

DIRECT DEPOSIT PAY ADVICES ONLINE

Employees can obtain their current and prior pay advices online through **WebAdvisor**. W-2 information is also available online through WebAdvisor. To access, view and print your direct deposit pay advice, please follow these steps:

- Go to www.bucks.edu and click on **WebAdvisor** (blue button to right of screen)
- Click **Log In** (top or bottom of screen)
- Enter your **user ID** (example: **s0123456** for student workers OR last name/first initial **doej** for employees and faculty – note: it is the same as the username for the college email account)
- Enter your **password** If this is the first time you've logged into WebAdvisor, your password is "bd" and your 6-digit birthdate in the bdmmdyy format. Example – July 1, 1985 would be entered as bd070185. You will be prompted to change your password immediately. Your new password must be 6 to 9 characters long and contain BOTH letters and numbers. Please include your password hint!
- You will return to the **Main Menu**. Click on **Employees**.
- Click on **Pay Advices**.
- Select the **pay period** you wish to view and/or print
- Click **OK** when finished
- Don't forget to **Log out!**

If you have questions or problems accessing the account through WebAdvisor, please call INS Help Desk at 215-968-8472 or email webadvisor@bucks.edu. If you have a Payroll question please contact Pat O'Connell, Payroll Manager at 215-968-8215 or ocConnell@bucks.edu. If you have other questions or concerns about the system please contact Debbie Noble at 215-968-8408 or nobled@bucks.edu.