MyBucks WebAdvisor - Accessing Pay Advices

1. Sign into MyBucks, [https://portal.bucks.edu/](https://portal.bucks.edu/). On the right hand side of MyBucks, click WebAdvisor for Employees, then Employee Profile. Click Pay Advices.

2. Under the Current Year, click on the pay period date you wish to view and/or print. If you wish to see pay advices from the previous year, click on the down arrow next to “Select Other Year”. Click on the preferred year and click the SUBMIT button.
3. A new window will pop up with the selected pay advice. You can return to the main page of MyBucks by clicking the logo in the upper left corner.