## **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 dropdown 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.

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10 11 12 13	14 15 16	Budget Information	- 11	
17 18 19 20	21 22 23	Faculty	- 11	
24 25 26 27	28 1 2	Faculty Chair	- 11	
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12:00 AM Valentine's Day		UI Web - Production	- 11	
Friday, February 15		UI Web - Test	- 11	_
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3. Click on Payroll/Benefit Info

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4. Click on Pay Advices.

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Student Financial Information	If you are missing pay advices from prior y	ears, please contact your payroll office for assistance.
Student Academic Info	▲ Select Other Year –	
Personal Information	~	
Time Entry & Approval	^ Current Year	
Payroll/Benefit Info	07/25/2017	
Budget Information	06/26/2017	
Faculty	05/25/2017	
Faculty Chair	A 04/25/2017	
	03/24/2017	
	02/24/2017	
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		SUBMIT

5. Click on most recent Pay Advice. To review prior pay advices, make your selection by dates shown.

## Top Half of Pay Advice

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- 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

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

## Rottom Half of Pay Advice

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Parents	131441	
Personal Information	DEPT. NO. EMPLOYEE NO. PAY PERIOD	
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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.