

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

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November 2014  
Version 3

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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.

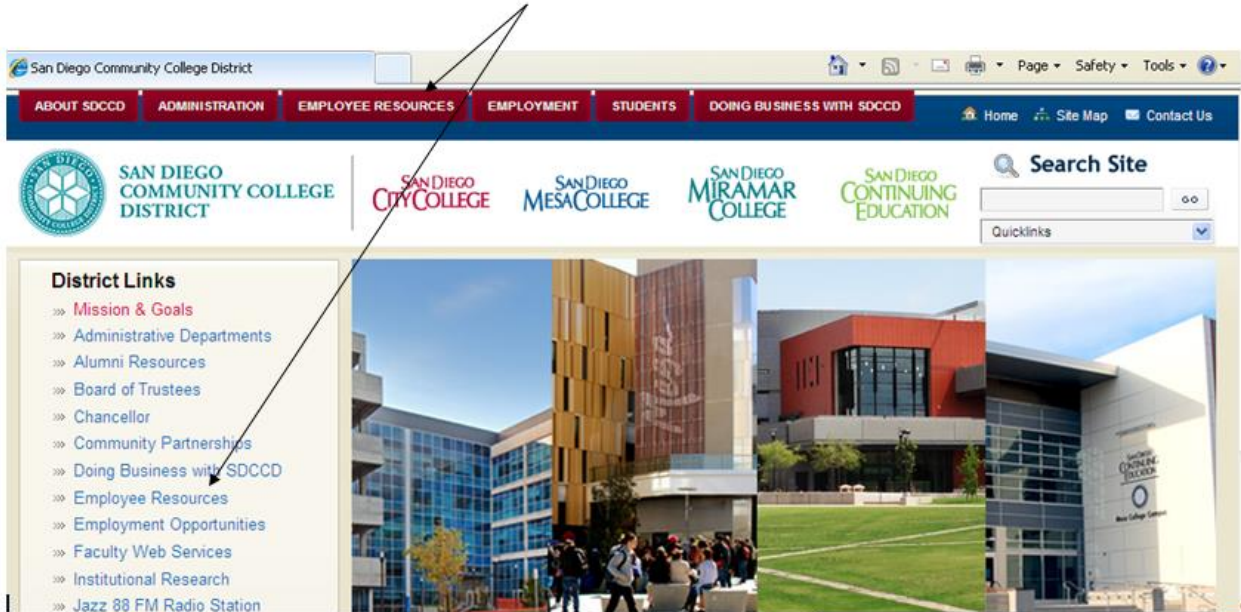
**By logging in, you may review your individual profile that includes:**

- Paychecks/Pay Advices
- Leave Plan Summary (balances as of the prior month)
- Stipends
- Position Summary
- W-2's Statements
- W-2's Electronic Consent
- Total Compensation

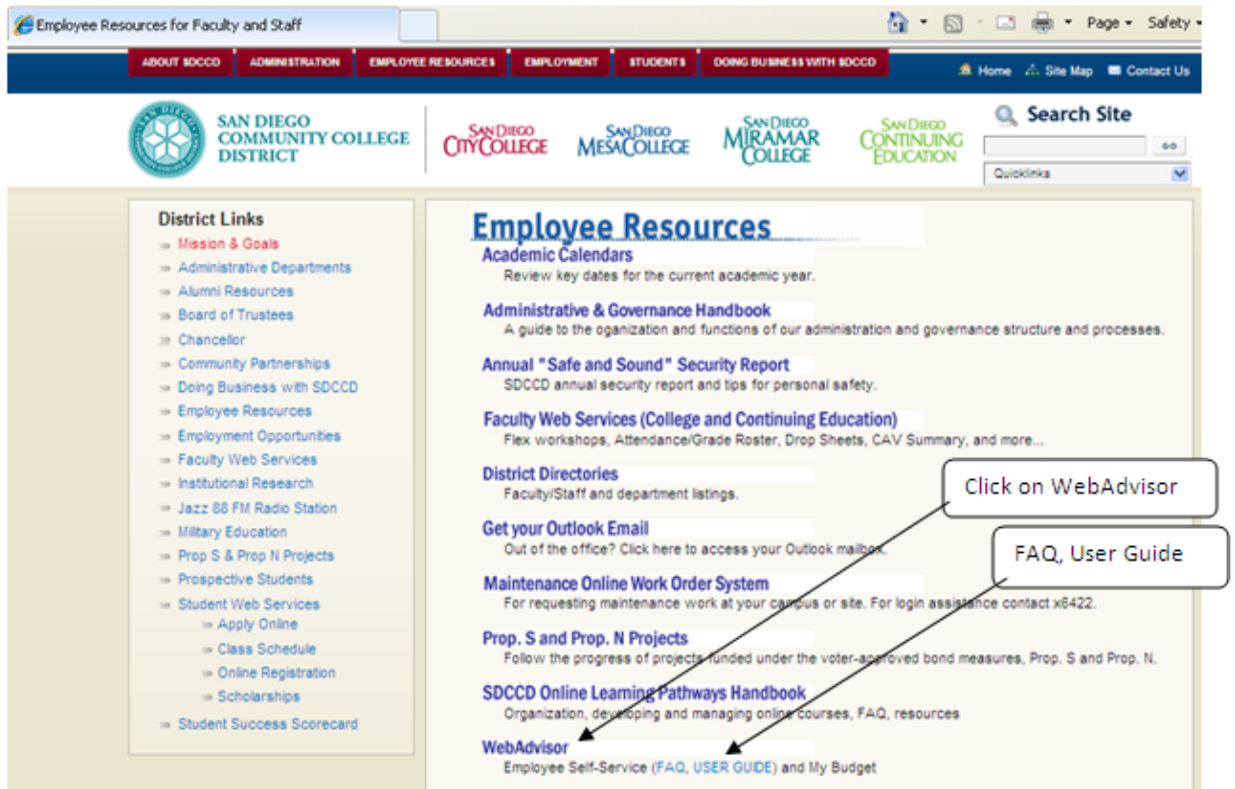
The following pages indicate how to use the functions within the Employee Services section of WebAdvisor.

## Logging into WebAdvisor

1. To access WebAdvisor, navigate to the District's home page <http://www.sdccd.edu> and click on Employee Resources from either the left menu bar or the red button at the top.



2. Next, click on the WebAdvisor link on the Employee Resources page, located at the bottom of the page. NOTE: For additional help or questions/answers, click on Frequently Asked Questions (FAQ) or User Guide.



# WEBADVISOR – HUMAN RESOURCES EMPLOYEE SERVICES GUIDE

3. The home screen of WebAdvisor will display. To navigate to the log on screen, click on 'Log In'.



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.*

### a. What is my User ID?

Your User ID will be provided by email from the District Systems Administrator. Your User ID is your Colleague Employee ID, with an **sd** in front of it. (example: 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. (example: sd0123456)

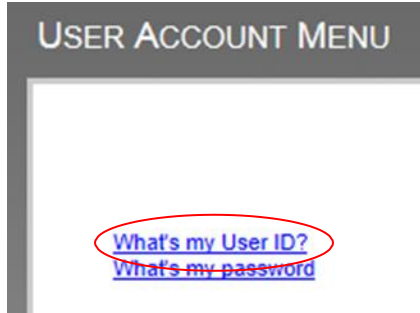
**First Time User:**

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 “Account Information” link.



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



- 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 screenshot of a web form titled 'What's my User ID?'. It includes a legend '\* = Required'. The 'Last Name \*' field is circled in red. Below it are fields for 'SSN' and 'Colleague ID', separated by 'OR'. A 'SUBMIT' button is at the bottom, with a red box labeled 'CLICK SUBMIT' and an arrow pointing to it.

- Next, you should see your assigned User ID number.



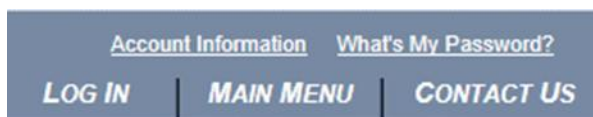
b. **What is my Password? Can I change my password?**

**First Time User:**

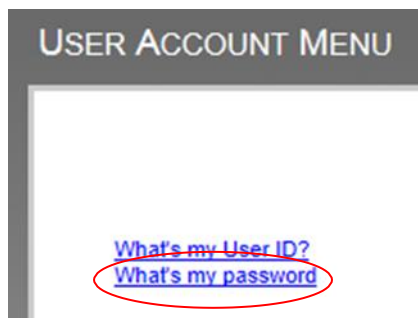
Your password will be your **6 digit birth date, in MMDDYY** format, without dashes. You will be asked to **change your initial password, to a 6 to 9 numerical and character mix**. Simply follow the on-screen instructions.

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 Menu.

- Navigate to the WebAdvisor home page. (Number 3 above)
- Click on the “Account Information” link.

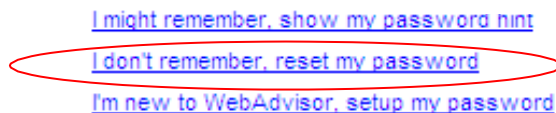


- Click on “What’s my password” under the User Account section.  
Note: To change your current password click “Change Password” and follow on screen directions.



- 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**



c. **Reset 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

---

CLICK SUBMIT

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

**Select an e-mail address**

\* = Required

Send my temporary password to this email address\*

CLICK SUBMIT

CLICK DROPDOWN & SELECT EMAIL

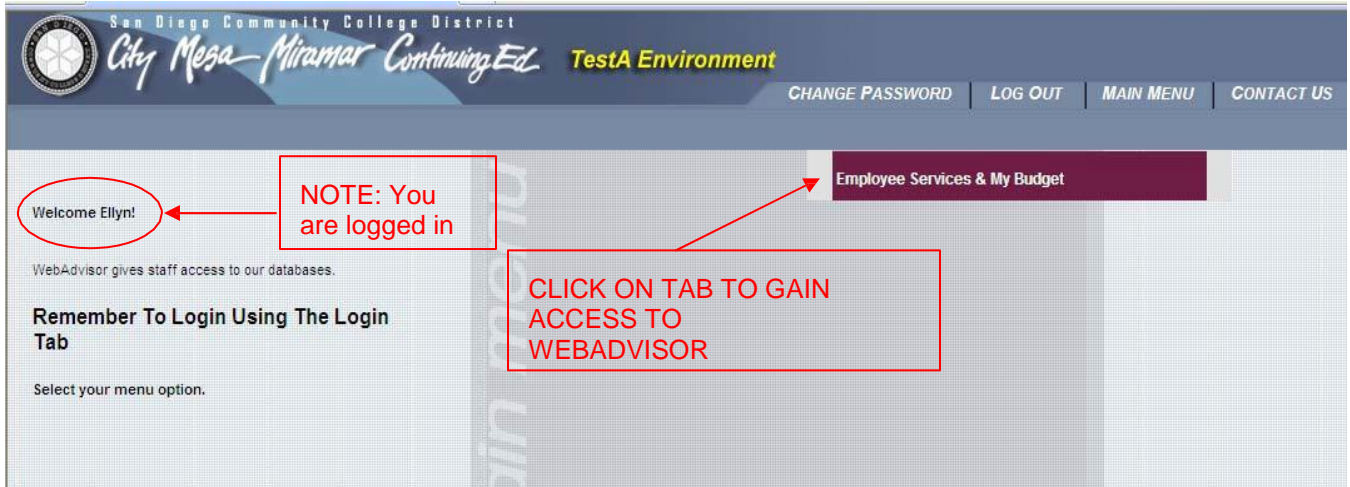
- Finally, you will receive an email from datatel@sdccd.edu with a temporary log in and instructions.
- Or call the Help Desk at 619-388-7000.



## Navigation through WebAdvisor Employee Services

### a. Employees Main Menu

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



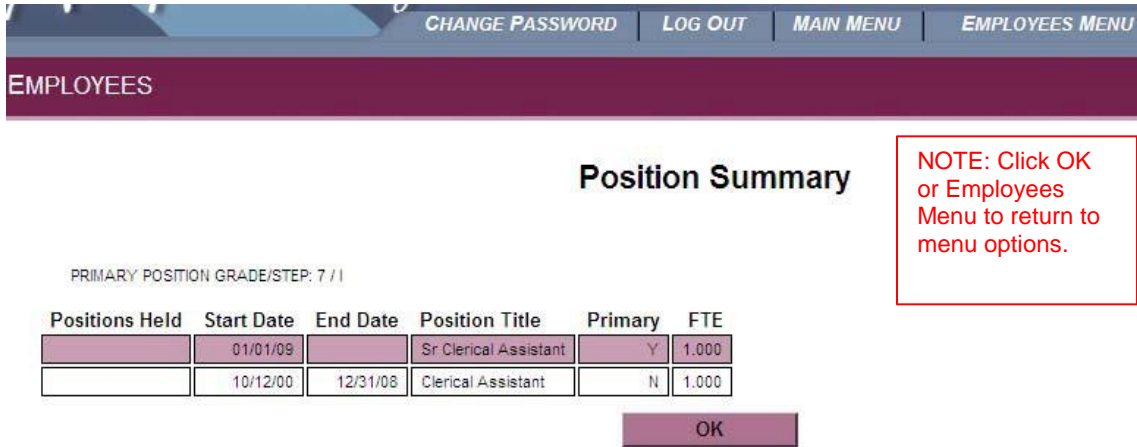
2. Depending on access, the user can now select 7 different options under the Employee Profile on the home screen, from the left-hand side of the screen: 1 - Position Summary; 2 - Leave Plan Summary; 3 – Total Compensation; 4 – W-2 Electronic Consent; 5 – W-2 Statements; 6 – My Stipends; 7 – My Paychecks/Pay Advices – The following pages will reflect a screen shots and functionality of each option.



WEBADVISOR – HUMAN RESOURCES  
EMPLOYEE SERVICES GUIDE

b. **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

PRIMARY POSITION GRADE/STEP: 7 / 1

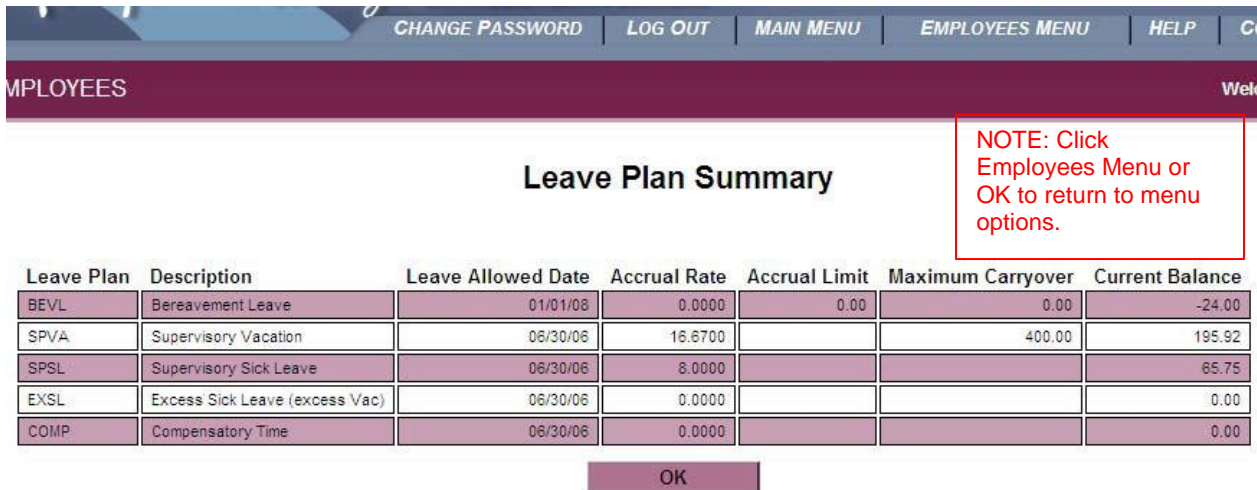
| Positions Held | Start Date | End Date | Position Title        | Primary | FTE   |
|----------------|------------|----------|-----------------------|---------|-------|
|                | 01/01/09   |          | Sr Clerical Assistant | Y       | 1.000 |
|                | 10/12/00   | 12/31/08 | Clerical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

OK

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

c. **Leave Plan Summary**

This screen will list the Leave Plans you have on record and your current balance in each of 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

| 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           | 06/30/08           | 16.6700      |               | 400.00            | 195.92          |
| SPSL       | Supervisory Sick Leave         | 06/30/08           | 8.0000       |               |                   | 65.75           |
| EXSL       | Excess Sick Leave (excess Vac) | 06/30/08           | 0.0000       |               |                   | 0.00            |
| COMP       | Compensatory Time              | 06/30/08           | 0.0000       |               |                   | 0.00            |

OK

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

d. **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.

**My Stipends**

| Start Date | End Date | Description    | Amount | Payments Made | Total Payments | Course Section Assignment |
|------------|----------|----------------|--------|---------------|----------------|---------------------------|
| 01/01/09   | 01/31/09 | AutoMembership | 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       |                           |

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

OK

e. **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 than 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**

Enter Estimated Annual Pay:

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

| 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          |
| Benefit Total Value            | 17,155.96     | 4,857.84      |

| 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 |               | 5,395.48      |
| California Unemployment Ins   | 19.53         |               |
| Tax Total Value               | 5,001.48      | 27,952.56     |

| Stipends            | Amount |
|---------------------|--------|
| Out of Class        | 255.00 |
| Shift - 2%          | 108.52 |
| Stipend Total Value | 363.52 |

Other Benefits

Text line 1

This is line 2

This is line 3

Line 4

Yes, line 5

Click Submit

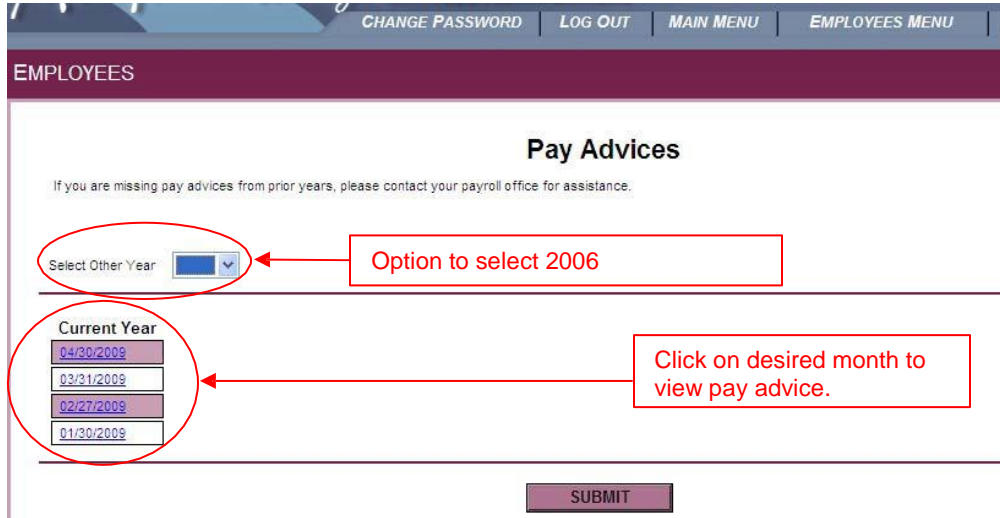
Enter Estimated Annual Pay. ~ NOTE: This screen is interactive and does NOT affect the HR Database.

Total Compensation Value (Stipends Excluded) 87,269.44

SUBMIT

f. **My Paychecks / Pay Advices**

- All of your paychecks and 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 arrow and select the year and click the submit button at the bottom of the screen. Pay Advices are available back to July 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 (\*).

| DEPT. NO.                   |           | EMPLOYEE NO. |                               | PAY PERIOD |              |                         |              |              |               |
|-----------------------------|-----------|--------------|-------------------------------|------------|--------------|-------------------------|--------------|--------------|---------------|
|                             |           |              |                               | 04/30/2009 |              |                         |              |              |               |
| EARNINGS                    | HOURS     | AMOUNT       | TAXES                         | CURRENT    | YEAR TO DATE | DEDUCTIONS              | CURRENT      | YEAR TO DATE |               |
| Contract 12 Month           |           | 4,340.80     | Medicare Tax                  | 84.11      | 337.07       | *PERS Retirement Shared | 379.82       | 1,519.28     |               |
| Contract 12 Month           |           | 1,085.20     | Social Security Tax           | 359.66     | 1,441.31     | *PERS Spec Comp Shared  | 25.45        | 101.80       |               |
|                             |           |              | Federal Withholding Single    | 0.00       | 65.96        | United Way/Chad         | 25.00        | 100.00       |               |
|                             |           |              | California Withholding Single | 264.66     | 1,062.64     | Pre-Tax Deductions      |              |              |               |
| Indicated by an asterisk(*) |           |              |                               |            |              |                         |              |              |               |
| DEPOSITS                    |           | AMOUNT       |                               |            |              |                         |              |              |               |
| WELLS FARGO BANK            |           | 4,650.82     |                               |            |              |                         |              |              |               |
| GROSS                       | TAXES     | DEDUCTIONS   | NET                           | EARNED VAC | USED VAC     | BALANCE VAC             | EARNED OTHER | USED OTHER   | BALANCE OTHER |
| CURRENT                     | 5,789.52  | 708.43       | 430.27                        | 4,650.82   |              |                         |              |              |               |
| Y.T.D.                      | 23,201.08 | 2,906.98     | 1,721.08                      | 18,573.02  | 16.67        | 0.00                    | 195.92       |              |               |

|                             |  |   |  |                          |  |
|-----------------------------|--|---|--|--------------------------|--|
| San Diego Comm College Dist |  | 3375 Camino Del Rio South                       |  | San Diego, CA 92108-3883 |  |
|                             |  |   |  | 04/30/09 232465          |  |
|                             |  |   |  | <b>PAY THIS AMOUNT</b>   |  |
|                             |  |   |  | 4,650.82                 |  |
| Pay Amount - Spelled Out    |  | FOUR THOUSAND SIX HUNDRED FIFTY AND 82/100***** |  |                          |  |
| PAY TO THE ORDER OF         |  | Betty Rubble                                    |  | NON-NEGOTIABLE VIEW ONLY |  |
|                             |  | 123 Quarry Road                                 |  |                          |  |
|                             |  | Bedrock, CA 92999                               |  |                          |  |



g. **W-2 Electronic Consent & W-2 Statements**

1. If you haven't already done so, select W-2 Electronic Consent in the Employee Profile section and select the top radio button to "opt-in" to receive your official W-2 in electronic format and you can access your W-2's anytime. See below highlighted selection.

Employee Profile

W-2 Electronic Consent

|                                  |  |
|----------------------------------|--|
| <input checked="" type="radio"/> | By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior (as of 2011), current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent. |
| <input type="radio"/>            | I choose to withhold my consent and understand that by doing so I will not receive my official W-2 in electronic format. I also understand that by withholding my consent, I will not have access to prior or future W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.  |

SUBMIT

2. Example of W-2 Statements. – Click on Tax year to view W-2 Statement.  
(Currently only 2011 and forward available)

EMPLOYEES

W-2 Statements

| Tax Year             | Notation |
|----------------------|----------|
| <a href="#">2012</a> |          |
| <a href="#">2011</a> |          |

**Electronic W-2 Consent History**

|                                     |
|-------------------------------------|
| 11/29/12 10:29:11AM - Consent Given |
|-------------------------------------|

OK

3. After you click on the Tax Year, an additional session window will open, with the requested year W-2 statement information. This is an official W-2 statement and may be used for tax filing purposes.
4. If you choose to not "opt-in", you will NOT have access to your W-2 online. Instead, it will be mailed to your home address the District has on record. If you have any questions, contact the Payroll Office an additional official copy of your W-2, please contact the Payroll Office at 619-388-6582. See below un-highlighted selection.

Employee Profile

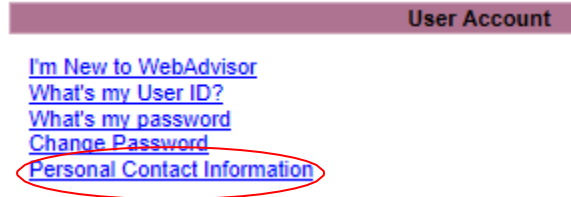
W-2 Electronic Consent

|                                  |  |
|----------------------------------|--|
| <input type="radio"/>            | By selecting this option, I agree to receive my official W-2 only in electronic format. I understand that by consenting to receive my W-2 in electronic format, I will not receive a paper W-2 statement. I understand that by consenting I will have access to view and print all of my prior (as of 2011), current and future W-2 statements until I remove my consent. I understand that I have the ability at any time to return to this form and remove my consent. |
| <input checked="" type="radio"/> | I choose to withhold my consent and understand that by doing so I will not receive my official W-2 in electronic format. I also understand that by withholding my consent, I will not have access to prior or future W-2 statements electronically. I understand that I have the ability at any time to return to this form and consent to view my W-2 statements electronically.  |

SUBMIT

h. **Personal Contact Information**

1. Depending on access, the user can now select 5 different options under the User Account on the home screen, from the right-hand side of the screen: 1 – I’m New to WebAdvisor; 2 – What’s my User ID; 3 – What’s my password; 4 – Change Password; 5 – Personal Contact Information. Items 1 to 4 are previously discussed in Section 4(a, b and c) above “Logging into WebAdvisor”. This section will focus on the 5 - Personal Contact Information



2. Click Personal Contact Information. Verify your personal information displayed is correct in the populated fields shown below

**Personal Contact Information**

**Address Information For**  
First Middle Last Name

**Street Address/Apartment**  
1234 Personal Contact Way

---

City San Diego State California Zip 92108

| Phone Number | Ext | Type         |
|--------------|-----|--------------|
| 619-123-4567 |     | C Cell Phone |
| 858-987-6543 |     | H Home Phone |
|              |     |              |
|              |     |              |

E-Mail Address myemail@yahoo.com

---

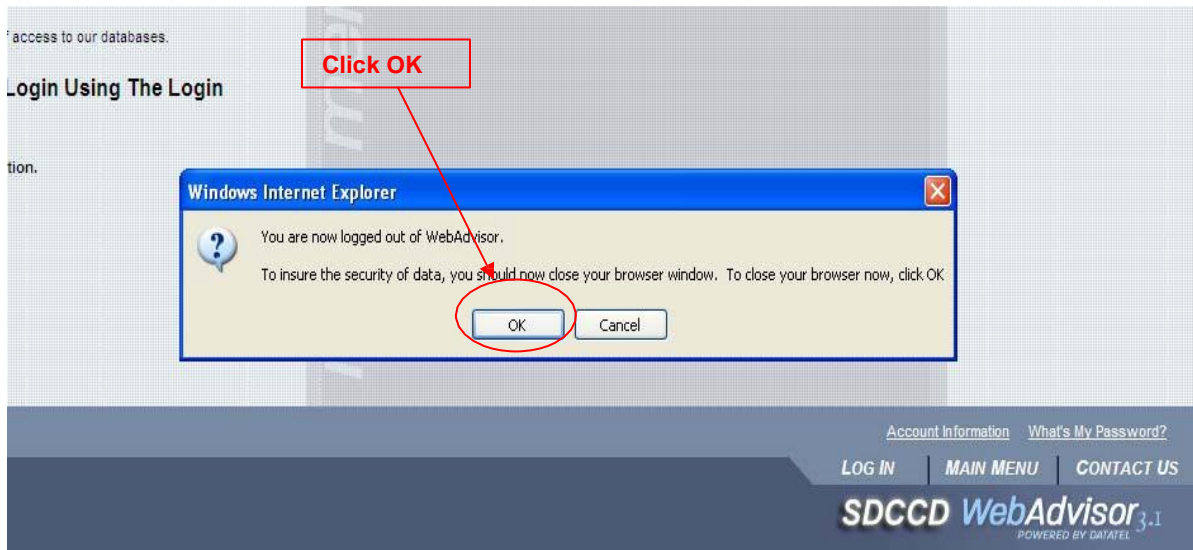
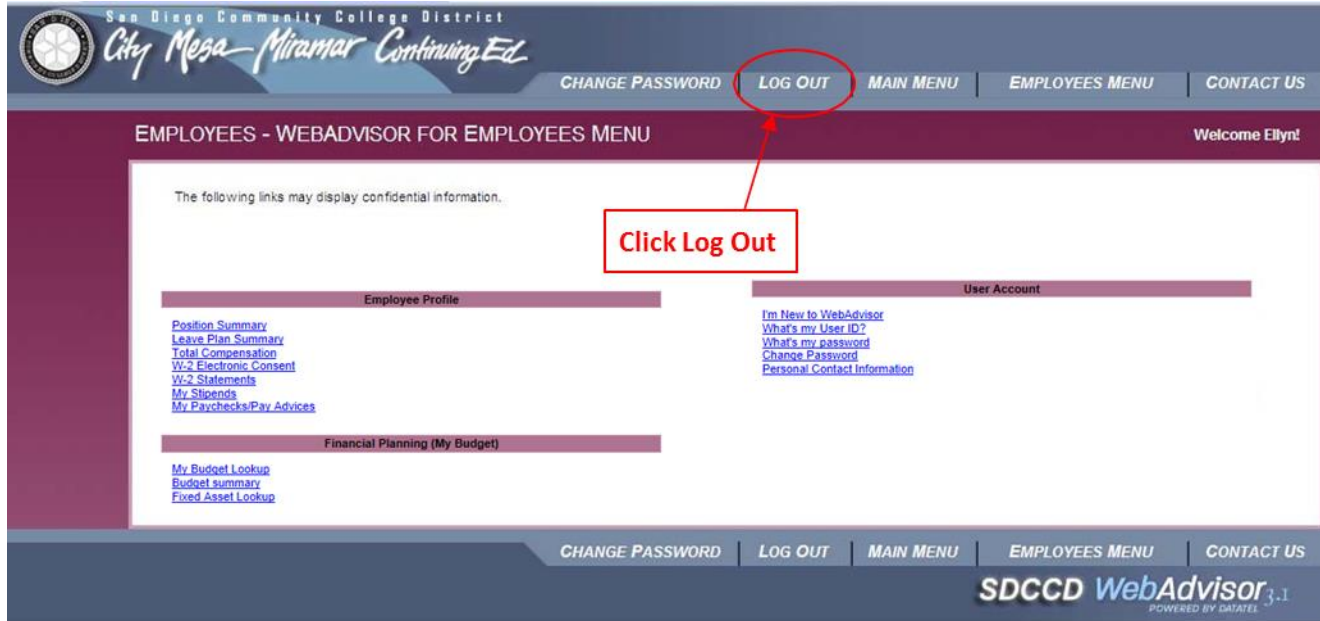
**SUBMIT**

3. If personal information is correct then click “Submit”. If not, add or change the data in the fields to update your information accordingly then click “Submit”.



## 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 information, My Paychecks/Pay Advice, or W-2 Electronic Consent & W-2 Statements, please contact Payroll at 619-388-6582.

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