1. From MyMadisonCollege, click on the ‘Compensation Launch Pad’

2. From the Time and Labor Launch Pad, click on the down arrow next to GO and select:
   - View Pay Advice
   - View Pay Advice issued before 12/15/2011
   Click GO

3. If View Pay Advice is selected, click on the check date of the advice you wish to view.
   OR
   If View Pay Advice issued before 12/15/11:
   leave the defaulted fields and click SEARCH. Click on the Pay Period End Date of the advice you wish to view.

4. Click on the Print Icon. Please resolve any printing issues you may incur by modifying your settings. For further help, contact the HelpDesk (246-6666).

5. After reviewing your advice you can navigate elsewhere by clicking on the menu navigation options displayed.