MyBucks WebAdvisor - Accessing Pay Advices

1. Sign into MyBucks, <u>https://portal.bucks.edu/</u>. On the right hand side of MyBucks, click **WebAdvisor for Employees**, then **Employee Profile**. Click **Pay Advices**.

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	User Account		^
	Employee Profile		~
	Position Summary		
	Leave Plan Summary		
	My Stipends		
	Pay Advices		

2. Under the Current Year, click on the pay period date you wish to view and/or print. If you wish to see pay advices from the previous year, click on the down arrow next to "Select Other Year". Click on the preferred year and click the **SUBMIT** button.

× Pay Advices
(?)
If you are missing pay advices from prior years, please contact your payroll office for assistance.
Select Other Year -
Current Year
11/27/2015
11/13/2015
10/30/2015
10/16/2015
10/02/2015
09/18/2015
09/04/2015

3. A new window will pop up with the selected pay advice. You can return to the main page of MyBucks by clicking the logo in the upper left corner.

51202	PLOYEE NO	. SOC	SEC NO P	AY PERIOD 06/01/2012			
CURRENT EAR	NINGS	0005	TAXES WI	THHELD	DESCRIPTION	DUCTIONS	VEAD TO DATE
REGU 75.00	AMOUNT	CODE	CURRENT	YEAR TO DATE	Keystone \$15 Single	21.77	239.47
DEPOSITS		AMOU	NT				
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