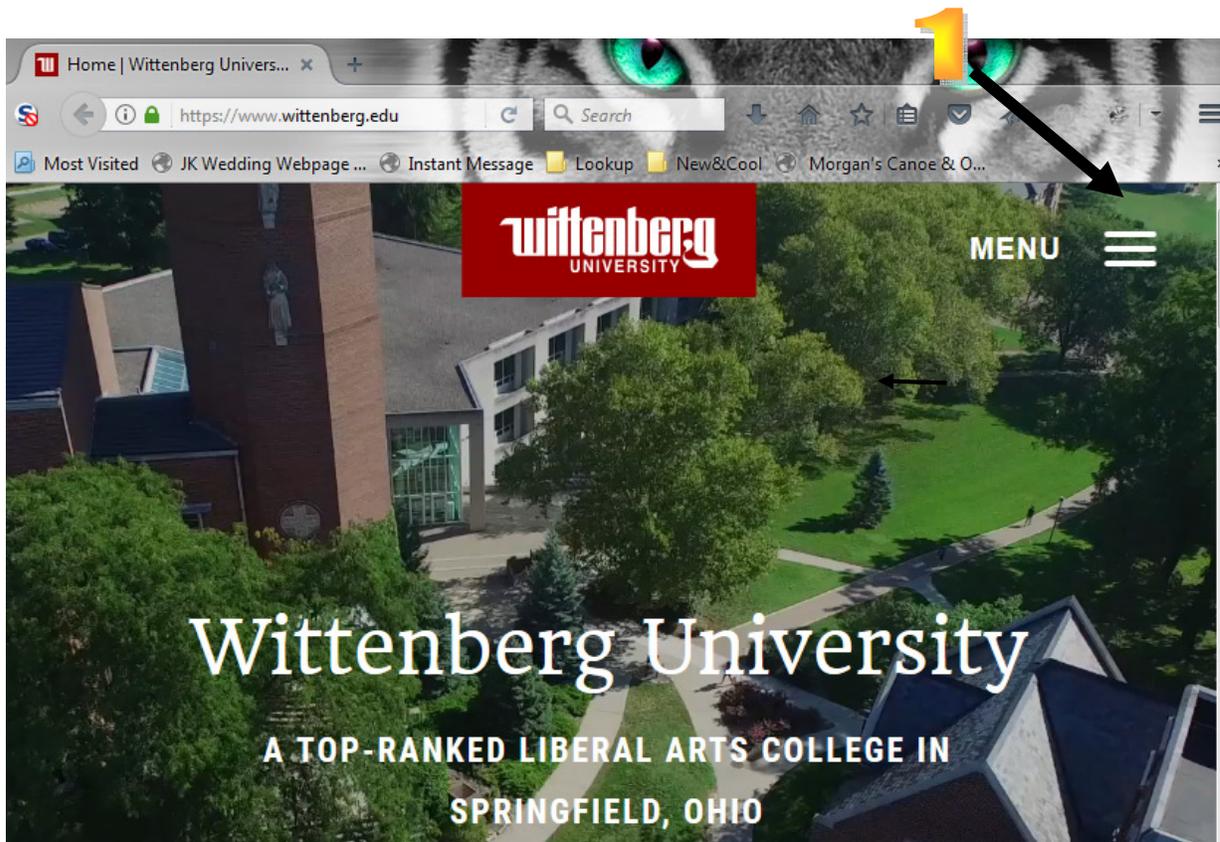
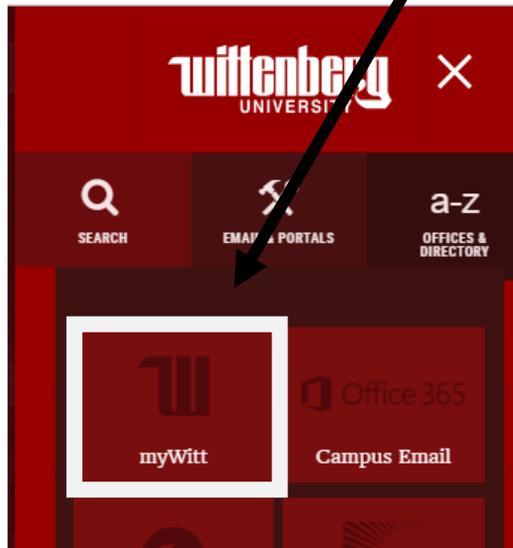
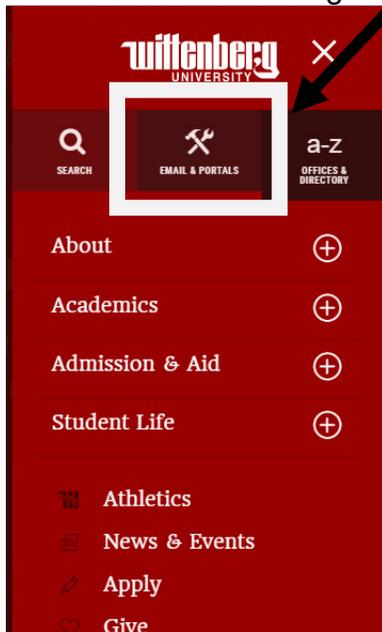


Accessing Pay Advices



1. Click on the three bars next to MENU in the upper right corner as indicated by the arrow above.

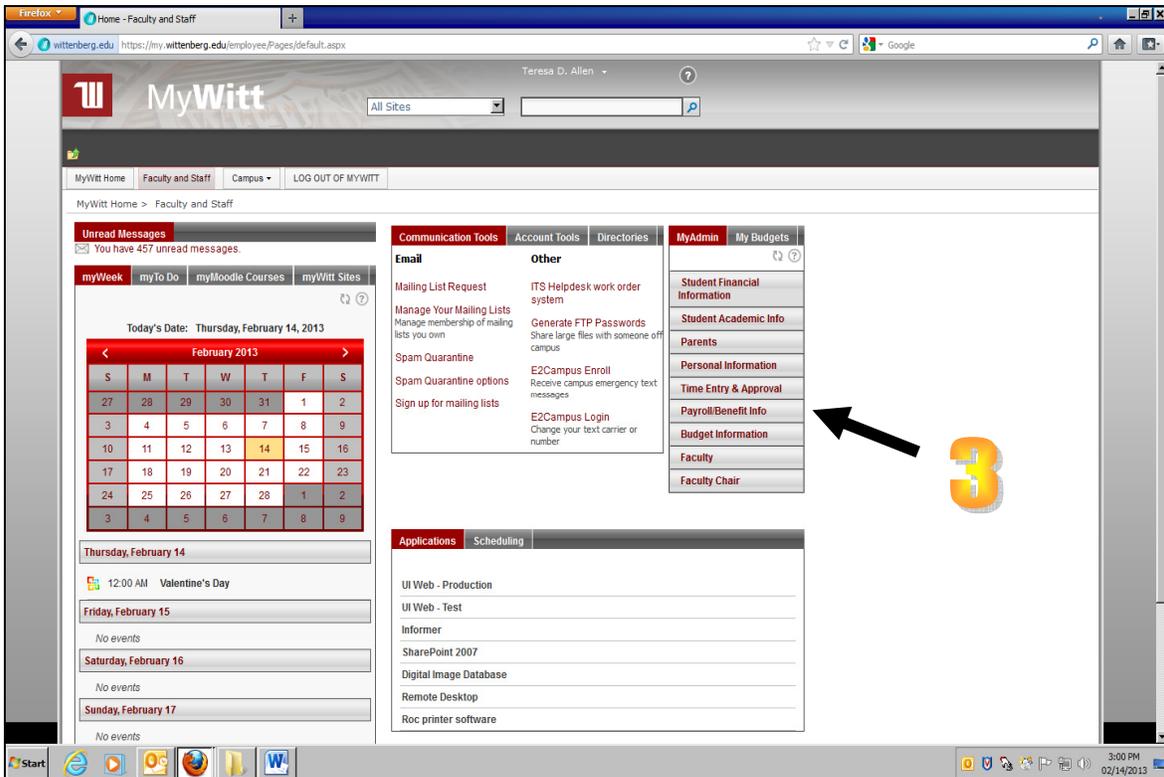
Then, click on Emails & Portals as seen below on left, then MyWitt from the drop-down as seen on the right.



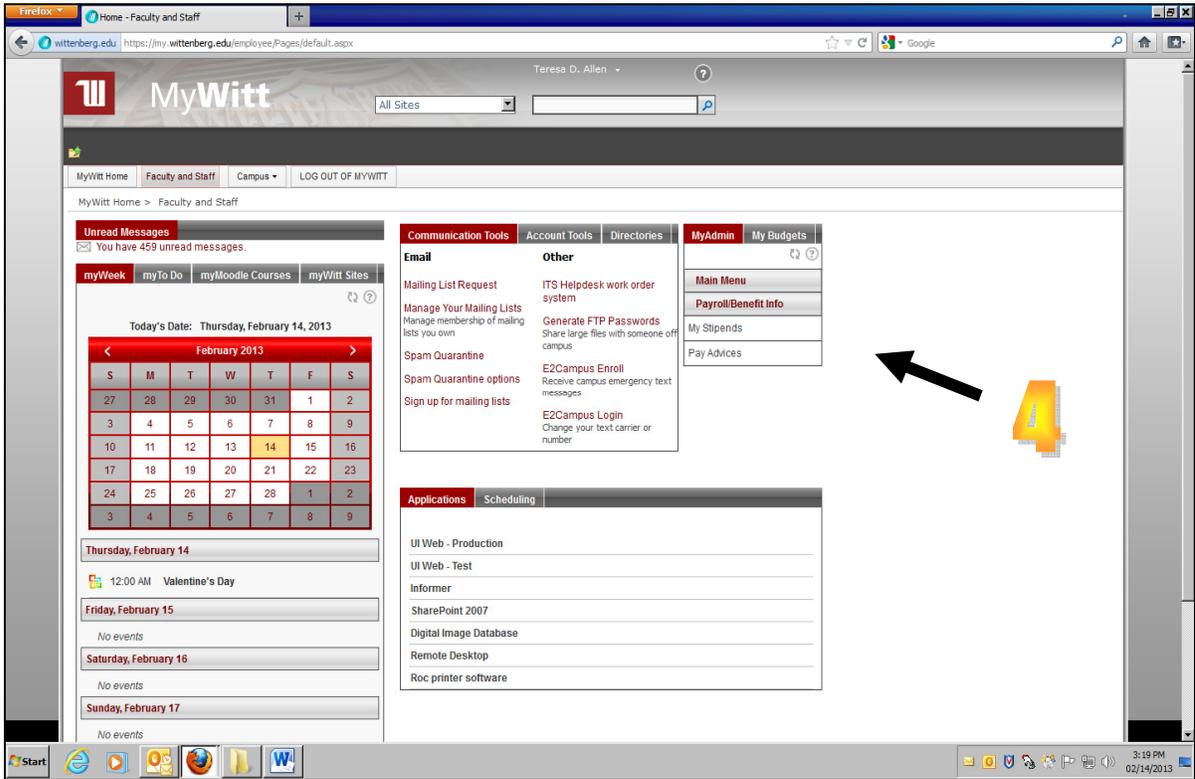


2. Enter Username and Password.

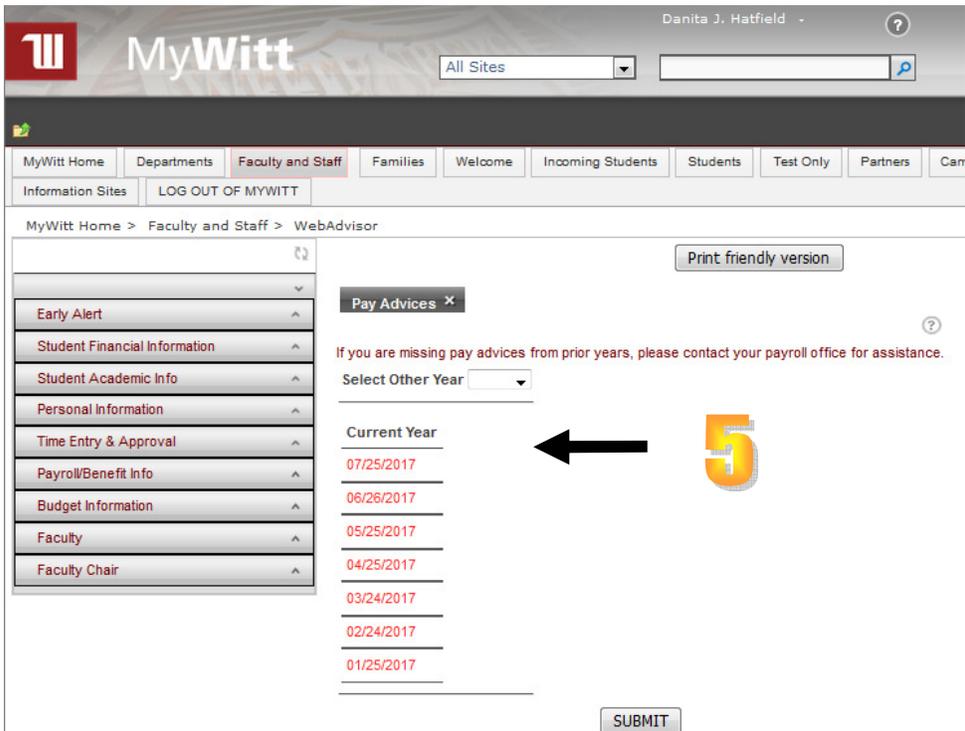
IMPORTANT: Mozilla Firefox browser is one of the recommended browsers and was used to create these instructions.



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.

Top Half of Pay Advice

079444

EMPLOYEE DEMOGRAPHICS		
DEPT	EMPLOYEE NO.	PAY PERIOD
HURE	3658903	08/06/2006

CURRENT EARNINGS				TAXES WITHHELD			DEDUCTIONS			
TYPE	HOURS	RATE	AMOUNT	CODE	EX	CURRENT	YEAR TO DATE	DESCRIPTION	CURRENT	YEAR TO DATE
OV	8.00	15.0000	120.00	FS	1	54.74	54.74	TIAA-CREF	48.00	48.00
R	80.00	10.0000	800.00	MEDI		10.64	10.64	Medical: Family	136.00	136.00
				OASDI		46.51	46.51	Aflac Medical FSA	50.00	50.00
				ST		13.74	13.74	Gift 1 to Wittenberg	10.00	10.00
				CITY		14.68	14.68			

DEPOSITS			OTHER PAY	
FINANCIAL INSTITU	COUNT NO.	AMOUNT	DESCRIPTION	AMOUNT
DayAir Credit Union	0000000001	25.00		
Wittenberg Credit Union	0000000002	513.69		

GROSS				LEAVE INFORMATION			
CURRENT	TAXES	DEDUCTIONS	NET AMT	PLAN	USED	EARNED	BALANCE
920.00	139.31	42.00	538.69	Annual Leave	0.00	0.00	40.0
Y.T.D.	920.00	139.31	42.00	Sick Leave	0.00	4.00	8.0
				Other Leave	0.00	0.00	2.0

- 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

Bottom Half of Pay Advice

http://www11.wittenberg.edu:9095/WA30Test/WA30Test?TOKENIDX=

CURRENT EARNINGS			TAXES WITHHELD				DEDUCTIONS		
HOURS	RATE	AMOUNT	CODE	EX	CURRENT	YEAR TO DATE	DESCRIPTION	CURRENT	YEAR TO DATE
8.00	15.0000	120.00	FS	1	54.74	54.74	TIAA-CREF	46.00	46.00
80.00	10.0000	800.00	MEDI		10.64	10.64	Medical: Family	136.00	136.00
			OASDI		45.51	45.51	Aflac Medical FSA	50.00	50.00
			ST	1	13.74	13.74	Gift 1 to Wittenberg	10.00	10.00
			CITY		14.68	14.68			

DEPOSITS			OTHER PAY	
FINANCIAL INSTITUTION	ACCOUNT NO.	AMOUNT	DESCRIPTION	AMOUNT
Credit Union	0000000001	25.00		
Wittenberg Credit Union	0000000002	513.69		

GROSS					LEAVE INFORMATION			
	GROSS	TAXES	DEDUCTIONS	NET AMT	PLAN	USED	EARNED	BALANCE
NI	920.00	139.31	242.00	538.69	Annual Leave	0.00	0.00	40.00
	920.00	139.31	242.00	538.69	Sick Leave	0.00	4.00	8.00
					Other Leave	0.00	0.00	2.00

Wittenberg University
 Box 720
 Springfield, OH 45501

PAY FIVE HUNDRED THIRTY-EIGHT AND 69/100*****

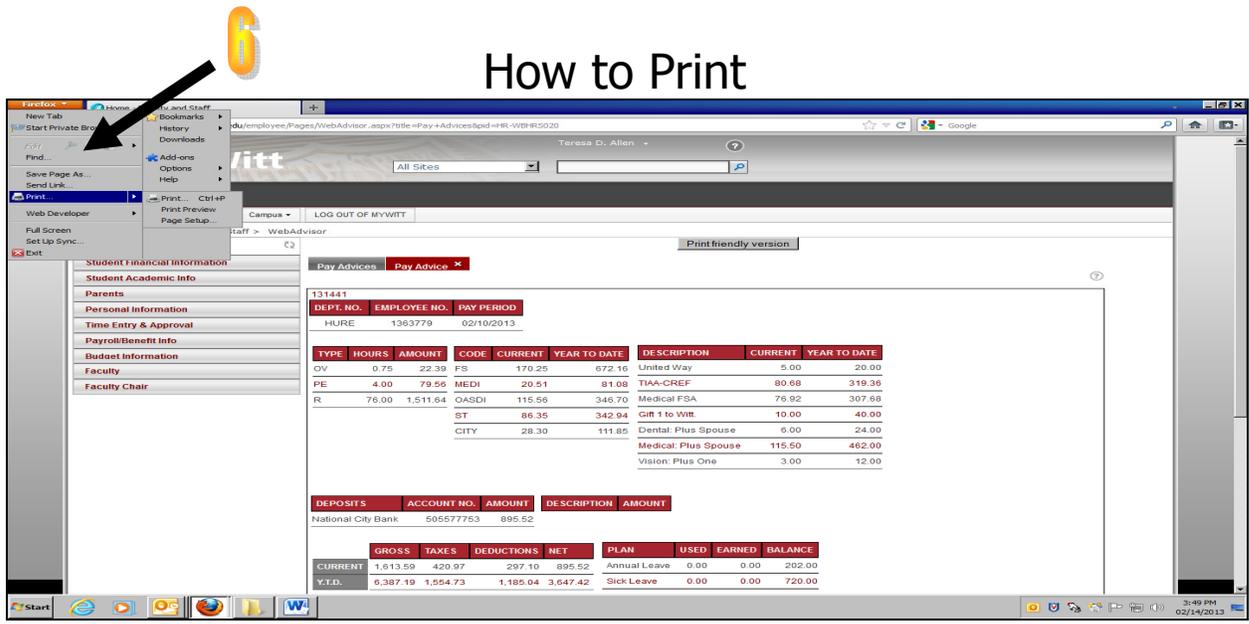
Jane Dough
 10 Dollar Bill Lane
 R OF Springfield, OH 45501

NON-NEGOTIABLE
 VIEW ONLY

CLOSE WINDOW

- J. Net Pay deposited to account(s)
- K. Pay Date
- L. Advice number

How to Print



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.