Instructions to Access Employee Pay Advices

Please follow the instructions below to access your Pay Advice.

1. Log into your SU WebAdvisor account.

2. Select the “Employees” tab.
3. Click on the “Self-Service” link under the “Employee Profile” section.

4. Click on the “Employee” link.

5. Click on “Earnings Statements.”
6. Click on the Pay Advice Date you want to access.

Your statement will not be available for viewing until the actual “Pay Date.” For monthly employees, that is generally the 25th of the month. For biweekly employees, that is generally the Friday following the pay period end date.