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# WebAdvisor: Basics

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## WebAdvisor Basics

WebAdvisor is the 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>
2. Click on the WebAdvisor icon.



3. Select **Log In** at the top of the screen.



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

4. Enter your PSC username and password then select **Submit**.



**Log In**

User ID:

Password:

Show Hint:

**SUBMIT**

## Logging Out

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

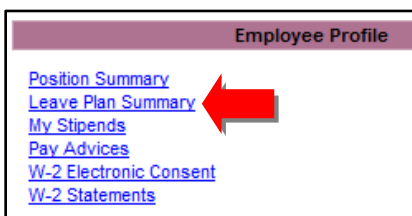


## Employees

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

### Leave Plan Summary

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



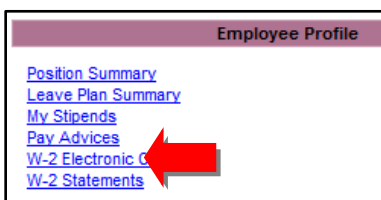
- The Leave Plan Summary page details each leave type, the accrual rate and limit, and the current balance you have available.

Leave Plan Summary						
Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
OK						

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

### Pay Advices

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



2. Select the date under **Current Year** to view that pay advice.

**Pay Advices**

If you are missing pay advices from prior years, please contact your payroll office for assistance.

Select Other Year

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**Current Year**

08/21/2012

08/07/2012

05/24/2012

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

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**Current Year**

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

## W-2 Electronic Consent

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

**Employee Profile**

[Position Summary](#)

[Leave Plan Summary](#)

[My Stipends](#)

[Pay Advices](#)

[W-2 Electronic Consent](#)

[W-2 Statements](#)

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**

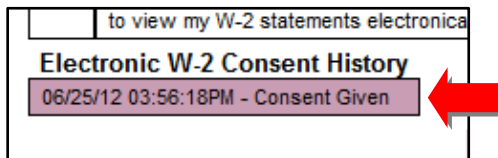
By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior, current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent.

I choose to withhold my consent and understand by doing so that I will not receive my official W-2 in electronic format. I also understand that by withholding my consent, I will not have access to prior or future W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.

**Electronic W-2 Consent History**

06/25/12 03:56:18PM - Consent Given

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



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

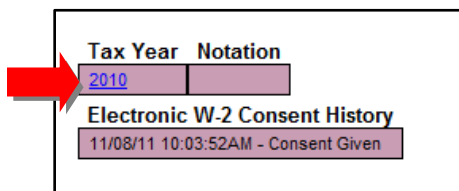
## W-2 Statements

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



- 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.



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