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.

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

Click on the LOG IN tab to access WebAdvisor.

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.
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.

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.