Appendix: How to view your Paystubs Online

STEP 1:

Open your web browser and go to: <http://webadvisor.puc.edu>

STEP 2: Click **Log In** STEP 5: Click on **Pay Advices**



STEP 3: Enter the credentials to your student STEP 6: Click on the date that corresponds

account. This will be the same as your Canvas Login to the advice you want to see

Click **Submit** Your Advice will automatically appear





STEP 4: Click **Employees**

**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?**

**Call Student Employment/Payroll**

 **at: 707-965-7198**

**Email us at: stuemployment@puc.edu**

