How to View Pay Advices on WebAdvisor

1. Log into the Hornet Hive Portal (https://portal.kzoo.edu)
2. Click the WebAdvisor link called Employee Profile
3. Click the Employee Profile link called Pay Advices

4. Click on the Current Year Pay Advice date to review

NOTE: Select Other Year drop-down to view last year’s Pay Advices.
5. Click the blue X or select close window to review additional Pay Advices.
6. Click the Hornet Hive logo to return to the home page