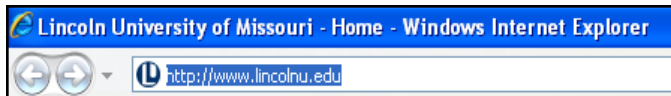
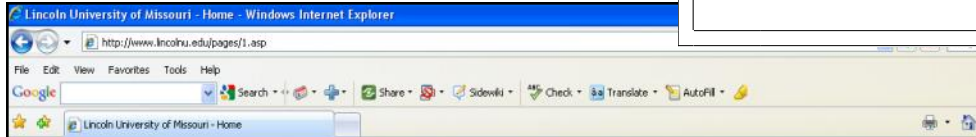


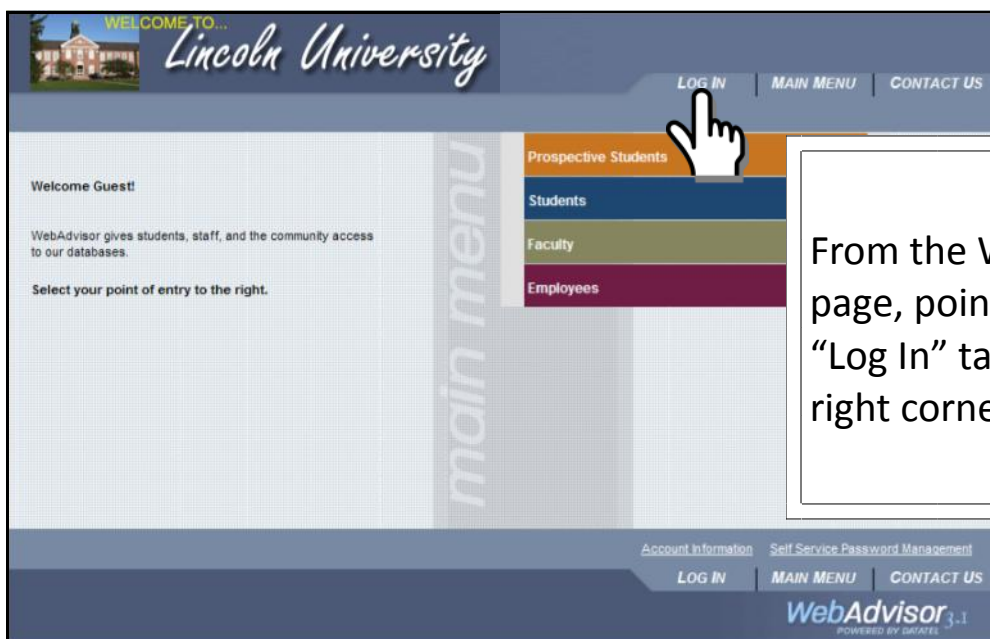
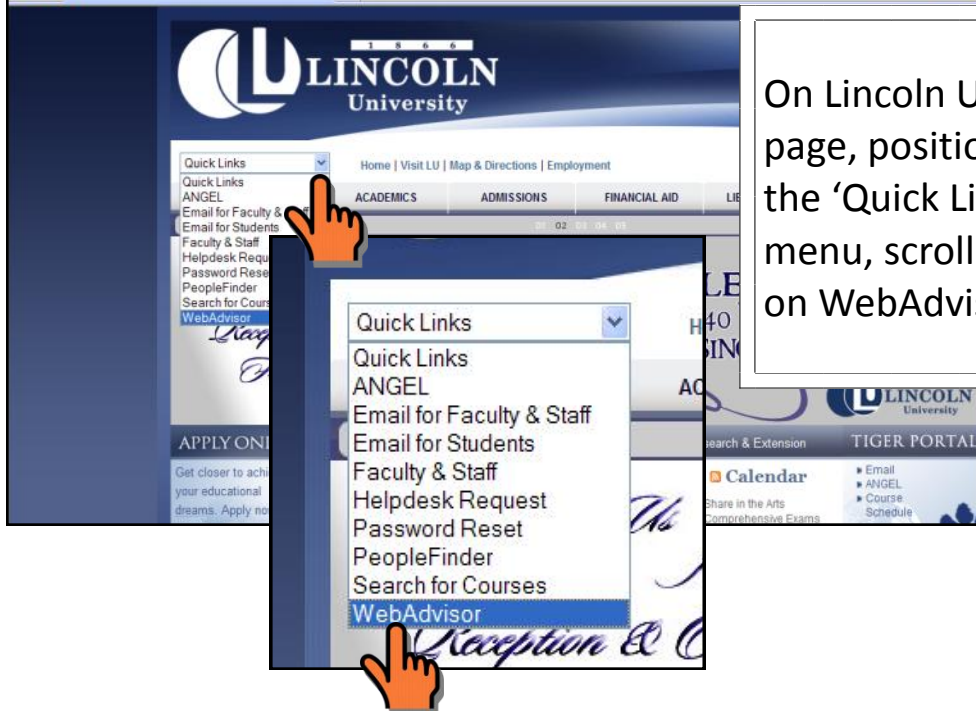
Logging into WebAdvisor to view your Pay Advice statement



Using your web browser address bar, type in www.lincolnu.edu and press your Enter key.



On Lincoln University's home page, position your cursor on the 'Quick Links' drop-down menu, scroll down and click on WebAdvisor.



From the WebAdvisor home page, point your cursor on the "Log In" tab on the upper right corner of the page.

WELCOME TO...
Lincoln University

LOG IN | MAIN MENU | CONTACT US

Welcome Guest!

Your User ID and Password will be the same as what you use to log into your computer each day.

Log In

User ID:

Password:

Show Hint:

Enter your unique User ID and Password (User ID and Password will be the same as what you use to log in to your computer or for email). Once entered, click on the 'Submit' button.

POWERED BY DATATEL™

WELCOME TO...
Lincoln University

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

Welcome Cynthia!

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.

Prospective Students

Students

Faculty

Employees

Account Information | Self Service Password Management

LOG OUT | MAIN MENU | CONTACT US

WebAdvisor 3.1
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You should now be logged in to WebAdvisor. On the multicolor menu list on the right side of the page, click on the "**Employees**" link.

WELCOME TO...
Lincoln University

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome Cynthia!

The following links may display confidential information.

User Account

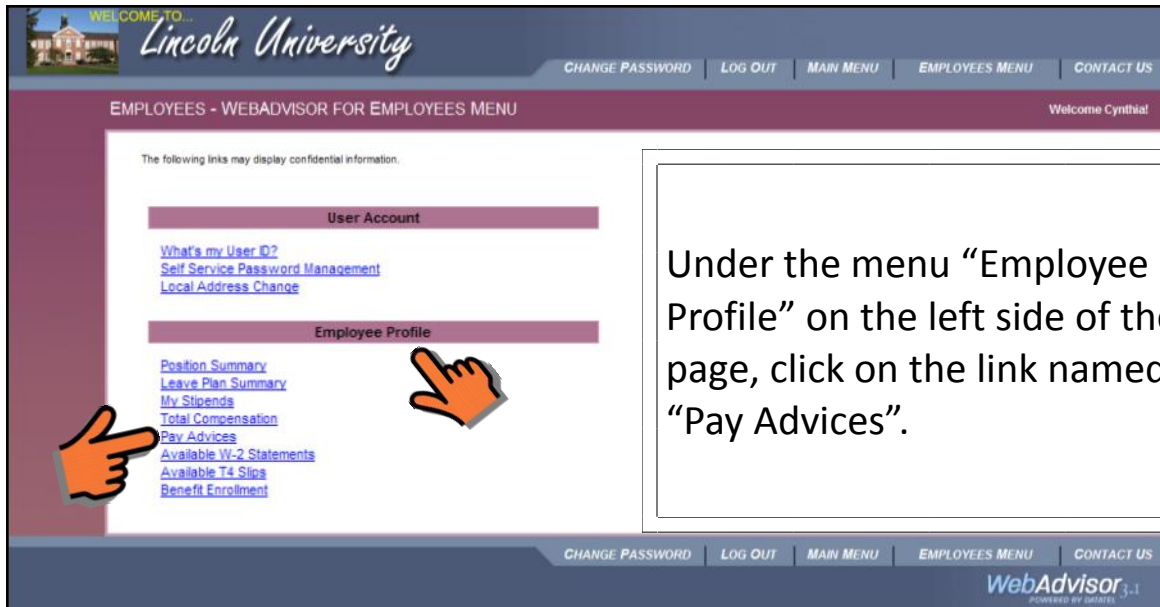
- [What's my User ID?](#)
- [Self Service Password Management](#)
- [Local Address Change](#)

Employee Profile

- [Position Summary](#)
- [Leave Plan Summary](#)
- [My Stipends](#)
- [Total Compensation](#)
- [Pay Advices](#)
- [Available W-2 Statements](#)
- [Available T4 Slips](#)
- [Benefit Enrollment](#)

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | CONTACT US

WebAdvisor 1.1
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Under the menu “Employee Profile” on the left side of the page, click on the link named “Pay Advices”.

WELCOME TO...
Lincoln University

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

EMPLOYEES

Pay Advices

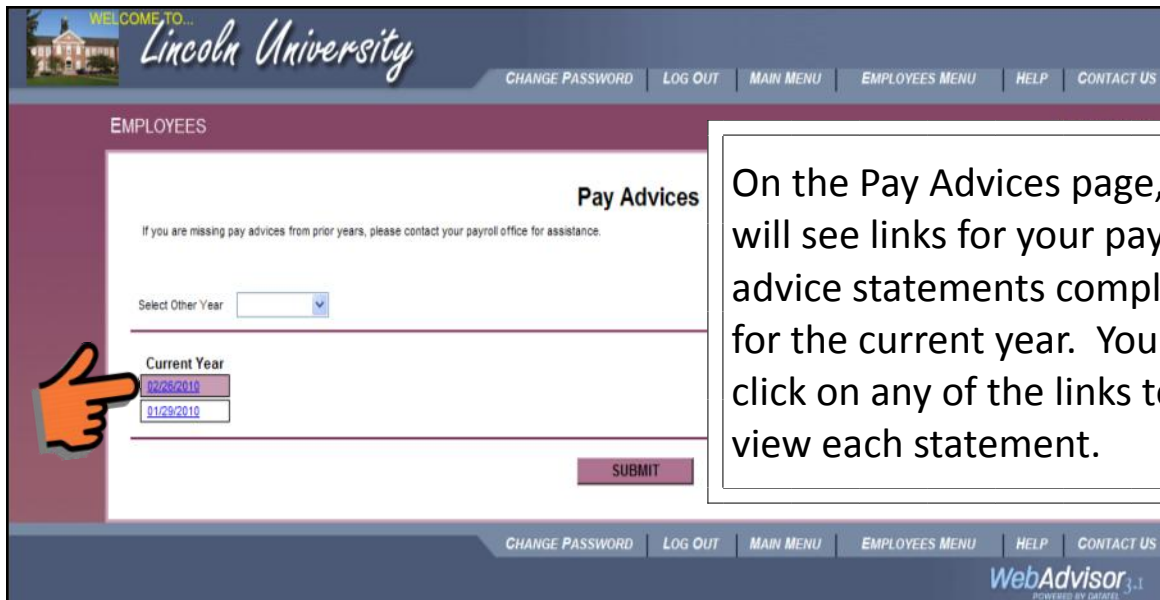
If you are missing pay advices from prior years, please contact your payroll office for assistance.

Select Other Year

Current Year

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US

WebAdvisor 3.1
POWERED BY DELTA



On the Pay Advices page, you will see links for your payroll advice statements completed for the current year. You can click on any of the links to view each statement.

Your online Payroll Advice statement will look similar to the below statement. All the data you had on your previous mailed statement will be on this online version, except for your leave balances. However, you can view your leave balances anytime on WebAdvisor under the “Employee” menu and by clicking on the “Leave Plan Summary” link.

Section A

TYPE	HOURS	AMOUNT	CODE	CURRENT	YEAR TO DATE	DESCRIPTION	CURRENT	YEAR TO DATE
REG		6,588.34	MED	49.06	98.12	MOSERS Employee Optional Life	4.80	9.60
			SOC	209.78	419.56	Deferred Comp	275.00	550.00
			FWS	417.00	834.00	MOSERS Spouse Optional	1.20	2.40
			MOM	110.00	220.00	Cafe DD Fee \$2.50	2.50	5.00
						Cafe Flex Med	100.00	200.00
						Cafe Health Opt A - EO	68.80	137.60

Section B

DEPOSITS	ACCOUNT NO.	AMOUNT
River Region Credit Union	XXXX209	100.00
Central Bank	XXX331	5,250.20

	GROSS	TAXES	DEDUCTIONS	NET	EARNED VAC	USED VAC	BALANCE VAC	EARNED OTHER	USED OTHER	BALANCE OTHER
CURRENT	6,588.34	785.84	452.30	5,350.20						
Y.T.D.	13,176.68	1,571.68	904.60	10,700.40	0.00	0.00	388.50	0.00	0.00	0.00

Section C

Lincoln University
820 Chestnut St
Jefferson City, MO 65102

02/26/10 028229

PAY THIS AMOUNT
5,350.20

Pay Amount - Spelled Out FIVE THOUSAND THREE HUNDRED FIFTY AND 20/100*****

PAY Joe Schmo
TO THE PO Box 123456
ORDER OF Jefferson City, MO 65101

NON-NEGOTIABLE
VIEW ONLY

CLOSE WINDOW

Section A Section A shows your current check data: current gross, current Social Security, Medicare, Federal and State withholding amounts, current benefit codes/descriptions and amounts as well as year to date totals.

Section B Section B shows your where your deposit (s) will be deposited on payday as well a truncated account number for your information. Below the deposit info area you will see your current and YTD (Year-To-Date) totals for gross, taxes, deductions and net pay.

Section C Section C shows your net pay as well as your name and address. Just as with your previously mailed statement, this section is for informational purposes only and non-negotiable.