

Datatel/Colleague HR and Payroll St. Lawrence Portal

Pay Advice

Access On the Web

- From Office or using VPN at Home
- Using Internet Explorer go to St. Lawrence University home page - www.stlawu.edu
- Click on Faculty and Staff tab

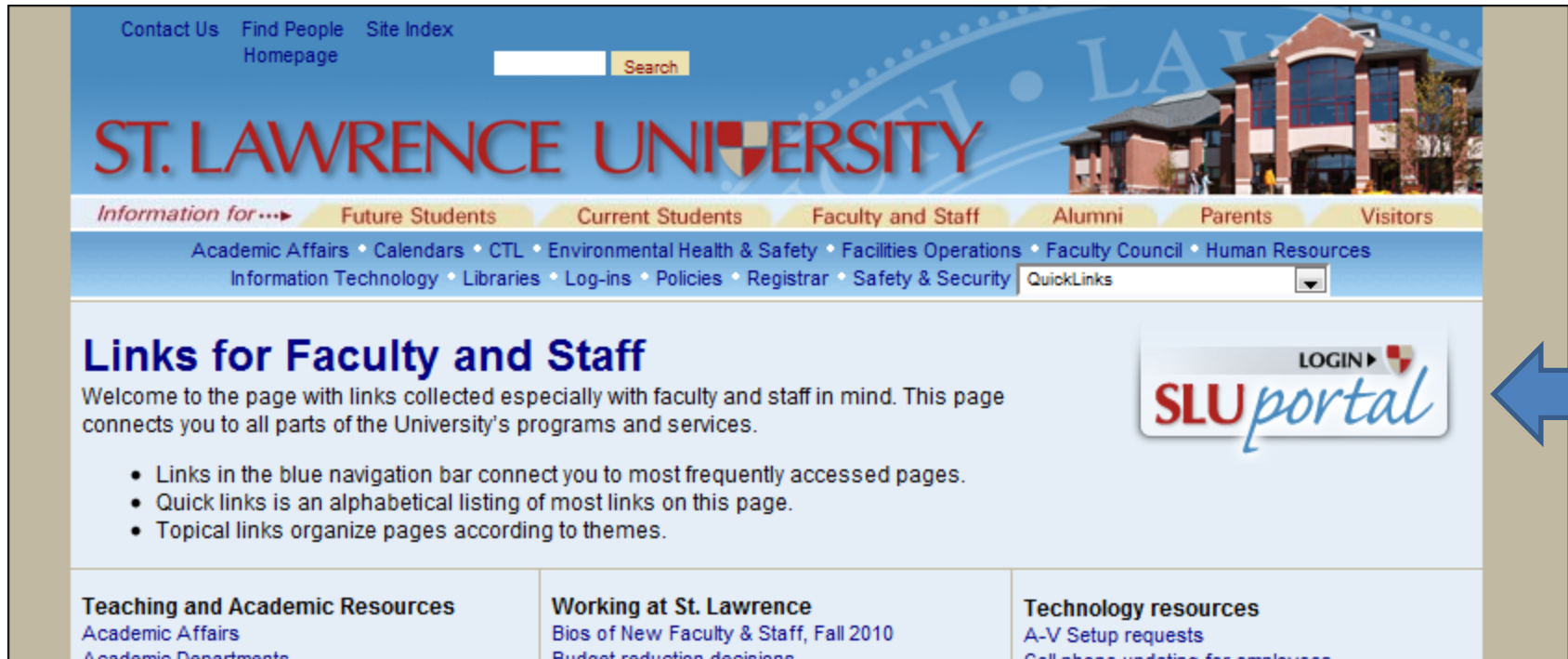


The screenshot shows the St. Lawrence University website homepage. At the top, there is a search bar and navigation links for 'Homepage', 'Contact Us', 'Find People', and 'Site Index'. The main header features the university's name 'ST. LAWRENCE UNIVERSITY' in large red letters. Below this is a horizontal navigation menu with tabs for 'Future Students', 'Current Students', 'Faculty and Staff', 'Alumni', 'Parents', and 'Visitors'. A large blue arrow points to the 'Faculty and Staff' tab. Underneath the navigation menu is a row of links including 'About St. Lawrence', 'Acclaim', 'Admissions/Financial Aid', 'Art Gallery', 'Athletics', 'Bookstore', 'Calendars', 'Business Office', 'Libraries', 'Technology', 'Giving to St. Lawrence', 'Majors and Programs', 'President', 'Research Opportunities', 'Student Life', and 'Study Abroad'. A 'QuickLinks' dropdown menu is also visible. The main content area features a large blue banner with a photograph of a building and the text: 'In an ideal location, St. Lawrence is a diverse liberal arts learning community of inspiring faculty, serious students'. On the right side, there are four red-bordered boxes with white text: 'VISITING ST. LAWRENCE Come Meet Us!', 'SLU LIVE Photos, Audio and Video', 'SUSTAINABILITY St. Lawrence is Green!', and 'SLU SOCIAL MEDIA Facebook, YouTube, Blogs'.

Portal Web Address

Click on St. Lawrence Portal

Alternatively, go to <https://saints.stlawu.edu>



The screenshot shows the St. Lawrence University website. At the top, there is a navigation bar with links for 'Contact Us', 'Find People', and 'Site Index'. Below this is a search bar with a 'Search' button. The main header features the 'ST. LAWRENCE UNIVERSITY' logo and a photograph of a building. A secondary navigation bar includes categories like 'Future Students', 'Current Students', 'Faculty and Staff', 'Alumni', 'Parents', and 'Visitors'. A third navigation bar lists various university departments and services. The main content area is titled 'Links for Faculty and Staff' and includes a 'LOGIN' button with the 'SLU portal' logo. A large blue arrow points to this login button. At the bottom, there are three columns of links: 'Teaching and Academic Resources', 'Working at St. Lawrence', and 'Technology resources'.

Enter Network User Name and Password (if accessed using Firefox)

Links for Faculty and Staff

Welcome to the page with links collected especially with faculty and staff in mind. This page connects you to all parts of the University's programs and services.

- Links in the blue navigation bar connect you to most frequently accessed pages.
- Quick links is an alphabetical listing of most links on this page.
- Topical links organize pages by topic.

Teaching and Academic Resources

Academic Affairs
Academic Departments
APR
Assessment
Brush Art Gallery
Catalog
Center for Civic Engagement and Leadership
Center for Teaching and Learning
Community-Based Learning
Course registration

Authentication Required

Enter username and password for https://saints.stlawu.edu

User Name:

Password:

Cost reduction decisions
Dining Services
Emergency Preparedness &

TV setup

What's Happening on Campus

Resources

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g for employees
mputer
nd contacts
tion

St. Lawrence University - Portal

Access to Datatel/Colleague functions that you are authorized for will show in the *Colleague Web Access* tab

The screenshot displays the St. Lawrence University Portal interface. At the top left is the university logo with the word "portal" in a script font. The top right shows a user welcome message: "Welcome Kathryn L. Mullaney" with a dropdown arrow, "My Links" with a dropdown arrow, and a help icon. Below this is a search bar with "All Sites" selected and an "Advanced Search" button. A secondary navigation bar contains "Faculty and Staff" and "Site Actions" with a dropdown arrow.

The main content area is titled "St. Lawrence University Test Portal > Faculty and Staff". A message on the left states: "SSO credentials for user 'STLAWU\kmul' could not be found in application 'Exchange Email' Enter your credentials." Below this is a "My Week" section with a calendar for December 2010. The calendar shows the current date as Wednesday, December 01, 2010, with the number '1' highlighted in orange. Below the calendar, it says "Wednesday, December 01" and "No events".

The central part of the page features several widget sections:

- Announcements:** A section with the text "No announcements found."
- My Feeds:** A section with tabs for "Campus News" and "Campus Events".
- My Team Sites / My Document Library:** A section with "Expand All" and "Collapse All" buttons. It lists "Rhett Test Site" and "Search Center".
- Colleague Web Access:** A section with a refresh icon and two buttons: "Employee Profile" and "Time Entry and Approval".
- My Bookmarks:** A section with an "Add to my links" button.
- My To Do:** A section with "Expand All" and "Collapse All" buttons and a refresh icon. It contains the same SSO credential error message and states "No tasks found."
- Pictures of the Week:** A section with a refresh icon.

Review Own Information

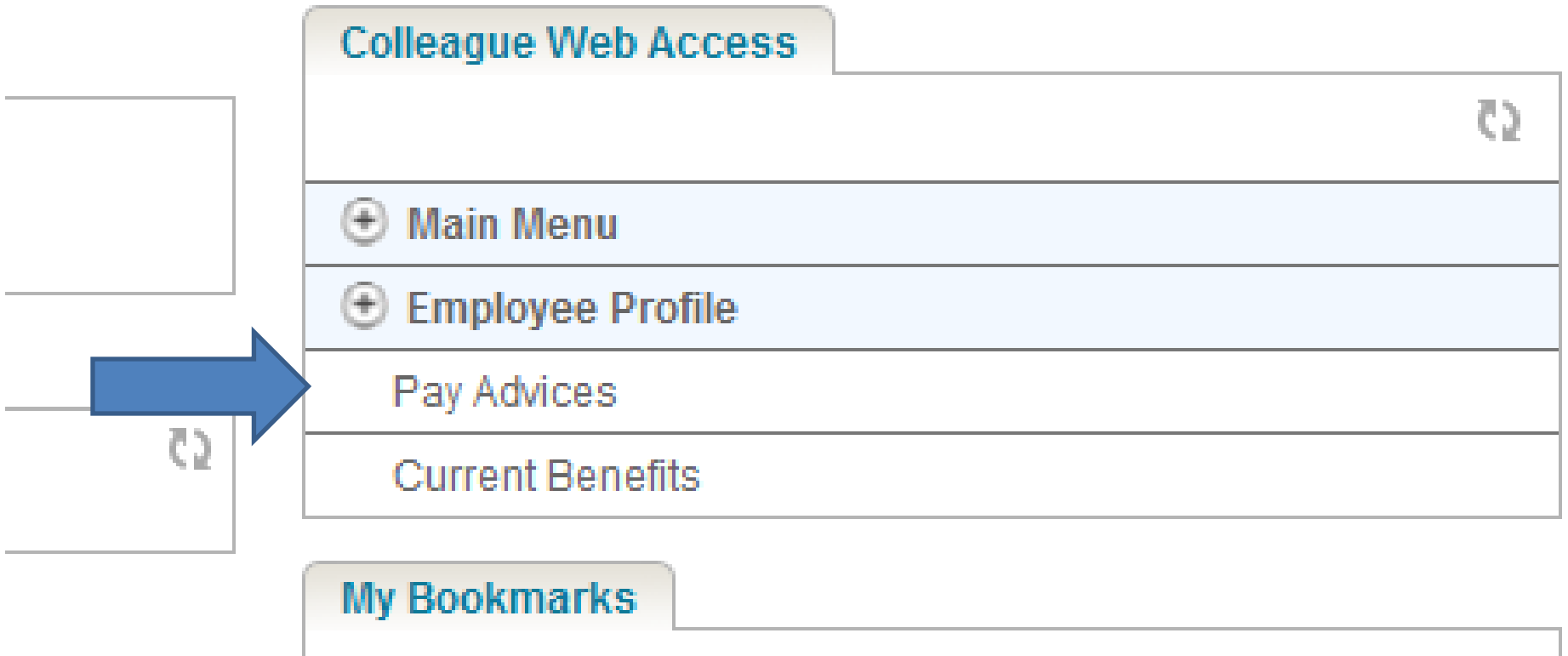
Click on *Employee Profile* Menu

The screenshot displays a web application interface with a top navigation bar. The bar contains two main sections: 'Faculty and Staff' and 'Site Actions'. Below the navigation bar, there are three main content areas, each with a refresh icon on the left:

- Colleague Web Access:** This section contains a list of links. The 'Employee Profile' link is highlighted in light blue and has a blue arrow pointing to it from the left. Below it is the 'Time Entry and Approval' link.
- My Bookmarks:** This section is currently empty and includes a link labeled 'Add to my links' at the bottom right.
- My To Do:** This section is currently empty.

Review Pay Stub Information

Click on *Pay Advices*



The image shows a screenshot of a web application interface. On the left side, there is a vertical navigation menu with several items. A blue arrow points from the left towards the 'Pay Advices' item in the main content area. The main content area is divided into two sections: 'Colleague Web Access' and 'My Bookmarks'. The 'Colleague Web Access' section contains a list of items: 'Main Menu', 'Employee Profile', 'Pay Advices', and 'Current Benefits'. The 'My Bookmarks' section is currently empty. A refresh icon is visible in the top right corner of the 'Colleague Web Access' section and in the left margin.

Colleague Web Access	
	↻
⊕ Main Menu	
⊕ Employee Profile	
Pay Advices	
Current Benefits	

My Bookmarks	

Pay Advice

000056

DEPT. NO.	EMPLOYEE NO.	SOC SEC NO	PAY PERIOD
BUSOF			10/10/2010

CURRENT EARNINGS			TAXES WITHHELD			DEDUCTIONS		
TYPE	HOURS	AMOUNT	CODE	CURRENT	YEAR TO DATE	DESCRIPTION	CURRENT	YEAR TO DATE
DOT8	2.80	102.28	SSEC	122.28	122.28	Exempt Dental Red. Single	21.35	21.35
REG	78.50	1,911.48	MEDI	28.60	28.60	Long Term Disability	4.09	4.09
			FWHS	272.88	272.88	EXEMPT Health Red. Single	20.10	20.10
			NYWS	92.98	92.98	TIAA CREF Red. RA: CSEA	19.11	19.11
						TIAA CREF Red. SRA %	114.69	114.69
							BALANCE	16,385.31
						Fidelity SRA Red. %	19.11	19.11
							BALANCE	16,480.89

DEPOSITS	ACCOUNT NO.	AMOUNT
		130.00
		60.00
		1,108.57

	GROSS	TAXES	DEDUCTIONS	NET	EARNED VAC	USED VAC	BALANCE VAC	EARNED OTHER	USED OTHER	BALANCE OTHER
CURRENT	2,013.76	516.74	198.45	1,298.57						
Y.T.D.	2,013.76	516.74	198.45	1,298.57	0.00	0.00	0.00	0.00	0.00	0.00