

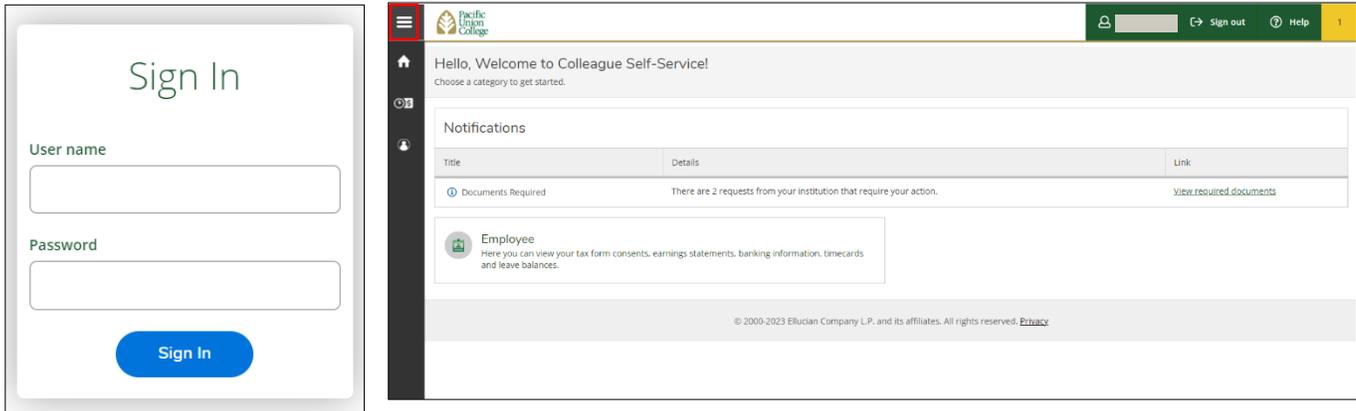
# How to view your Pay Advices Online

## STEP 1:

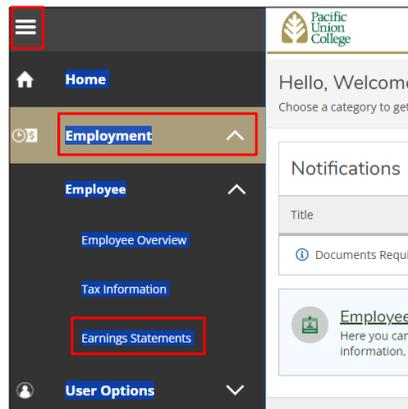
Open your web browser and go to: <https://flashlight.puc.edu>

**STEP 2:** Use your **Student Email Account** credentials to **Sign In**. Do not put the [@puc.edu](mailto:@puc.edu) tag.

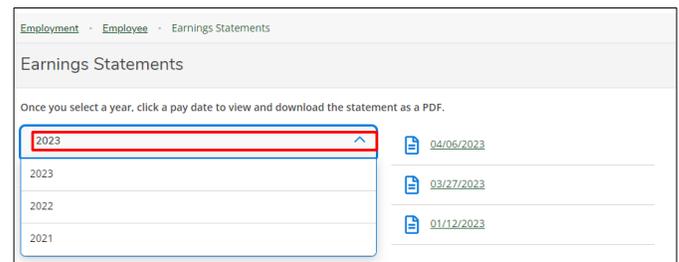
This is what your new screen should look like:



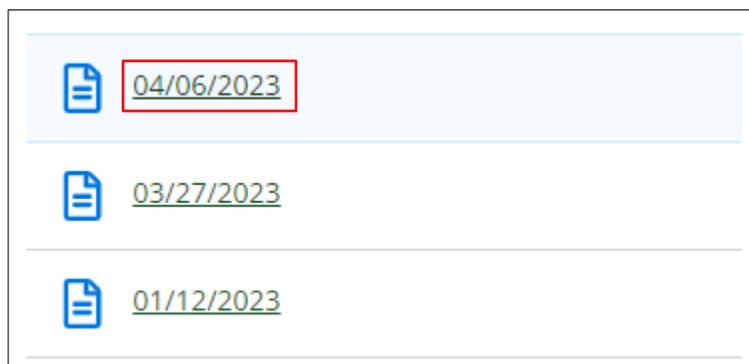
**STEP 3:** Click the **gray sidebar** on the left, click **Employment**. Then select **Earnings Statements**.



**STEP 4:** From the drop-down menu, select the **year** from which you would like to see a pay stub for.



**STEP 5:** Click on the date that corresponds to the advice you want to see. Your Advice will appear in a new window in .pdf format. You may download and print from this screen.



### What is on my Pay Advice?

The number of hours that I worked during the pay period.

My available sick-leave hours.

The total amount that I got paid.

Any tax, tithe, offering, or tuition deductions.

### Questions? Give us a call or email us!

Payroll/Student Employment Office: Finance Building (32) | Phone: (707) 965 – 7198 | Email: [stuemployment@puc.edu](mailto:stuemployment@puc.edu)

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