Accessing your Pay Advice on WebAdvisor

Your pay advices can be found on-line through WebAdvisor! Just follow the instructions below to login to WebAdvisor and you can view your current year and prior year pay advices at any time.

To Access your Pay Advices:
1. Go to My Southwestern (Located on the SU Home Page)
2. Log in using your SUeID and Password – This is the same as your computer login
3. Click on the WebAdvisor tab
4. Click on Employees Link

5. Select “Pay Advices” under Employee Profile Section

6. For the current calendar year –
   Click on the desired pay period under the “Current Year.” When you select a pay period link, your pay advice for that pay period will automatically be shown on the screen.
7. For the prior calendar years:
   - Click on the down arrow by “Select Other Year”
   - Once your prior calendar years appear, select the desired calendar year and click the submit box.

8. Then click on the desired pay period link, and your pay advice for that pay period will be automatically shown on the screen.