Frequently Asked Questions (FAQ’s)
On-line Pay Advices (Earnings Statement)

What is a Pay Advice (Earnings Statement)?
Your pay advice is a statement of earnings prepared for each pay period you are employed by Carleton College. It is called a pay advice because there is no pay check attached due to the direct deposit of your payroll.

How do I know where do I find my pay advice?
On each pay date, employees will receive an e-mail from the payroll office with instructions on how to access their pay advice. Employee pay advices are available from The Hub web site at:
http://thehub.carleton.edu
Sign on with your Carleton secure User ID and Password. Select Employees. Select Pay Advices. Choose the pay period you wish to review. Log out.

What should I do with my pay advice?
Employees are encouraged to review their pay advice each pay period to ensure they understand and agree with the compensation remitted and deductions made. If you do not understand your pay advice, please contact the Payroll Office X4176 or Human Resources Office X5989 for assistance.

Can I print my pay advice?
You can print your pay advice from The Hub if your computer is connected to a printer. We encourage you to resist the temptation to print! Your pay advices are stored electronically for three years and are accessible as long as you are a Carleton employee or faculty emeriti. Only print if needed and be sure to secure your document after it is printed.

Is my pay advice secure?
Your pay advice is only accessible through Carleton’s secure on-line portal, The Hub, which is protected by your User ID and Password. You are reminded to maintain your User ID and Password in a confidential manner and control any printed documents you initiate.

What if I am leaving Carleton and will no longer have access to The Hub?
Employees who are leaving Carleton and will no longer have access to The Hub will be provided with a paper copy of their last pay advice to ensure they have a record of their Year to Date activity.

What if I do not have access to The Hub?
Some adjunct faculty and short-term temporary staff may not have access to The Hub. These employees will be provided with a paper pay advice.

Where do I find my floating holiday, vacation, and sick leave balances?
Bi-weekly employees will find their floating holiday, vacation and sick leave balances on The Hub. Log in with your Carleton secure User ID and Password. Select Employees. Select Leave Balance and Benefit and Deduction Information. The current available balance for each leave plan will be displayed. Leave balances for Vacation and Sick are also printed on each bi-weekly time sheet.

Exempt employees should contact the Human Resources Office X5989, for their current available balance. We are researching a long term solution for converting exempt leave reporting to Colleague, which would make this information available on The Hub.

I am a supervisor. Where can I find the floating holiday, vacation and sick leave balances for my staff?
Leave balances are printed on each bi-weekly time sheet.