

ON-LINE PAY ADVICES AND LEAVE BALANCES

1. Go to the HCC website
2. Select "Hawk Net" which is located in the lower right corner of the HCC website home page
3. Once in Hawk Net, select "Hawk Net – Web Advisor"
4. Select Login using your user ID and your password.

The screenshot shows the HAWKnet login interface. At the top, there is a blue banner with the HAWKnet logo and navigation links: LOG IN, MAIN MENU, and CONTACT US. Below this, a grey bar says "Welcome Guest!". The main content area is a white box titled "Log In" containing three input fields: "User ID:", "Password:", and "Show Hint:" with a checkbox. A "SUBMIT" button is centered below the fields. At the bottom of the white box, there is another set of navigation links: LOG IN, MAIN MENU, and CONTACT US, along with the "WebAdvisor 3.0" logo and the text "POWERED BY DATATEL".

5. If you have problems logging on, please first check out the information in Hawk Net-Advisor under "Password Management." Here you can look up your user ID or have your password reset. We strongly recommend changing your password to avoid anyone accessing your information. If you are having trouble, please contact the help desk at x4357 or see your campus representative.

6. Once logged, in select "EMPLOYEES"
7. On the Menu page under Employee Profile, select "pay Advices"

The screenshot shows the "EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU" page. The header includes the HAWKnet logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, and EMPLOYEES MENU. Below the header, a purple bar contains the text "EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU". The main content area is white and contains a warning: "The following links may display confidential information." Below this, there are several categories of links, each in a purple box: "User Account" (with link: Account Maintenance), "Employee Profile" (with links: Position Summary, Leave Plan Summary, My Stipends, Total Compensation, Pay Advices, Available W-2 Statements), "Time Entry and Approval" (with links: Time entry, Time history, Time approval (for supervisors), Employee history (for supervisors)), "Communication" (with link: My Documents), "Financial Information" (with links: Budget selection, Budget summary), and "Budgeting" (with link: Budget selection). A white arrow points to the "Pay Advices" link under the "Employee Profile" category.

The On-Line Pay Advice

360608									
DEPT. NO.		EMPLOYEE NO.		SOC SEC NO.		PAY PERIOD			
						03/14/2007			
CURRENT EARNINGS			TAXES WITHHELD			DEDUCTIONS			
TYPE	HOURS	AMOUNT	CODE	CURRENT	YEAR TO DATE	DESCRIPTION	CURRENT	YEAR TO DATE	
RP	60.00	1,038.92	MEDI	18.74	112.44	Supplemental Life SX	15.30	91.80	
VA	15.00	259.73	FICA	80.13	480.78	Suncoast Schools Credit Union	700.00	4,200.00	
SK	0.00	0.00	FWHS	161.71	970.26	FACC Dues	1.54	9.24	
PL	0.00	0.00				Long Term Disability - Supplint	2.54	15.24	
						Service Empl Intl Union	17.25	103.50	
						Dental DMO E+Spouse	3.05	18.30	
						25,000 Term Life Ins Spouse	5.60	33.60	
						Valic Annuity 403B	50.00	300.00	
DEPOSITS		ACCOUNT NO.	AMOUNT						
SUNCOAST FED CR UNION			242.79						
GROSS	TAXES	DEDUCTIONS	NET	EARNED VAC	USED VAC	BALANCE VAC	EARNED OTHER	USED OTHER	BALANCE OTHER
CURRENT	1,298.65	260.58	795.26	242.79					
Y.T.D.	7,791.93	1,563.48	4,771.68	1,456.77					

Hillsborough Community College
P.O. Box 31127
Tampa, FL 33631-3127

03/21/07 360608
PAY THIS AMOUNT
242.79

PAY TWO HUNDRED FORTY-TWO AND 79/100*****

PAY TO THE ORDER OF XXXXXXXXXX

**NON-NEGOTIABLE
VIEW ONLY**

Tax code	Description	Tax code	Description
EIC1	Earned Income Married - 1 Certificate	FNRA	Non-Resident Alien Withholding
EIC2	Earned Income Married - 2 Certificates	FWHM	Federal Withholding - Married
EICS	Earned Income Single or Head of Household	FWHS	Federal Withholding - Single
FICA	Social Security Withholding	MEDI	Medicare Withholding

To check on your leave balances, back on the Menu page under Employee Profile, select “Leave Plan Summary”

HAWKnet
 CHANGE PASSWORD | LOG OUT | MAIN MENU | EMPLOYEES MENU

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU

The following links may display confidential information.

User Account
[Account Maintenance](#)

Employee Profile
[Position Summary](#)
[Leave Plan Summary](#)
[My Stipends](#)
[Total Compensation](#)
[Pay Advances](#)
[Available W-2 Statements](#)

Communication
[My Documents](#)

Financial Information
[Budget selection](#)
[Budget summary](#)

Budgeting
[Budget selection](#)

Time Entry and Approval
[Time entry](#)
[Time history](#)
[Time approval \(for supervisors\)](#)
[Employee history \(for supervisors\)](#)

LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US
 CHANGE PASSWORD

EMPLOYEES

Leave Plan Summary

Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
CP	Compensatory Time	04/26/07	0.0000			45.51
VA	Vacation Leave	03/01/07	7.5000		330.00	37.50
SK	Sick Leave	03/01/07	0.0000			39.00
PR	Personal Leave	03/01/07	30.0000		30.00	-5.25

OK

LOG OUT | MAIN MENU | EMPLOYEES MENU | HELP | CONTACT US
 CHANGE PASSWORD