

Instructions for Viewing Your Benefit Deductions through Web Advisor

Log in to MySouthwestern.



Click on the WebAdvisor link. The WebAdvisor login screen will appear, but should go away after a second or two.



Click on the Employees link.



Click on Pay Advices.

#4

User Account	Financial Information
Contact Information	Budget selection Budget summary
Employee Profile	
Position Summary	
Leave Plan Summary	
My Stipends	
Pay Advices ←	
Available W-2 Statements	

Click on the most current pay date.

#5

Pay Advices

If you are missing pay advices from prior years, please contact your payroll office for assistance.

Select Other Year

Current Year
09/25/2009 ←
08/25/2009
07/23/2009
06/25/2009
05/22/2009
04/24/2009
03/25/2009
02/25/2009
01/23/2009

SUBMIT

Sample benefit deductions of a monthly paid employee.

DEDUCTIONS			#6
DESCRIPTION	CURRENT	YEAR TO DATE	
Life Insurance - Option One	5.80	52.20	
University Contribution	-470.00	-4,230.00	
Flexible Spending Account	25.00	225.00	
	BALANCE	75.00	
Basic Med,Emp/Family	757.00	6,813.00	
Group Term Life Insurance	9.03	81.27	
Additional Computer Purchase	63.22	252.88	
	BALANCE	1,011.47	

The “current” column is the pay period deduction amount. To determine what you pay for your health, dental and/or vision insurance, take the pay period amount for those deductions (in this case the employee only has the “Basic” health insurance plan for employee & family) and subtract them from the University’s Contribution. In this example the cost for the health insurance would be \$ 757 - \$470 = \$287.

To determine what the annual amount elected for the flexible spending, take the BALANCE (\$75) and add it to the YEAR TO DATE amount (\$225) = \$300 annual election.

Sample benefit deductions of a bi-weekly paid employee.

DEDUCTIONS			#7
DESCRIPTION	CURRENT	YEAR TO DATE	
Life Insurance - Option One	2.68	50.92	
Group Term Life Insurance	3.06	58.14	
University Contribution	-216.92	-4,121.48	
Basic Med,Emp/Children	228.00	4,332.00	
Tax Sheltered Annuity	75.00	1,425.00	

In this case the employee has the “Basic Health Insurance Plan for Employee & Children”. Take the deduction of \$228 and subtract it from \$216.92 = \$11.08 This amount is paid by the employee bi-weekly.

Close this window by scrolling down to the bottom of the page and click “close window” or click the “x” in the top right corner of the screen.