

# Instructions for Viewing Employee Information on WebAdvisor

## Logging in to WebAdvisor

1. Access the MCC website home page at [www.mcc.edu](http://www.mcc.edu)
2. Click on the **WebAdvisor** button in the upper right corner.
3. Click on the **Employees** bar on the right side of the screen.
4. Click on the **Log In** tab near the top of the screen.
5. Enter your WebAdvisor user ID. (Lowercase “mott” and your seven-digit Mott/Datatel ID number. Example: mott0000001.)
6. Enter the default password. (Your month, day and year of birth. Example: July 4, 1972 = 070472.) You will be asked to change your password after your first login.
7. Information available to you will be listed under “Employee Profile” on the Employees Menu.
8. Click on the information you wish to access and follow the applicable instructions below.

**NOTE:** For problems related to accessing WebAdvisor, please contact the College Information Center at X20200.

## Stipend Payments

1. Select **My Stipends** under “Employee Profile”.
2. A list of stipend payments made to you will be listed.
3. Click **OK** to return to the “WebAdvisor for Employees Menu” or the **Log Out** tab to exit.

## Pay Advices

1. Select **Pay Advices** under “Employee Profile”.
2. A selection screen will display a list of your pay advices in chronological order.
3. Select the pay advice you want to view.
4. After viewing, click the **Close Window** button at the bottom of the screen to return to the selection screen.
5. To view pay advices from previous years (2005 through 2009), select the year from the “Select Other Year” drop-down menu and click **Submit**.
6. To exit, click on the **Employees Menu** or **Log Out** tab.

**NOTE:** The day before each payday you will receive an automated email notification that your online pay advice is available. This does **not** mean that the funds are available in your bank account. You will still need to check your bank account to determine when the funds have been posted to your account.

## W-2 Statements

1. Select **W-2 Statements** under “Employee Profile” and select the appropriate Tax Year.
2. Click **OK** to return to the “WebAdvisor for Employees Menu” or the **Log Out** tab to exit.

**NOTE:** You must sign up to receive your statements online using the **W-2 Electronic Consent** form. (This must be done no later than January 15<sup>th</sup>.) “Opting in” means that you will no longer receive paper copies of your W-2 statements.

## Leave Bank Balances

1. Select **Leave Plan Summary** under “Employee Profile”.
2. Each of the leave plans in which you are enrolled will be shown, as well as the current balance of each plan. (These balances reflect what has been entered in the Datatel system by your department’s administrative staff.)
3. Click **OK** to return to the “WebAdvisor for Employees Menu” or the **Log Out** tab to exit.

**NOTE:** Leave bank balances will not be printed on your pay stub or pay advice.

## Total Compensation Estimate

1. Select **Total Compensation Estimate** under “Employee Profile”.
2. This statement provides you with a snapshot of the estimated costs which Mott will incur on your behalf during the year based on your annual salary and the benefit selections you have made.
3. Click **OK** to return to the “WebAdvisor for Employees Menu” or the **Log Out** tab to exit.

If you have questions or need assistance, please contact:

<b>Accounting:</b>	Ethel Mason – Director of Accounting (810) 762-5533	Phyllis Holbrook – Payroll Technician (810) 762-0524	Darilyn Milostan – Senior Accountant (810) 762-0521	
<b>HR Services:</b>	Ronda Brinch (810) 762-0497	Kristi Dawley (810) 762-0275	Sylvia Green (810) 762-0266	Susan Praski (810) 762-0503