How to view Pay Stipends in WebAdvisor

Go to the following website: http://www.hccfl.edu/hawknet.aspx

Click on WebAdvisor

Then click on the LOG IN tab

Input your USER ID and password in the appropriate fields and click SUBMIT

If your log in is successful…. Ctrl +Click here to continue
If you are unable to log in, click the Main Menu tab, then click on the links shown below or click here [http://netid.hccfl.edu](http://netid.hccfl.edu) to go to the website.
Follow directions provided on website to complete registration.

Once registration is complete, you should be able to log into WebAdvisor.

Go to the following website:  http://www.hccfl.edu/hawknet.aspx

Click on WebAdvisor

Then click on the LOG IN tab (shown below)

Put your USER ID and password in the appropriate fields
Click on the Employees Bar

Click on My Stipends

My Stipends is also on the Faculty Menu

And you will see something like this….
The number in the **Total Payments** column will indicate the number of payments you will receive for this stipend. **The number of payments is determined by Colleague based on the start and end date of the stipend and the pay period schedule.** Note that the above stipend for dates 01/12/12 to 05/07/12 was paid out over nine (9) pay periods and the stipend for dates 08/23/12 – 12/10/12 was paid out over eight (8) pay periods.

The system will take the total stipend **amount** and divide it by the number of total payments to arrive at a per pay period amount.

Example: The pay period amount for stipend (08/23/12 – 12/10/12) would calculate as follows

$$ \frac{1,740.00}{8} = 217.50. $$

The per pay period amount for stipend (01/12/12 to 05/07/12) would be

$$ \frac{1,740.00}{9} = 193.33. $$

The number in the **Payments Made** column will indicate the number of payments you have received for this stipend.

- If you do not see a stipend or feel your stipend is incorrect please contact your Dean or Program Director/Manager first. Please notify Payroll prior to the next payroll processing date if the correction does not appear in your stipend screen, Payroll@hccfl.edu.

- If a stipend appears for a class that was cancelled and you are NOT teaching the course, contact your Dean or Program Director/Manager immediately. Please notify Payroll if you have been paid in error for a course you did not teach, Payroll@hccfl.edu.

- If you are missing a stipend payment (ie: the end date of the stipend is in a prior pay periods and the number of payments = 8 and the number of payments = 7), please notify the Payroll department at Payroll@hccfl.edu.

- If this is a Supplemental Activity contract, please contact Tracey Delk.

**Pay Period Schedules are located on the Payroll Website – click link below to access.** Payroll normally processes on Wednesday mornings, the week after the pay ending date, hence if the pay ending date is Wednesday, 09/04/13, then payroll will process the morning of Wednesday, 09/11/13.