



WebAdvisor for Staff

Beginning in March 2008 NIACC Staff will be able to access PayAdvices, W2 Information, Leave Information (only as accurate as what has been entered into the Datatel System) and Position Information through NIACC's **WebAdvisor for Employees**. To view your PayAdvices from WebAdvisor, you must first contact the Payroll Department (Beth Forbes, ext 4299) to have this option set up. If you choose to have your PayAdvice online, please fill out and return. You will no longer receive a printed copy of the PayAdvice.

WebAdvisor is accessible from any web browser at <http://www.NIACC.edu/webadvisor> or from NIACC's web site. To access your information through the WebAdvisor system, you will LOGIN and use your NIACC WebAdvisor user ID. The username and passwords are case specific. The default password is the last six (6) characters of your Social Security Number. The first time you log in and any time you choose you can change your password. The password must be at least six characters and at a maximum nine characters and must include both letters and numbers. Note: TheWebAdvisor password is *not* coordinated with your network password.

If you are experiencing any difficulties with WebAdvisor, you can email WAHELP@NIACC.EDU or call 1-888-GO-NIACC x-4357 for assistance.

Additional Information and Documentation is available at <http://www.NIACC.edu/techserv/Datatel>.

_____ YES, I want to sign up to accessing PayAdvice Online

_____ Print Name

_____ Signature _____ Date