1. Click on the small “lock” or “myWitt” indicated by the arrow above. This will take you to myWitt, Wittenberg’s Intranet Portal screen.

2. Enter Username and Password.

**IMPORTANT:** Mozilla Firefox browser is one of the recommended browsers and was used to create these instructions.
3. Click on Payroll/Benefit Info

4. Click on Pay Advices.
5. Click on most recent Pay Advice. To review prior pay advices, make your selection by dates shown.
A. Advice Number
B. Pay Period end date
C. Reflects your applicable pay rate
D. All taxes withheld for specific pay date. Please note OASDI (Old Age, Survivors and Disability Insurance—the official name of Social Security) and MEDI (Medicare) are the two components of the FICA tax.
E. Current Deductions i.e. - Retirement, Medical Insurance, Flexible spending etc.
F. Where monies were deposited
G. Stipend information if applicable
H. Gross pay & Net pay
I. Leave balances for Hourly Staff ONLY
### J. Net Pay deposited to account(s)
### K. Pay Date
### L. Advice number
6. From File Menu Choose “Print”.
   Please Note we plan on keeping a 3 year history of online pay advices, so it is not necessary to print.