

To view your Pay Advices on KRIS:

Go to the KCC homepage at www.kellogg.edu

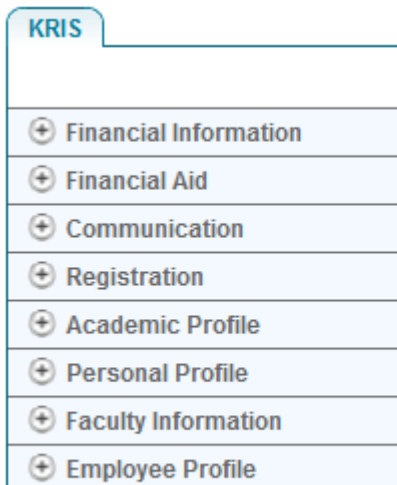


Click on the KCC Web Portal at the bottom left corner of the page.



Enter your username (k id) and password and click “Log On”.

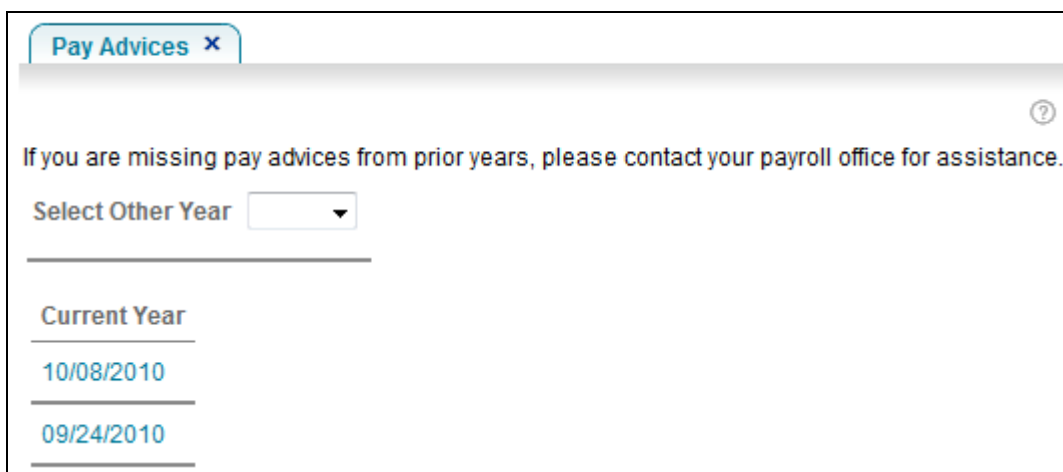
If you have not logged in to the Web Portal before, your initial password is your 6 digit birth date. You will then be prompted to change your password.



KRIS is located in the bottom right corner of the page. Select the “Employee Profile” option on the menu.



It will expand to include several options, such as the ones above: Click on “Pay Advices”



Select the pay date you wish to view.
-The advice for the current payroll will be available to view the Wednesday before pay Friday.
-Your information will remain on the Web Portal. You may also print a copy for your records.
-Sign out by going to the top right of the page and selecting the dropdown from the “Welcome ...” link.