# WebAdvisor Basics

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webAdvisor Basics

WebAdvisor is where employees can view their leave plan summary, W-2 statements, and pay advices.

Logging In

To Log In

1. Go to [http://prairiestate.edu](http://prairiestate.edu)
2. Click on the WebAdvisor icon.
3. Select Log In at the top of the screen.
4. Enter your PSC username and password then select Submit.

Note: You will not see the Faculty and/or Employee links until you are successfully logged in to WebAdvisor.
Logging Out

To log out of WebAdvisor, select **Log Out** at the top of the screen.

Employees

The Employee Profile section provides access to the leave plan summary, pay advices, W-2 consent, and W-2 statements.

Leave Plan Summary

1. Under **Employee Profile**, select **Leave Plan Summary**.

   ![Leave Plan Summary](image)

2. The Leave Plan Summary page details each leave type, the accrual rate and limit, and the current balance you have available.

   ![Leave Plan Summary](image)

3. Select **OK** to return to **Employees Menu**.

Pay Advices

1. Under **Employee Profile**, select **Pay Advices**.

   ![Pay Advices](image)
2. Select the date under **Current Year** to view that pay advice.

   ![Pay Advice screenshot]

3. To close a pay advice, select **Close Window** at the bottom of the screen.

4. To see a different year, select the year from the drop-down box next to **Select Other Year** and select **Submit**.

   ![Select Other Year and Current Year]

5. To leave the **Pay Advices** area, select **Employees Menu** at the top right of the screen.

   ![Employees Menu]

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**W-2 Electronic Consent**

1. Under **Employee Profile**, select **W-2 Electronic Consent**.

   ![Employee Profile]

2. Select the radio button next to the appropriate statement to either receive your W-2 forms in electronic or paper format.

   ![W-2 Electronic Consent]

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3. If you have previously chosen an option, the **Electronic W-2 Consent History** will display the date, time, and option chosen.

4. Select **Submit** to return to the **Employees Menu**.

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### W-2 Statements

1. Under **Employee Profile**, select **W-2 Statements**.

2. Select the year under **Tax Year** to view that W-2 statement.

   **Note:** If you have not given your consent to view the W-2 statements electronically, you will see a message stating you have not consented to view them electronically.

3. Select **OK** to return to the **Employees Menu**.