HOW TO PRINT EMPLOYEE PAY ADVICES FROM WEBADVISOR

1. Navigate to Webadvisor: [https://webadvisor.washcoll.edu/](https://webadvisor.washcoll.edu/)

2. Log in using WC Username and Password

3. From the main menu select **Employees**
4. The Employee menu will open. Select View Pay Advices for Administrators.

5. Enter the employees WC ID# or SSN without dashes. Both can be found on NAE.

6. Select the year and the pay period.

7. The pay advice will open in a new window. To print, right-click and select Print or press “CTRL” + “P.”
TROUBLESHOOTING - COOKIES

Occasionally WebAdvisor will not allow viewing of pay advices because the cookie limit has been exceeded. To clear cookies in Google Chrome:

1. Click the Chrome menu on the browser toolbar.
2. Select Tools.
3. Select Clear browsing data.
4. In the dialog that appears, select the checkboxes for the types of information that you want to remove.
5. Use the menu at the top to select the amount of data that you want to delete. Select beginning of time to delete everything.
6. Click Clear browsing data.

Delete specific items from your browsing data

Instead of deleting entire categories of your browsing data, you can pick specific items to delete. Click these links to see more instructions.

- Specific pages from your browsing history
- Specific downloads
- Specific passwords
- Specific cookies and site data
- Specific Autofill entries