Central Texas College

Employment Services
(254)526-1304
MEMORANDUM

Date: 1 April 2009

To: Full Distribution

Through: Holly Jordan, Director, Human Resource Management

From: Shelly Gonsalves, Director, Employment Services

Subject: WebAdvisor for Employees' usage

We are pleased to announce the implementation of new features of WebAdvisor specifically designed to provide employees access to certain employment and compensation data. Employees can view information such as their current leave balances and benefit deductions. Employees can also view their total compensation package, i.e. how much employee benefits are "worth" to employees. In order to access your information through WebAdvisor, complete the following steps:

1. Go to Central Texas College homepage at www.ctcd.edu.
2. Click on the Faculty and Staff link.
3. On the Staff and Faculty page, you will find the WebAdvisor link at the top of the menu on the left side of the window. Click on it.

4. The WebAdvisor log in page will come up. Click on the Log-In tab at the top, right of the page.
5. Your **User ID** will be the first letter of your first name, the first letter of your last name, and the last six digits of your social security number. *(Example: **jm123456**) ***This will NEVER change.***
6. Your **Password** will be your birth date: month, day, and year with no separators. *(Example: **042672**)*

Note: Once you enter your initial password *(see item #6)*, you will be prompted to change your password. Simply follow the steps on the screen in order to change your password.

Employees now have the capability to view Position Summary, Leave Plan Summary, Stipends, Total Compensation, Pay Advices, W-2 Statements & CTC – Emergency Alert.

Please contact Employment Services, ext. 1303 for further questions.