How to Access Pay Advice Information

Please follow the below instructions on how to view your pay advice information.

**Step 1: Go to the Employee Dashboard**

Login into **Portal** and go to the **Staff** tab. Then click on the **Employee Dashboard** button at the top of the screen.

**Step 2: Click on All Pay Stubs**

Click on the **All Pay Stubs** link:

**Step 3: Select the Pay Year**

Select the **Pay Year** from the drop down menu:

**Step 4: View your Pay Stub**

Click on the linked pay date to open Pay Stub information.

**Step 4: Print Your Pay Stub**

To print the pay stub click on the **Printer Friendly** button at the top of the Pay Stub form: