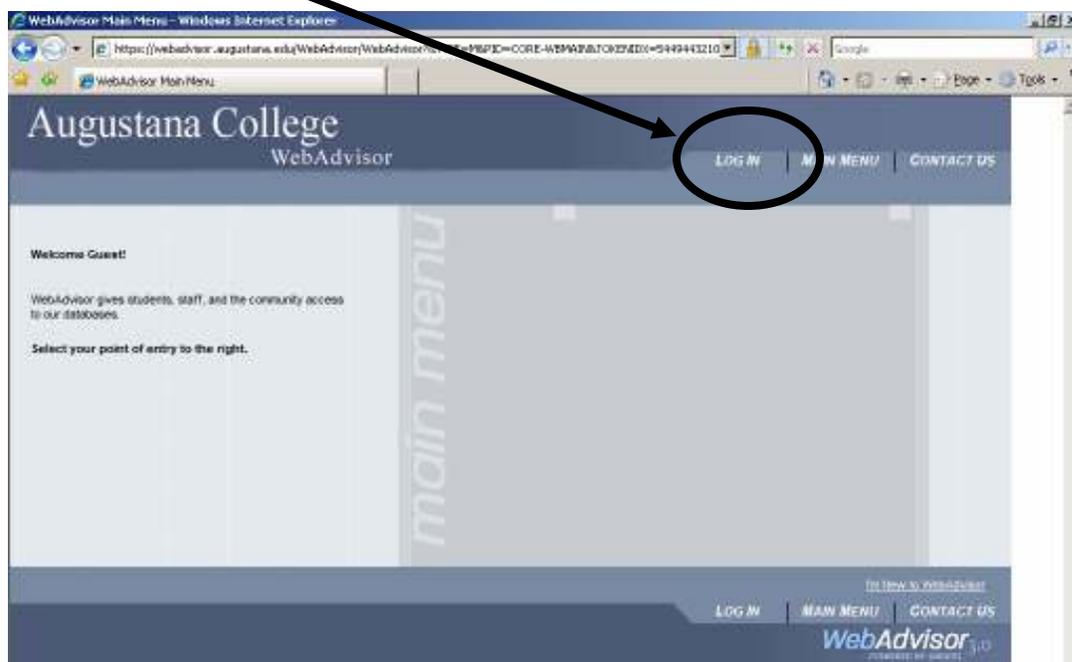


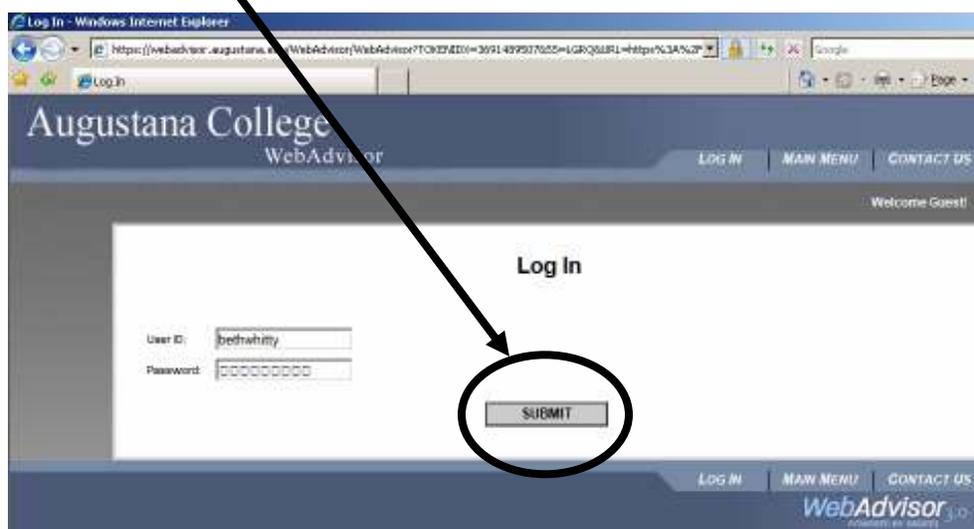
How to Log Into WebAdvisor

1. Open Internet Explorer by going to **Start – Programs – Internet Explorer**
2. In the address bar, type in <https://webadvisor.augustana.edu>
3. Click on **Log In**



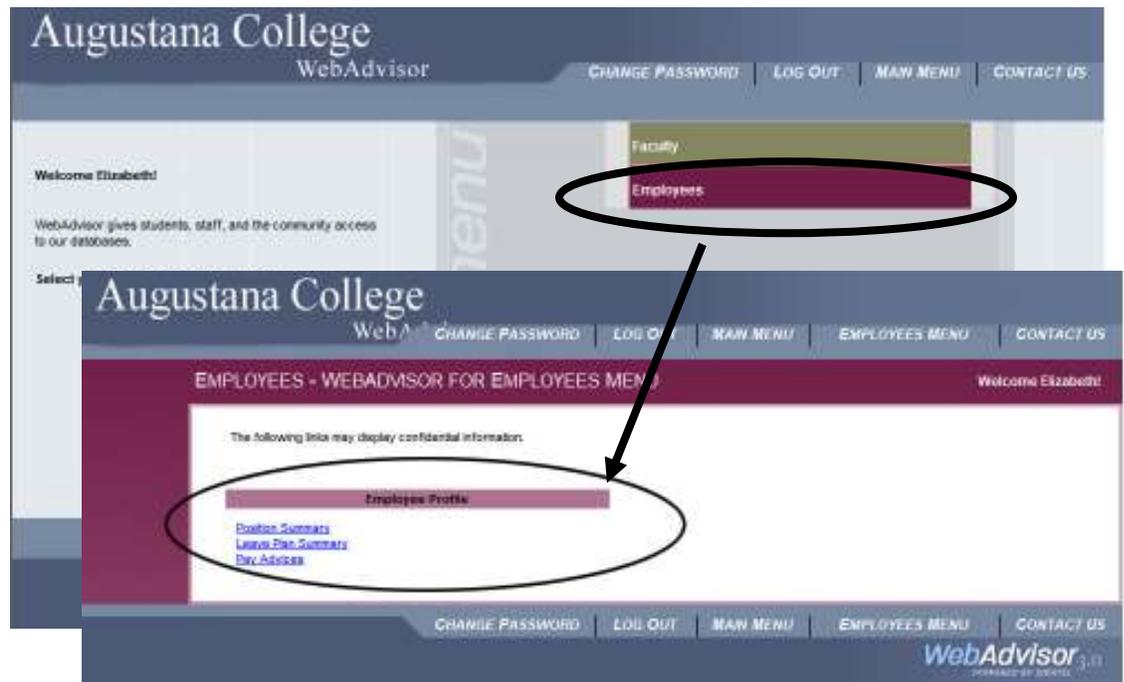
Your username is the same username you use to log onto the Augie Network (FirstnameLastname) and your password will be the last 6 digits of your Social Security Number. The first time you log in it will prompt you to change your password to whatever you want. The password must be **6-9 characters** and include at least **1 number**.

4. Type in your **username** for the **User ID** and **password**.
5. Click **Submit**

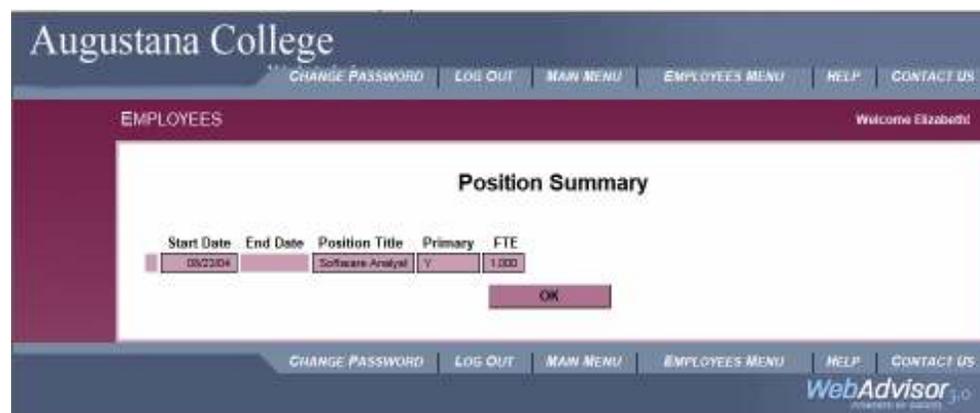


How to Navigate the Menus

1. Click on **Employees**. This will take you to the WebAdvisor for Employees Menu



2. The area that we will be working with in this manual is **Employee Profile**. Click on a link to view it's information. For example click on **Position Summary** to get a description of your current position plus your start date.
3. Click **OK** to get back to the **Employee Profile** list.



- To view your time benefits (vacation, sick and personal time) click on the **Leave Plan Summary** link.

Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
VACH	Vacation-Hourly	10/01/06	0.0577	240.00	240.00	97.44
SICK	Sick Leave	01/12/98	0.0500	1144.00	1,040.00	581.50
PERS	Personal Leave Plan	01/12/98	0.0117	24.00	8.00	2.09

OK

- Leave Allowed Date:** The date that you can start accruing vacation, sick or personal time.
- Accrual Rate:** This is the amount accrued for every eligible hour paid. Eligible hours include regular hours (non-overtime) worked; holiday; sick leave, vacation hours, and personal hours used; funeral hours; jury duty hours used. 40 hours per week is the maximum number of hours used to accrue benefits. The accrual rate for vacation hours increases based on the number of years worked. Accrual rates for sick and personal leave do not change.
- Accrual Limit:** This the maximum amount that will accrue. If an employee reaches the maximum then he/she will not accrue any additional amounts until hours are used and the amount of the “Current Balance” is reduced below the Accrual Limit.
- Maximum Carryover:** This is the amount of the maximum number of hours that will carryover from one academic year to the new academic year (usually September 1 is the date used to compute carryover)
- Current Balance:** This is the amount of hours that you have not used.

5. Click **OK** to go back to the **Employee Profile** list.

How to Log out of WebAdvisor

1. In any screen click on **Log Out**



2. The following screen will appear - click **OK**



This will log you out of WebAdvisor and close Internet Explorer. If you are using an email kiosk it will close the window and reopen a new window with the Webmail Log in screen.