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EMPLOYEE SELF-SERVICE WEB PORTAL INSTRUCTIONS

As described in the recent HR Newsletter, (<http://www.hwdsb.on.ca/staff/>), following are the instructions to access the new employee web portal.

You can access it by going to the HWDSB website, click on **Staff** and then click on **Employee Web Portal**. Please note this portal will not be available until January 1, 2010.

Your user name and password are the same as used to sign on to one of the following computers:

- School office desktop (admin) or other administrative desktops in HWDSB support buildings
- Classroom computers (TLC) /school connect
- Wireless user ID

If you do not know what your username or password is or are not sure which one to use, please contact the Help Desk at 905-304-1121 ext 0.

Once you have signed in, from the main page you will have access to different links (i.e. Federation Links, OCT), Human Resources and Payroll documents, your T4 (not until 2011) and a link called **IME**. When you click on this link (**IME**), it will take you to another menu where you will be able to access your personal information. Attached is a 3 page document entitled "Details of the Employee Self-Service Web Portal". In this document you will find the details under each of the menus in IME.

Beginning January 1, 2010, we will no longer send out paper copy pay statements, they will be available through the web portal in an electronic format through IME (see attached document for more information).

Please note the following features will not be available until a future date:

- T4s – For the 2009 year you will still receive a paper copy. For the year 2010, we are moving to electronic T4s which will be available through the web portal. You will be able to print and save as PDF so that you can e-mail it to your accountant, if needed. Per Revenue Canada requirements you will need to provide your consent to receive your T4 electronically. In order to have access to this feature please complete the attached form and return to Eva Veerasammy's (Payroll) attention by March 31, 2010.
- Electronic Timesheets – These will be implemented in stages. Please continue to submit paper copies until you are notified that your group is moving to electronic timesheets. Notice and instructions will be provided in advance of any changes.

If you have any questions regarding any of the items on this notice, other than user name and password, for which you need to contact the Help Desk, please don't hesitate to contact me.

Thank you

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