Step-by-step: How to view your pay advice through HCM

**Step 1:** Sign-in to HCM using your single sign-on Tulane username and password. Click *Login* to access the system. HCM is accessible through [https://ebs.tulane.edu](https://ebs.tulane.edu)

**Step 2:** On the left side of your HCM Home Page will be a blue Main Menu box. In the Main Menu box, select the *Tulane Employee Self-Service* link to expand the self-service options.
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**Step 3:** Click Deposit Advice to view your Pay advices. *Please note: pay advices prior to August 16, 2013 will not be accessible through HCM.* In order to view previous Pay advices, please view them through Gibson Online under the *My Paycheck & More* link.

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![Oracle Applications Home Page with Deposit Advice highlighted](image-url)
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**Step 4:** This is a sample of what your pay advice will resemble once you click on the *Deposit Advice* link.