

Viewing and Printing Pay Advices Online

Pay Advices (also known as check stubs or pay stubs) are now available for viewing and printing online through WebAdvisor. Whether you receive a paper payroll check or are on direct deposit, you can now view all pay check data, including earnings, benefit deductions and taxes online. Advantages of viewing pay advices online are:

- Pay advices are available to view three calendar days prior to the pay date.
 - For month end payrolls, the pay date is the last working day of the month.
 - For hourly payrolls, the pay date is the last working day on or before the 10th of the month;
- Paycheck history will be available from 2006 onward;
- Saves time and costs on printing and distribution of paper advices; and
- All pay advices, including from prior months, are in one easy-to-access location.

This document contains several sections. The index below contains links to take you directly to the page with the information you need. It is also designed so you can print only the pages you need for future reference.

<u>Selecting Online Pay Advices</u>	2
<u>Leave Balances</u>	5
<u>Printing Pay Advices (General)</u>	6
<u>Printing Pay Advices with Internet Explorer</u>	7
<u>Printing Pay Advices with Mozilla Firefox</u>	10

Selecting Online Pay Advices

If you've never used WebAdvisor before the login ID and password is the same as the one you use for the Insite Portal. **Pay Advices** are viewable on the **Employees > Employee Profile** list in WebAdvisor as shown below.



If you do not have the above options available to you in WebAdvisor, please contact the IT Help Desk at IT-help@4cd.edu or 1.6888.

Viewing and Printing Pay Advices Online

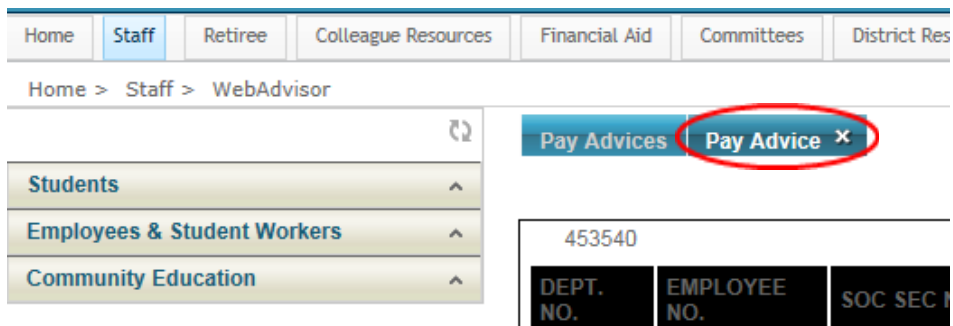
When you've successfully selected the Pay Advice option you'll get a list of paychecks for the current calendar year. You can also open the box next to *Select Other Year* to see the other years available to you, back to and including 2006.



If you see the following error message instead of a list of pay advice dates please contact Mike Todd in the District Office Payroll Department (see contact info below).

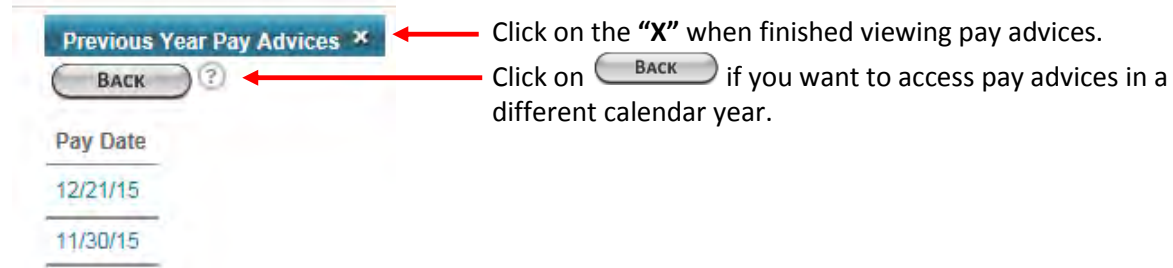


After viewing your pay advice please close the view by clicking on the "X" in **Pay Advice** as seen below.



Viewing and Printing Pay Advices Online

If you are viewing another calendar year, you'll see two options when you're done viewing pay advices for the year. If you want to keep working in WebAdvisor, either accessing pay advices in other years or selecting other options, use one of the two options below to exit the current year and/or Pay Advices.



The screenshot shows a web interface for viewing pay advices. At the top, there is a blue header bar with the text "Previous Year Pay Advices" and a small "X" icon in the top right corner. Below this header, there are two buttons: a "BACK" button with a question mark icon to its right, and another "BACK" button. Below the buttons, there is a section titled "Pay Date" with two entries: "12/21/15" and "11/30/15".

Click on the "X" when finished viewing pay advices.

Click on if you want to access pay advices in a different calendar year.

Leave Balances: Use Leave Plan Summary Instead

Please note that the online Pay Advices include totals for some leave balances. Due to pre-defined page formatting some of the information prints far to the right on the advice. Since not all leave balances appear on the document, and to print the entire form would require a reduction to approximately 70% we recommend you do not use Pay Advices to view your Leave Balances.

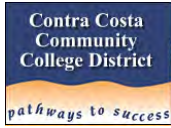
Leave Balances are available in Web Advisor in the option **Leave Plan Summary** under **Employee Profile** as seen below. This information is current as of the last entries made by the Payroll Department. Please use it in lieu of the leave balances on pay advices.

Home > Staff > WebAdvisor

- Students ^
- Employees & Student Workers v
- User Account Information ^
- Budget Information ^
- Time Entry and Approval ^
- Employee Profile v
- Position Summary
- Leave Plan Summary**
- My Stipends
- Total Compensation
- Pay Advices

Leave Plan Summary x
?

Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
PCLB	Catastrophic Leave Bank	10/01/15	0.0000			0.00
LVAC	Local One - Vacation	10/20/08	12.0000	360.00	360.00	317.15
LSLV	Local One - Sick	10/20/08	96.0000			333.50
LPNS	Local One - Personal Necessity	10/20/08	56.0000	56.00	0.00	30.00



Viewing and Printing Pay Advices Online

Printing Online Pay Advices

Online Pay Advices differ from Online W-2s in that .pdf files are created for W-2s (which makes printing simple) but they are not created for Pay Advices. This means when you attempt to print the Pay Advice from a web browser without any preparation or adjustments to settings you probably will not be satisfied with the output. With default settings the Pay Advices are truncated on the right, cutting off valuable Deduction information, as well as spilling over to a second page with the payee information.

The good news is you can control what the output looks like, although the steps required may be slightly different depending on the browser you are using. The goal of course is to fit the key information in the document on one page. If you're unconcerned with the size of the font that prints, you can make the adjustments in **Print Preview** so that it fits on one page. If you want to maximize the font size and keep the document on one page, a combination of settings may have to be changed.

We'll show you what changes you can make to your settings in **Internet Explorer** and **Mozilla Firefox** in order to produce a one-page Pay Advice. The print options in **Google Chrome** and **Windows Edge (Windows 10)** are not as robust, do not produce the desired results, and will not be documented at this time.

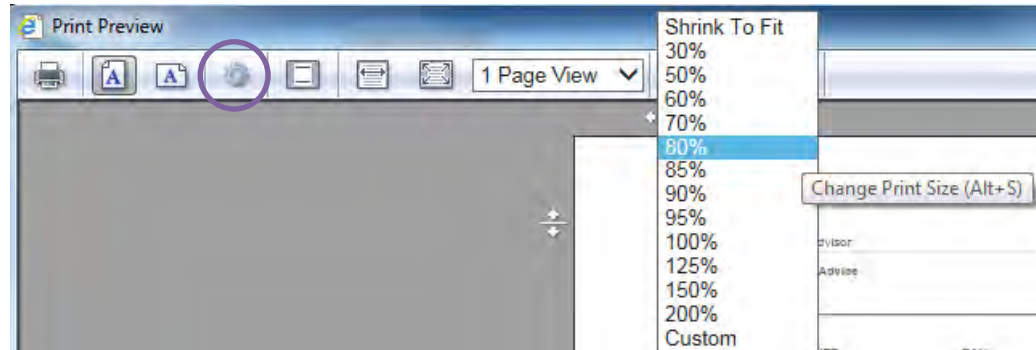
Note: *This document will not explain every key stroke necessary to perform each step. We assume the reader is familiar with basic commands such as **Print Preview** or **Page Setup** and can navigate to those windows when required. If you need further assistance contact the IT Help Desk.*

It is also important to note that the percentages specified below are for a specific printer used during documentation writing. The actual percentage you need to use may be different. Use the information within as a barometer for your settings.

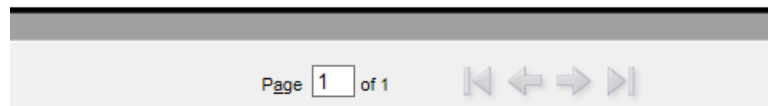
Printing with Internet Explorer (tested with IE 11)

IE Option 1: Simple Run-Time Only Change to Fit Document on One Page

1. After selecting the Pay Advice to view, navigate to **[Print Preview]**
2. Change the size of the document under **[Shrink to Fit]** to **80%**



3. Verify the bottom of the window shows **"Page 1 of 1"** as seen below. You may need to adjust the percentage if 80% still shows multiple pages. You can use the Custom option if you want to use a percentage not shown in the window



4. Print document

Settings are restored as soon as you print the document.

IE Option 2: Change Print Settings to Maximize Font Size and Fit on One Page

In order to maximize the print size of the pay advice you'll need to change the default settings for the printer you've selected in addition to adjusting the percentage. Before taking this approach be sure you read this section and understand the consequences.

Viewing and Printing Pay Advices Online

Changes made to printer settings on the **[Page Setup]** form are retained until you change them again. The default printer settings may vary from printer to printer. These are the defaults in the **[Page Setup]** form for the printer used during documentation.

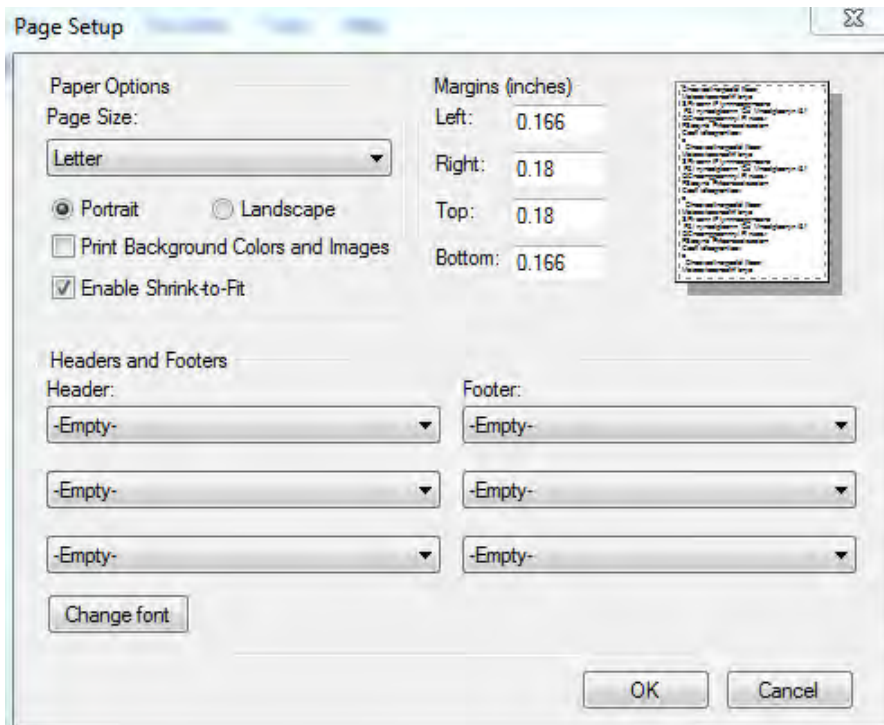
To maximize the print size:

1. Navigate to the **[Page Setup]** form. You can also access **[Page Setup]** from **[Print Preview]** by clicking on the **[Gear]** icon.
2. Change all the **Margins** to **0.0**. The system will change them back to the printer's factory minimum.
3. Change the values in each **Header** and **Footer** setting to **-Empty-**.
4. Press **[OK]**

Note: *You may want to do a screen print of the settings before making changes in the event you want to reset them to the original values at a later time.*

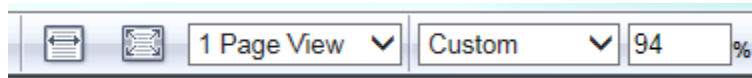
Viewing and Printing Pay Advices Online

After making the above recommended changes the **[Page Setup]** form will show the new margins (based on printer's defaults) and the **Header** and **Footer** options.



Refer to the section **IE Option 1** above for examples on each of the remaining steps below.

5. Navigate to **[Print Preview]**
6. Change the size of the document under **[Shrink to Fit]** to **90%**
7. As an alternative - If you want the pay advice to print slightly larger, you can choose **[Custom]** and change the percentage to **94** as shown here:



8. Verify the bottom of the window shows **"Page 1 of 1"**.
9. Print the document

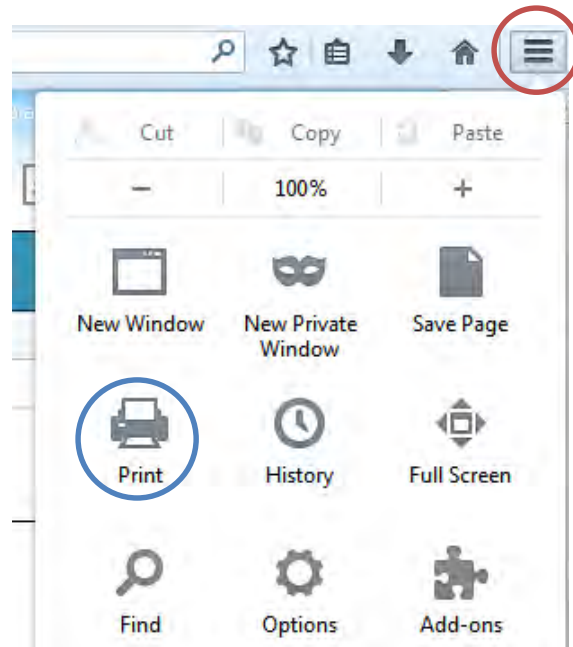
Note: *You may need to experiment with different percentages depending on the printer and/or browser you are using.*

When the pay advice has finished printing, the setting in Step 6 is restored, but any changes in Steps 2 and 3 are not.

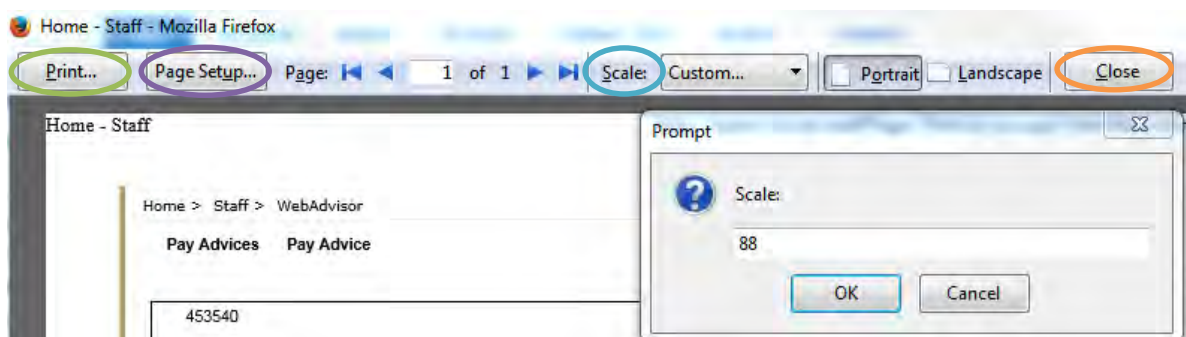
Printing with Mozilla Firefox

Firefox Option 1: Simple Run-Time Only Change to Fit Document on One Page

1. After selecting the Pay Advice to view, navigate to Print Preview by opening the options window (with the **[Sandwich]** icon) and clicking on the **[Print]** icon



2. Change the size of the document in the **[Scale]** option below to **Custom**



3. Enter **88** (or any smaller number)
4. Press **[OK]**. You'll see the number of pages on the menu bar change from "**1 of 2**" to "**1 of 1**".

Note: You may need to experiment with different percentages depending on the printer and/or browser you are using.

Viewing and Printing Pay Advices Online

- Alternatively you can select **80%** instead of **Custom**. If you select **90%** the Pay Advice will reflect 2 pages as seen below.

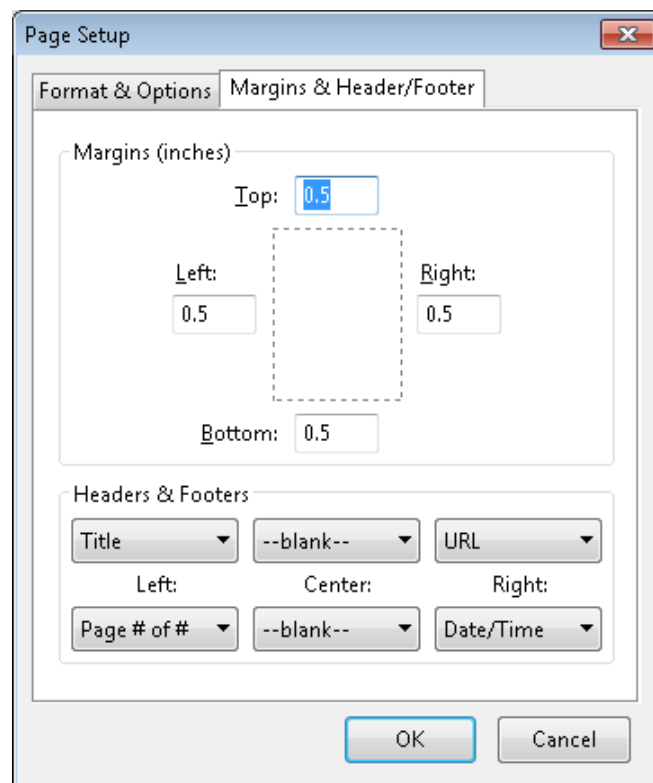


- Press **[Print]** once you select the percentage desired.
- When you're satisfied with the printing, press **[Close]** to return to the WebAdvisor form.

Firefox Option 2: Change Print Settings to Maximize Font Size and Fit on One Page

Another approach is to remove the headers and footers which gives you a little more space to print the pay advice. This is done in conjunction with many of the same steps above.

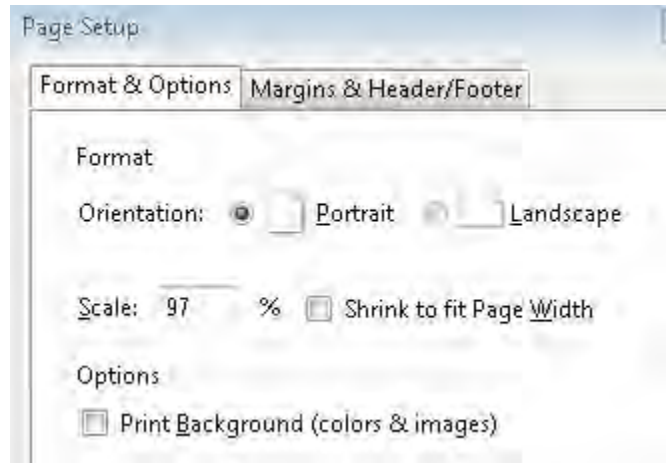
- After selecting the Pay Advice to view, navigate to Print Preview by opening the options window (with the **[Sandwich]** icon) and clicking on the **[Print]** icon
- Open **[Page Setup]** on the Firefox menu bar (see **Firefox Option 1**, Step 2 above)
- Click on the **Margins & Header/Footer** tab. This is an example of the default settings in Firefox Mozilla for the printer selected.



- Change all the **Margins** to **0.0**.
- Change the values in each **Header** and **Footer** setting to **--blank--**.

Viewing and Printing Pay Advices Online

6. Click on the **Format & Options** tab
7. Change the **[Scale]** to **97** percent (or any smaller number) as shown below



8. Press **[OK]**
9. You can then **[Print]** the document and **[Close]** the window as described in Steps 6 and 7 of Firefox Option 1.

Unlike Internet Explorer, Mozilla Firefox remembers the settings you make when you customize the **[Scale]** size. If you have several documents to print you should be able to set the size once. Even closing and re-opening the browser does not reset the customized size. To restore the size to the default, or if you've forgotten the customized size used, you can click on the **[Scale] > [Custom]** drop down list or use **[Page Setup]** on the menu bar.