

# **SAN DIEGO COMMUNITY COLLEGE DISTRICT WEBADVISOR EMPLOYEE SERVICES USER'S GUIDE**

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July 31, 2009  
Version 1

# WEBADVIOSR – EMPLOYEE SERVICES GUIDE

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## INTRODUCTION

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The Employee Services of WebAdvisor is an interactive Web application that enables District Employees to view their individual Human Resources and Payroll information contained in the Colleague database. Through WebAdvisor you may access your personal information in a secure and paperless manner.

**By logging in you may review your individual profile that includes:**

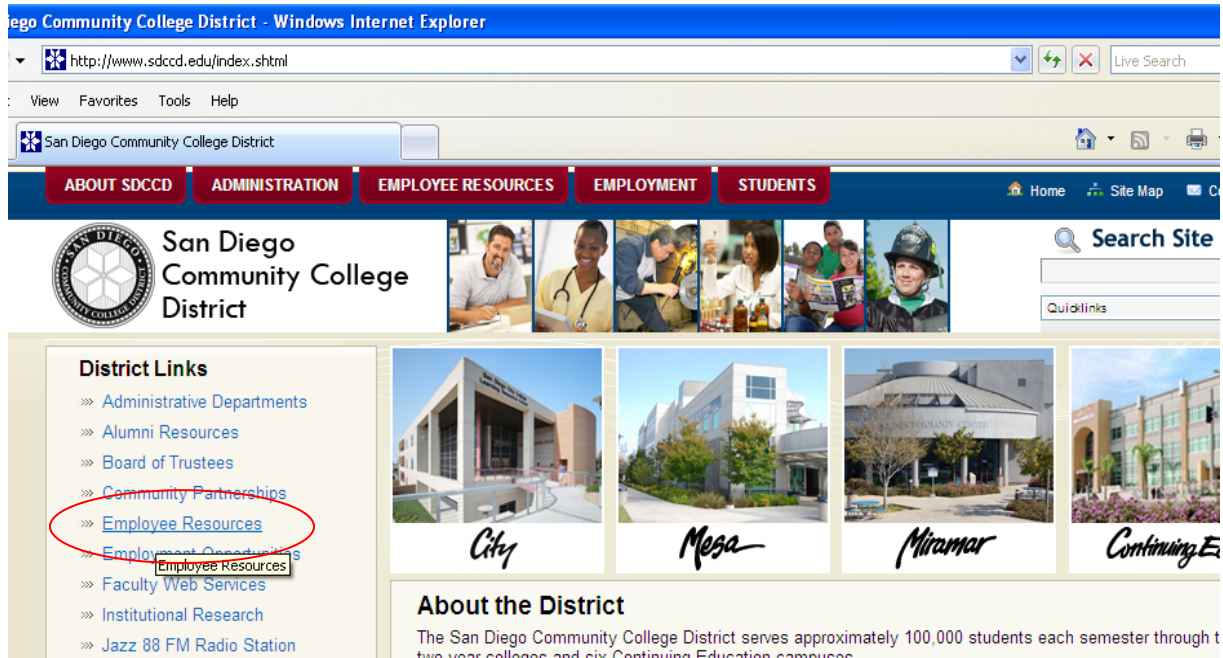
- Pay Advice
- Leave Plan & Balances (as of the prior month)
- Stipends
- Position Summary
- Available W-2
- Total Compensation

The following pages indicate how to use the functions within the Employee Services section of WebAdvisor.

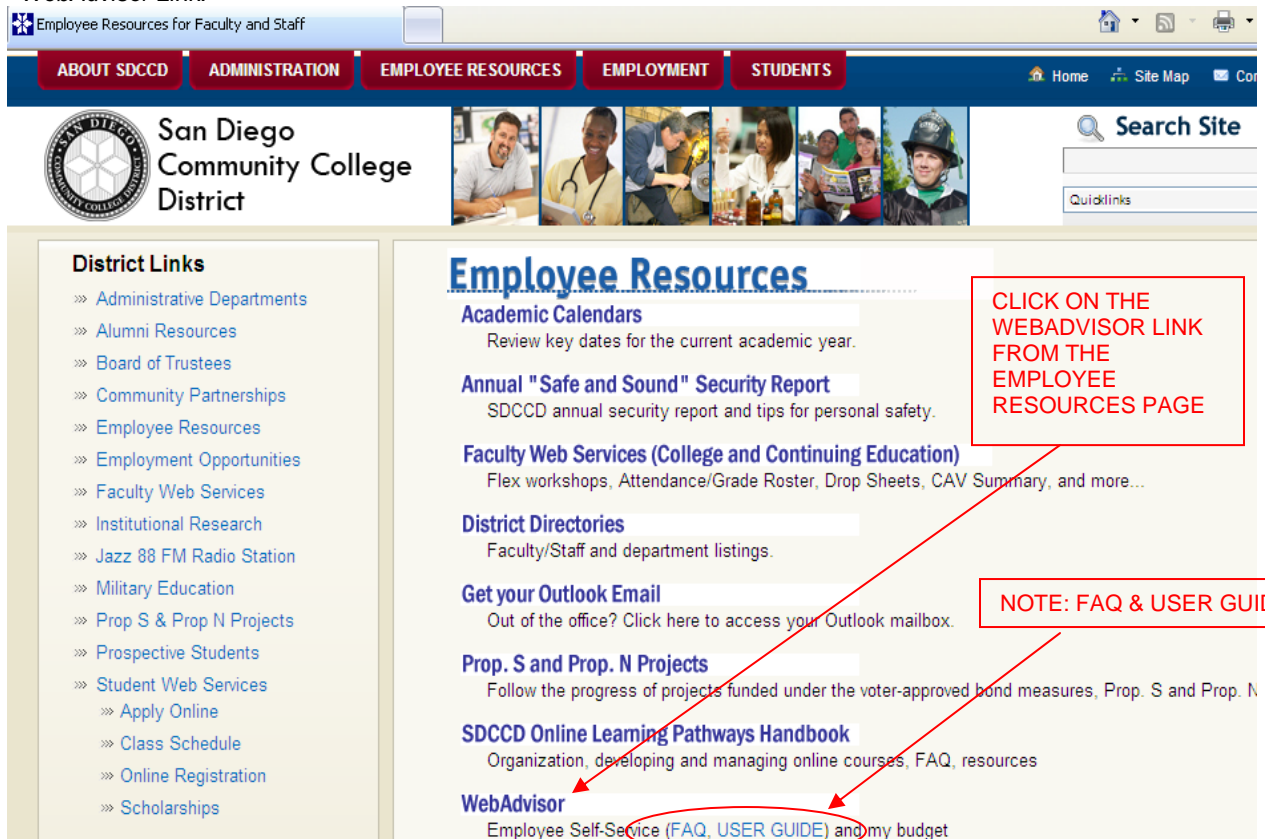
# WEBADVISOR – HUMAN RESOURCES EMPLOYEE SERVICES GUIDE

## Logging In to WebAdvisor

1. To access WebAdvisor, maneuver to the Districts home page <http://www.sdccd.edu> and click on Employee Resources option on the left hand side of the page.

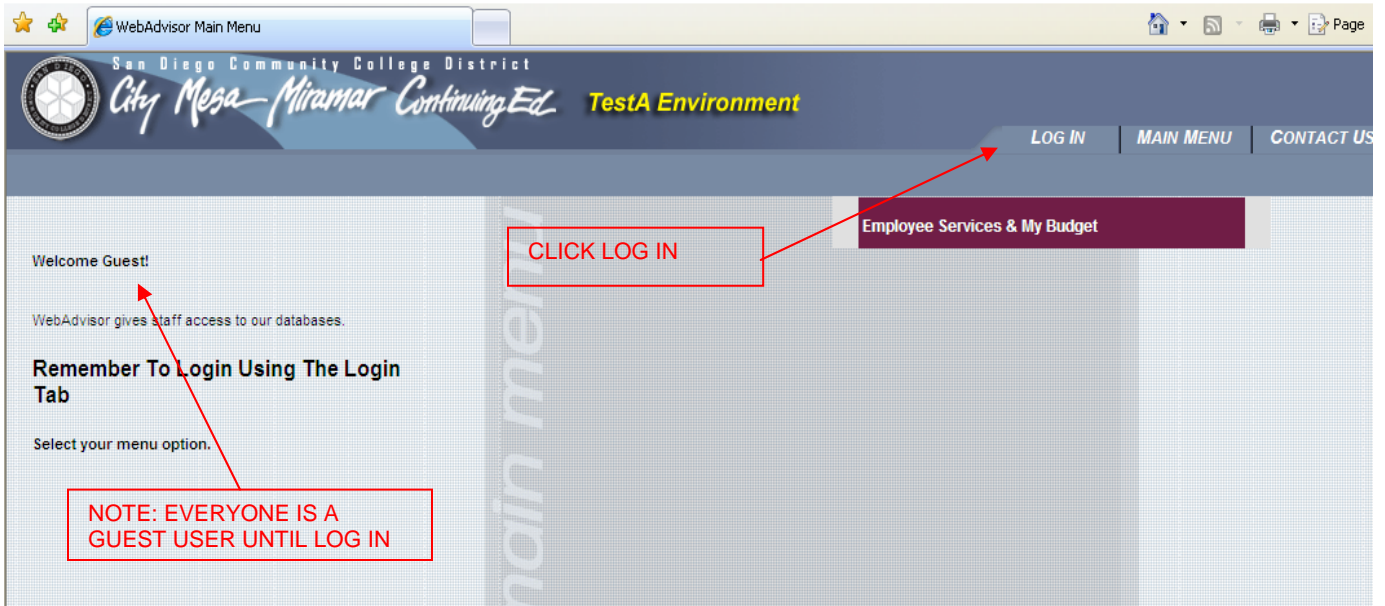


2. Next, click on the WebAdvisor link within the Employee Resources page, located at the bottom of the page. *NOTE: For additional help or questions, click on the Frequently Asked Questions (FAQ) located next to the WebAdvisor Link.*



**Logging In to WebAdvisor – (Continued)**

3. This will take you to the Home Screen for WebAdvisor. To navigate to the log on screen, click on the click 'Log In' from this screen.



4. To log into WebAdvisor, input "sd" followed by your Colleague Employee ID and Password and click submit. *NOTE: If you do not know your User ID or Password, see 4a & 4b below for detailed directions. you may also call payroll at 619-388-6582 to obtain your Colleague Employee ID.*

The screenshot shows the 'Log In' form. The form has a 'User ID' field with the text 'sdEMPLOYID' entered, a 'Password' field with six dots, and a 'Show Hint' checkbox. Below the fields is a 'SUBMIT' button. The form is titled 'Log In' and has a 'Welcome Guest!' message at the top.

4a. What is my User ID?

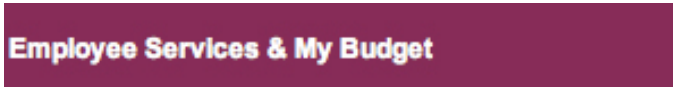
Your User ID will be provided by e-mail from the District Systems Administrator. Your User ID is your Colleague Employee ID, with an **sd** in front of it. (ex sd0123456). Your Colleague Employee ID number is located on your Pay Advice. If you have a 0 before your Colleague Employee ID, you must include the 0 to log on. (ex sd0123456)

**Logging In to WebAdvisor – (Continued)**

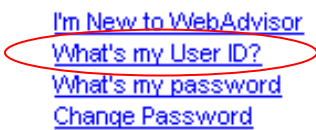
4a. What is my User ID? (Continued)

If you are unable to locate your Colleague Employee ID, follow the steps below:

- Navigate to the WebAdvisor home page. (Number 3 above)
- Click on the “Employee Services – My Budget” tab.



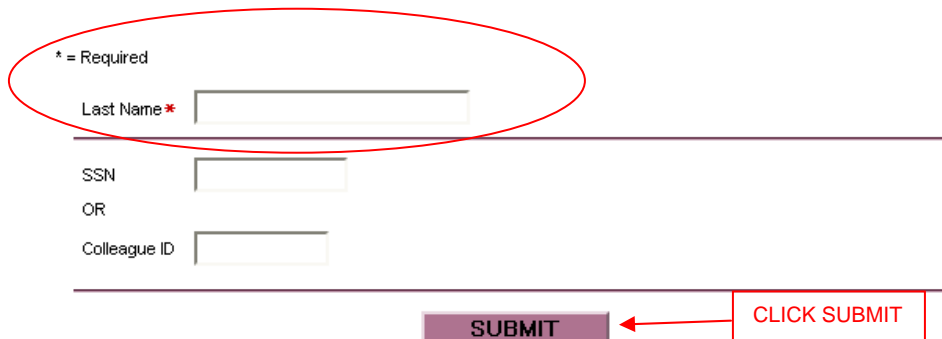
- Click on “What’s my User ID” under the User Account information.



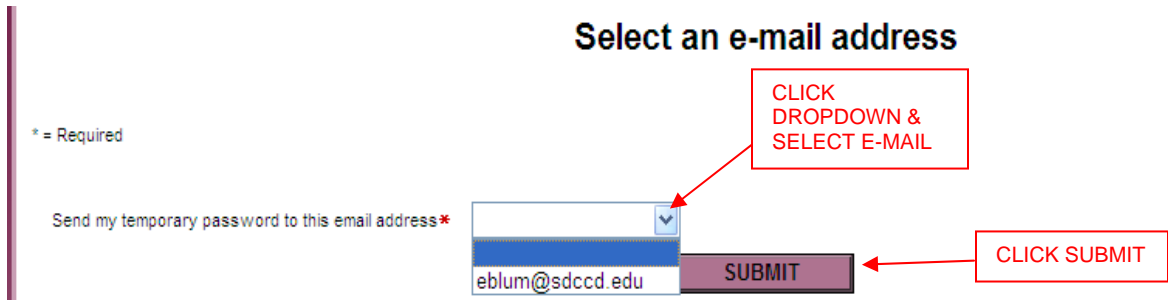
- This takes you to the form below. Fill in Last Name (Required) and either SSN or Colleague ID and click submit.

**What's my User ID?**

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

A form titled "What's my User ID?". It includes a legend "\* = Required" circled in red. The form has three input fields: "Last Name\*" (circled in red), "SSN", and "Colleague ID". Below the fields is a "SUBMIT" button. A red box labeled "CLICK SUBMIT" has an arrow pointing to the "SUBMIT" button.

- Next, verify your e-mail address. Click the drop down menu and select your e-mail address and then click submit.

A form titled "Select an e-mail address". It includes a legend "\* = Required". The form has a label "Send my temporary password to this email address\*" and a dropdown menu with "eblum@sdccd.edu" selected. A "SUBMIT" button is next to the dropdown. A red box labeled "CLICK DROPDOWN & SELECT E-MAIL" has an arrow pointing to the dropdown menu. Another red box labeled "CLICK SUBMIT" has an arrow pointing to the "SUBMIT" button.

- Finally, you will receive an e-mail from datatel@sdccd.edu with a temporary log in and instructions.
- Or call the Help Desk at 619-388-7000.

**Logging In to WebAdvisor – (Continued)**

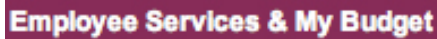
4b. What is my Password? Can I change my password?

**First Time User:**

Your password will be your **6 digit birth date, in MMDDYY** format, without dashes. You will be asked to **change your initial password, to a 6 to 9 numerical and character mix**. Simply follow the on-screen instructions.


If you forget your password after your initial log in to WebAdvisor or your 6 digit birth date does not work, your password can be accessed by simply clicking on “What’s my password” from the User Account section.

- Navigate to the WebAdvisor home page. (Number 3 above)
- Click on the “Employee Services – My Budget” tab.



Employee Services & My Budget

- Click on “What’s my password” under the User Account section.
  - Note: To change your current password click “Change Password” and follow on screen directions.



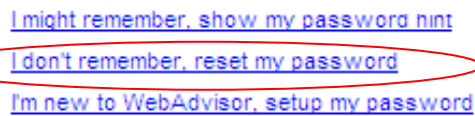
User Account



[I'm New to WebAdvisor](#)  
[What's my User ID?](#)  
[What's my password](#)  
[Change Password](#)

- After selecting “What’s my Password” you may select one of the 3 options listed below. If you do not remember your password or are struggling to log in with your 6 digit birth date when logging in for the first time select the second option below to reset your password.

**What's my password**



[I might remember, show my password hint](#)  
[I don't remember, reset my password](#)  
[I'm new to WebAdvisor, setup my password](#)

- This will navigate you to the Reset my password form below to fill out and submit. (Note: If using your Colleague ID to reset your password, do not use “sd” before the 7 digit number.)

**Reset my password**

In order to retrieve your User ID you must fill in your last name and one of the two additional identifying numbers.

\* = Required

Last Name\*

SSN

OR

Colleague ID

SUBMIT

CLICK SUBMIT

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## 4b. What is my Password? Can I change my password? (Continued)

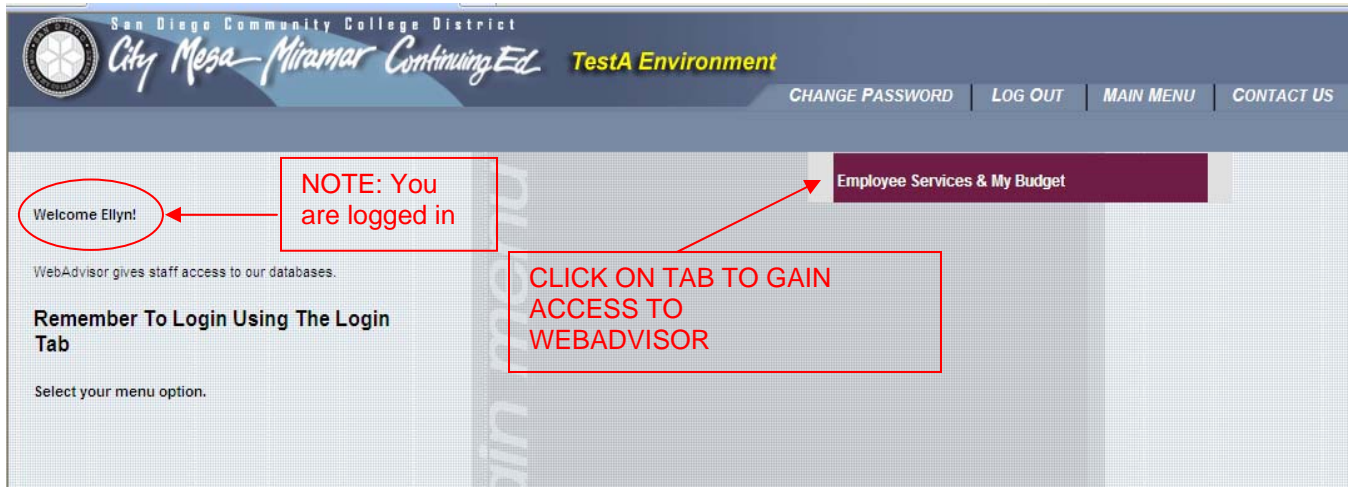
- Next, verify your e-mail address. Click the drop down menu and select your e-mail address and then click submit.

The screenshot shows a form titled "Select an e-mail address". It includes a dropdown menu with "eblum@sdccd.edu" selected and a "SUBMIT" button. Annotations include: "Select an e-mail address" at the top, "CLICK DROPDOWN & SELECT E-MAIL" pointing to the dropdown, and "CLICK SUBMIT" pointing to the button. A note on the left says "\* = Required" and "Send my temporary password to this email address\*".

- Finally, you will receive an e-mail from datatel@sdccd.edu with a temporary log in and instructions.
- Or call the Help Desk at 619-388-7000.

## Employees Main Menu

1. The user has now returned to the main entry page for web-advisor. Click on Employee Services – My Budget tab. (NOTE: your name showing you are now logged in.)



2. Depending on access, the user can now select 6 different options under the Employee Profile on the home screen, from the left-hand side of the screen: 1-Position Summary; 2- Leave Plan Summary; 3 – My Stipends; 4 – Total Compensation; 5 – Pay Advices; 6 – Available W-2 Statements – The following pages will reflect a screen shots and functionality of each option.



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**Position Summary**

This screen will list the positions that you have in Colleague. – NOTE: If you have hourly or adjunct overload assignments they will also be listed here. To navigate to the previous screen, click Employees Menu or OK to return to menu options.

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU

EMPLOYEES

### Position Summary

NOTE: Click OK or Employees Menu to return to menu options.

PRIMARY POSITION GRADE/STEP: 7 / 1

Positions Held	Start Date	End Date	Position Title	Primary	FTE
	01/01/09		Sr Clerical Assistant	Y	1.000
	10/12/00	12/31/08	Clerical Assistant	N	1.000

OK

**Leave Plan Summary**

This screen will list your Leave Plans that you have on record and your current balance in those plans. Remember, the payroll office reports leave taken a month in arrears. To navigate to the previous screen, click Employees Menu or OK to return to menu options.

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | C

EMPLOYEES

### Leave Plan Summary

NOTE: Click Employees Menu or OK to return to menu options.

Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
BEVL	Bereavement Leave	01/01/08	0.0000	0.00	0.00	-24.00
SPVA	Supervisory Vacation	06/30/06	16.6700		400.00	195.92
SPSL	Supervisory Sick Leave	06/30/06	8.0000			65.75
EXSL	Excess Sick Leave (excess Vac)	06/30/06	0.0000			0.00
COMP	Compensatory Time	06/30/06	0.0000			0.00

OK

**My Stipends**

If you receive stipends as part of your pay you will see any current stipends, as well as a 12-month history. If you do not receive any stipends, this screen will be blank. To navigate to the previous screen, click Employees Menu or OK to return to menu options.

CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU

EMPLOYEES

### My Stipends

NOTE: Click Employees Menu or OK to return to menu options.

Start Date	End Date	Description	Amount	Payments Made	Total Payments	Course Section Assignment
01/01/09	01/31/09	Auto/Membership	43.00	1	1	
01/01/09		Out of Class	255.00	N/A	On-going	
01/01/09		Shift - 2%	108.52	N/A	On-going	
08/01/08	12/31/08	1% Shift Pay	54.26	N/A	On-going	
07/01/08	07/31/08	2% Shift Pay	108.52	N/A	On-going	

**OK**

**Total Compensation**

The Total Compensation provides an estimated annual total compensation and is the only screen that is interactive in the Employee Services of WebAdvisor. This screen displays your annual salary, along with the Employer Cost and your Employee Cost for your taxes and benefits. This screen does not affect the main HR database, however, if you would like to enter an Estimated Annual Pay amount that is different that what you currently see on this screen you may enter it here. – Click on the submit button and all the annual employer and employee cost amounts will adjust to your newly entered Estimated Annual Pay. – Note: To exit this screen successfully you must click on the Employees Menu option located at the right hand corner. There is not an “ok” button on this screen.

### Total Compensation

NOTE: Click Employees Menu to return to the previous screen.

Enter Estimated Annual Pay

Enter Estimated Annual Pay. ~ NOTE: This screen is interactive and does NOT affect the HR Database.

Benefits/Deductions	Employer Cost	Employee Cost
Delta Dental 2000 Composite	1,239.84	0.00
City Clg Foundation		0.00
United Way/Chad		300.00
Long Term Disability	183.60	0.00
Prudential Ins. \$100,000	271.20	0.00
Kaiser Composite	8,494.44	0.00
PERS Retirement Shared	6,138.76	4,557.84
PERS Spec Comp Shared		0.00
Vision Services Plan Composite	177.00	0.00
Workers Comp California	651.12	0.00
<b>Benefit Total Value</b>	<b>17,155.96</b>	<b>4,857.84</b>

Tax Benefits	Employer Cost	Employee Cost
Medicare Tax	944.29	944.29
Social Security Tax	4,037.66	4,037.66
Federal Withholding Single		17,575.15
California Withholding Single		5,395.46
California Unemployment Ins	19.53	
<b>Tax Total Value</b>	<b>5,001.48</b>	<b>27,952.56</b>

Stipends	Amount
Out of Class	255.00
Shift - 2%	108.52
<b>Stipend Total Value</b>	<b>363.52</b>

**Other Benefits**

Text line 1  
This is line 2  
This is line 3  
Line 4  
Yes, line 5

Click Submit

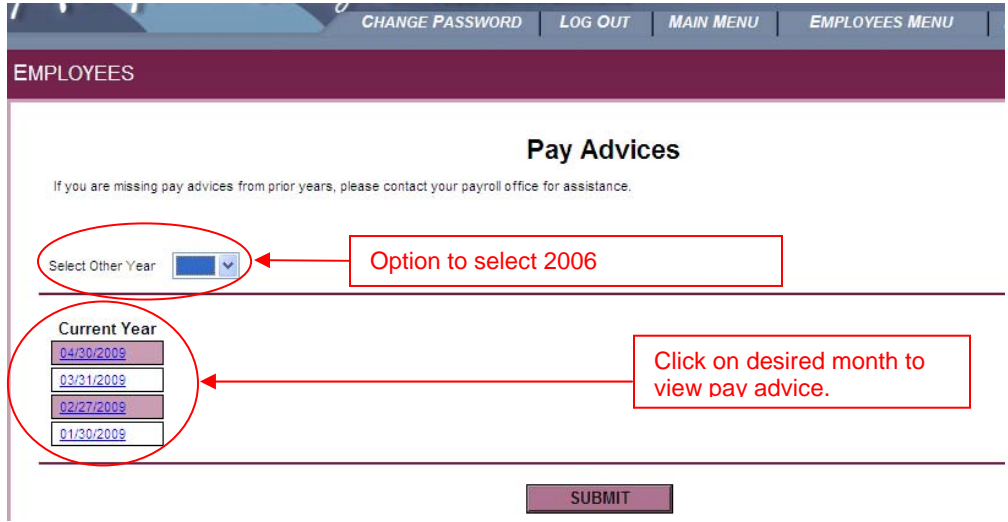
Total Compensation Value (Stipends Excluded) 87,269.44

**SUBMIT**

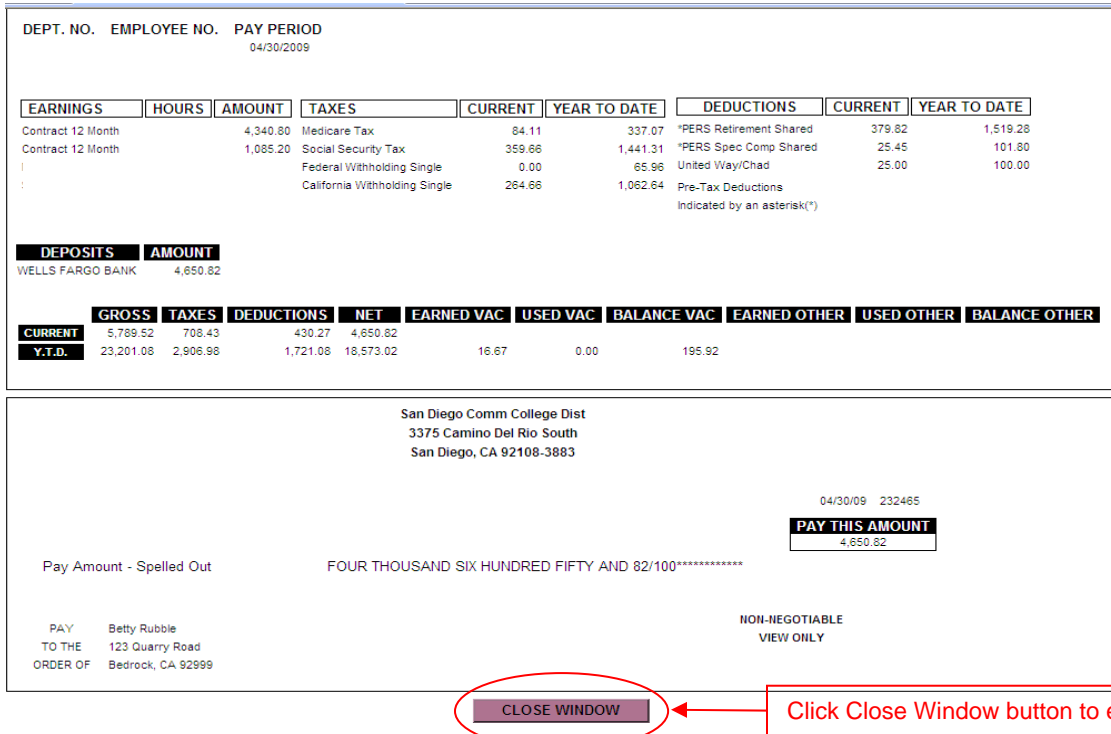
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**Pay Advices**

- All of your pay advices will be listed here by month ending pay date. They are available at 12:01 a.m. on payday. The most current calendar year will be listed on the screen first. Click the desired month to view your Pay Advice. To select prior years, use the drop down menu and select the year and click the submit button at the bottom of the screen. Pay Advices are available back to July 1, 2006 through this screen.

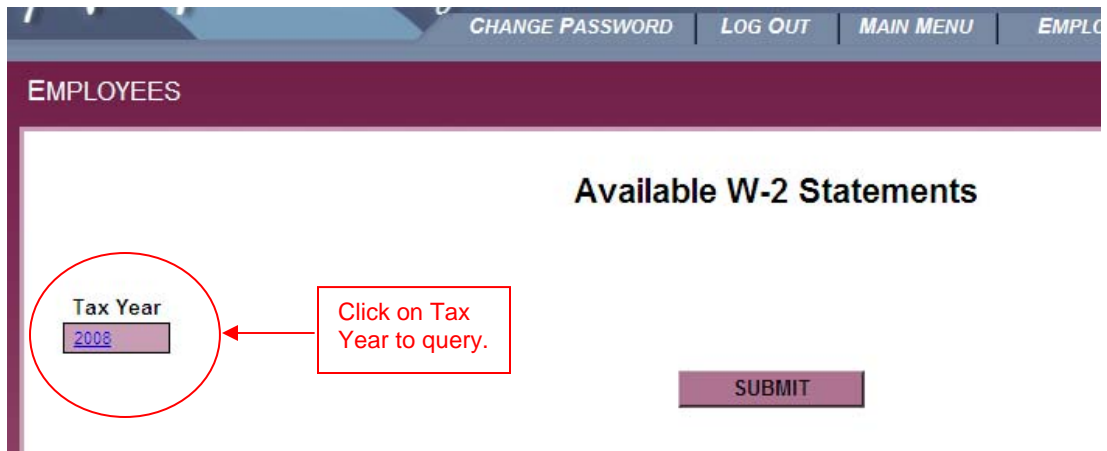


- This is what your pay advice will look like. Be sure to click on the close window to exit the screen properly. Under the deductions column, if you have pre-tax deductions, these are now indicated by an asterisk (\*).

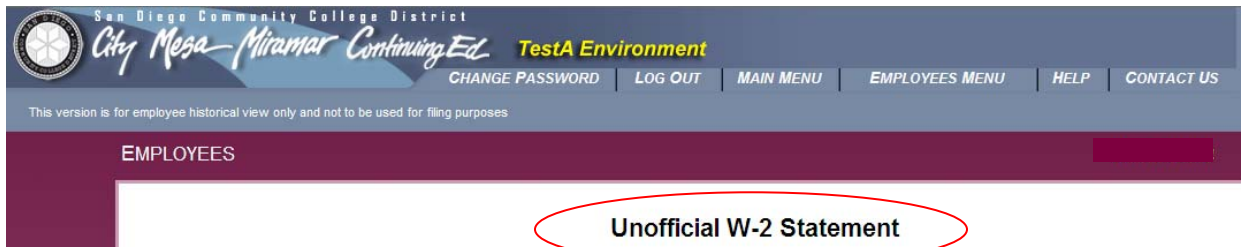


**W-2's**

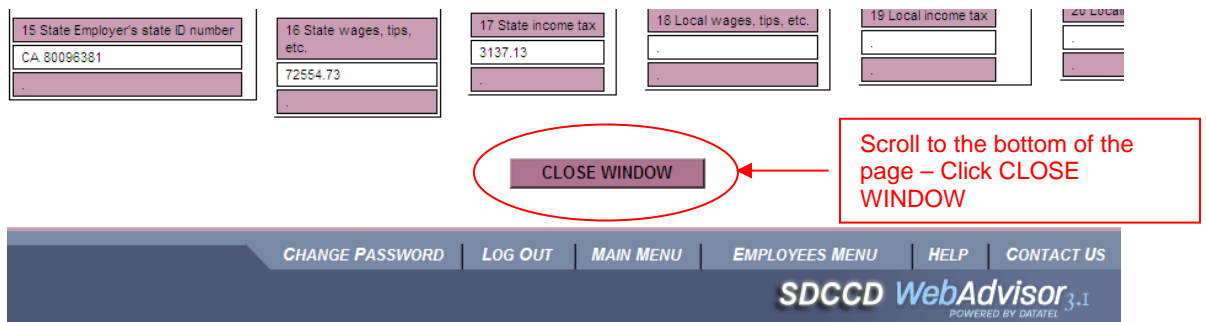
1. Example of W-2 Statements. – Click on Tax year to view W-2 Statement.  
(Currently only 2008 and forward available)



2. After you click on the Tax Year, an additional session window will open, with the requested year W-2 statement information. Please note that this is an Unofficial W-2 statement and this may not be used for tax filing purposes. At the end of the calendar year, your official W-2 copy will continue be mailed to your home address of record as it has in the past years. For an additional official copy of your W-2, please contact the payroll office at 619-388-6582.



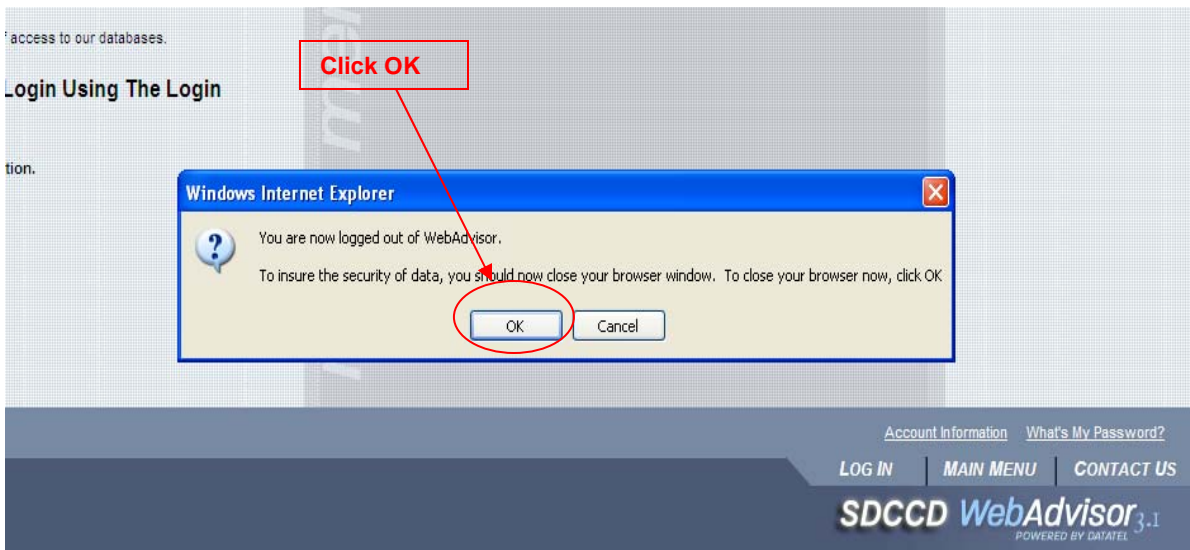
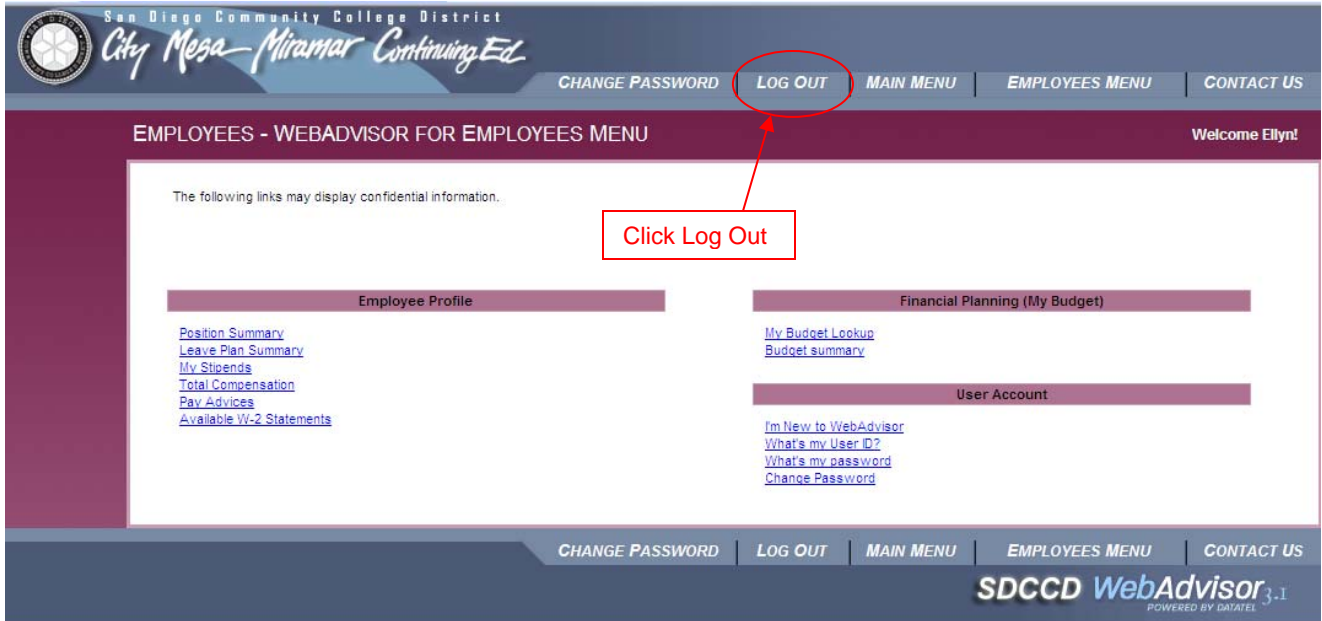
3. After you have finished viewing your W-2, you MUST scroll to the bottom of the statement and **click** on **CLOSE WINDOW** for your security.



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## Logging Out

The most important step is to **LOG OUT completely**. This is accomplished by clicking on the LOG OUT button at the top of any of the screens. Also, the web browser will ask you to close the internet session completely by clicking ok.



If you have any questions regarding your HR data please, Pay Advice or W-2 please contact payroll at 619-388-6582.

For Technical help with your Account or Password call the IT Help Desk: **(619) 388-7000**.