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 <u>@puc.edu</u> tag. This is what your new screen should look like:

	■ Pacific Union College			8	C→ Sign out	(?) неір 1	
Sign In		Hello, Welcome to Colleague Self-Service! Choose a category to get started.					
	Notificati	Notifications					
User name	Title		Details		Link		
	Ocument	5 Required	There are 2 requests from your institution that require your action.		View required docume	ents	
Password	Emp Here and k	Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.					
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Sign In							

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

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۸	Home		Hello, Welcome
©)\$	Employment	^	Notifications
	Employee	^	Title
	Employee Overview		 Documents Require
	Tax Information		Here you can information, t
•	User Options	\sim	

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

Employment · Employee · Earnings Statements	
Earnings Statements	
Once you select a year, click a pay date to view and download the statem	ent as a PDF.
2023	04/06/2023
2023	<u>03/27/2023</u>
2022	01/12/2023
2021	

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.

<u>04/06/2023</u>
<u>03/27/2023</u>
<u>01/12/2023</u>

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.

