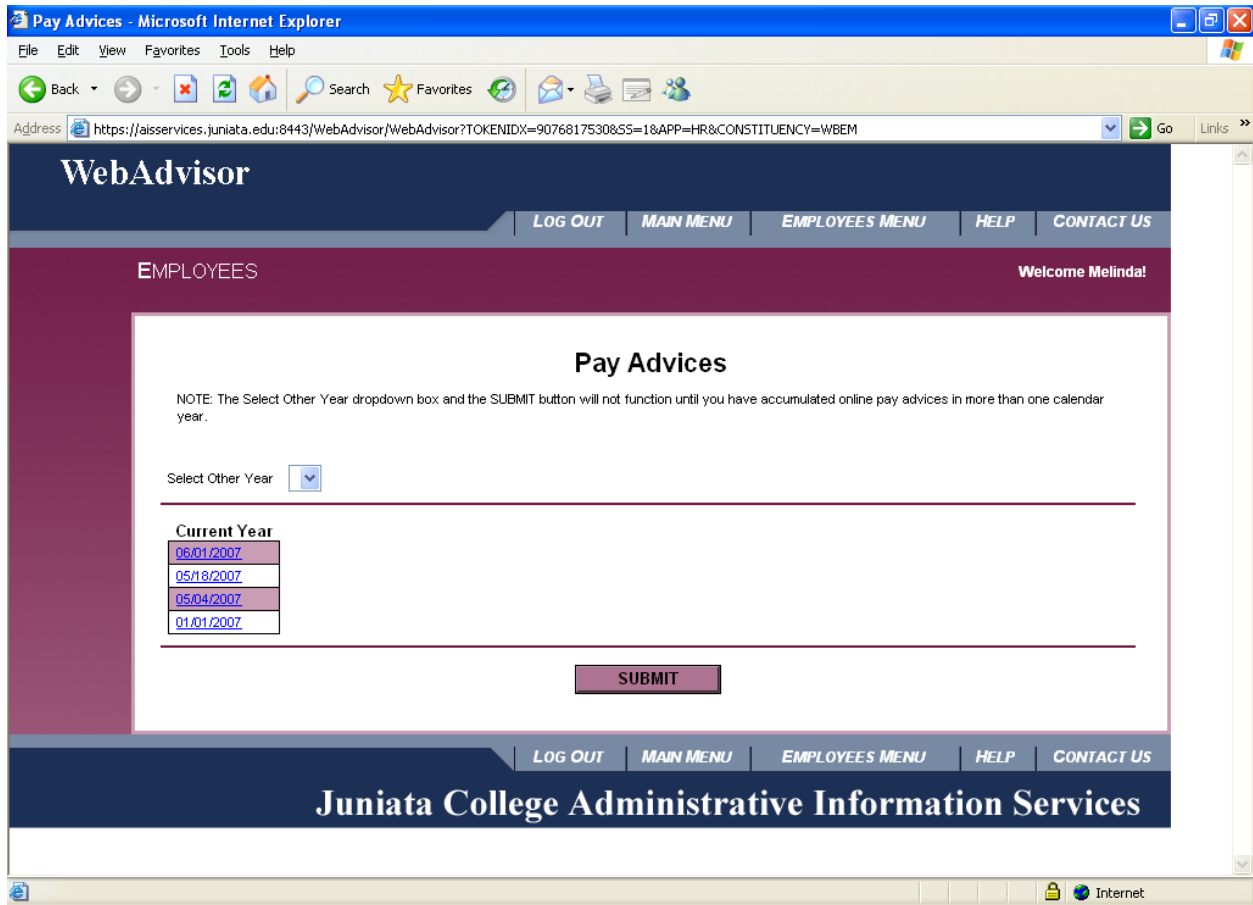
Enter your EagleNet login ID and password, then click Submit.



Once you have logged in, you will see colored bars at the right, representing your possible roles within the college. For pay advices, click on the maroon Employees bar.



Now click on the Pay Advices tab.



Under Current Year, you will see a list of pay dates for which you have pay advices available. Click on the date of the advice you would like to view, and a new window will open with the advice. You do not need to click Submit. In the future, when the available online pay advices span multiple years, you will be able to use the Select Other Year dropdown to list and view advices in past years.

If you see the message

**You are not set up to view your pay advices online. Contact the Payroll Office (x3303) if you want to view your pay advices online.**

you will need to [do something] to request to view your pay advices online rather than receive a paper advice.

Pay Advice - Microsoft Internet Explorer

Address: <https://aisservices.juniata.edu:8443/WebAdvisor/WebAdvisor?TOKENIDX=3012851723&SS=1&APP=HR&CONSTITUENCY=WBEM>

006318

DEPT. NO.	EMPLOYEE NO.	SOC SEC NO	PAY PERIOD
62100	0454371		01/01/07

CURRENT EARNINGS			TAXES WITHHELD			DEDUCTIONS		
TYPE	HOURS	AMOUNT	CODE	CURRENT	YEAR TO DATE	DESCRIPTION	CURRENT	YEAR TO DATE
SSR	75.00	900.00	FITM	37.42	112.26	BWV Fam Medical 125	68.38	205.14
			SSMD	12.04	36.12	Vision Bl Dependent(s) 125	0.94	2.82
			FICA	51.50	154.50	Retirement Red 2/10 - Pretax	18.00	54.00
			PAIT	25.50	76.50			
			HAWT	8.31	24.93			
			PAUC	0.81	2.43			

DEPOSITS	ACCOUNT NO.	AMOUNT
COMMUNITY ST BK ORBISONIA	*****123	677.10

CURRENT	GROSS	TAXES	DEDUCTIONS	NET	EARNED VAC	USED VAC	BALANCE VAC	EARNED OTHER	USED OTHER	BALANCE OTHER
	900.00	135.58	87.32	677.10						
Y.T.D.	2,700.00	406.74	261.96	2,031.30						

Juniata College  
1700 Moore Street  
Huntingdon, PA 16652

01/01/07 006318  
**PAY THIS AMOUNT**  
677.10

PAY      SIX HUNDRED SEVENTY-SEVEN AND 10/100\*\*\*\*\*

NON-NEGOTIABLE

This is a sample pay advice, to give you an idea of what your online advice will look like. Vacation and other leave information will not be filled in.

If you want to print a copy of your pay advice, make sure to set your browser to print in Landscape mode.

When you have finished with this advice, close the window and you will return to the Pay Advices screen.

Now you can view another advice, or click on the Employees Menu or Main Menu tabs to work in other parts of WebAdvisor. If you have any questions or problems, click the Contact Us tab for information on getting assistance.

The screenshot shows a web browser window titled "Pay Advices - Microsoft Internet Explorer". The address bar contains the URL: <https://aisservices.juniata.edu:8443/WebAdvisor/WebAdvisor?TOKENIDY=9076817530&SS=1&APP=HR&CONSTITUENCY=WBEM>. The page content includes a navigation bar with "LOG OUT", "MAIN MENU", "EMPLOYEES MENU", "HELP", and "CONTACT US". Below this, a maroon banner reads "EMPLOYEES" and "Welcome Melinda!". The main content area is titled "Pay Advices" and contains a note: "NOTE: The Select Other Year dropdown box and the SUBMIT button will not function until you have accumulated online pay advices in more than one calendar year." Below the note is a "Select Other Year" dropdown menu. A table titled "Current Year" lists four dates: 06/01/2007, 05/18/2007, 05/04/2007, and 01/01/2007. A "SUBMIT" button is located below the table. The footer of the page reads "Juniata College Administrative Information Services".

When you have finished using WebAdvisor, click the Log Out tab.

When you click the Log Out tab, you will get warnings about closing your browser as a security measure. If you are working on a publicly accessible computer, closing the browser by clicking OK and then Yes is a very good idea to protect your privacy. If you are working on your personal computer, you can click Cancel and then just close the window to return to the Arch.

