

DETAILS OF THE EMPLOYEE SELF-SERVICE WEB PORTAL

MENU	SUB-MENU	OPTIONS	DETAILS	
<u>Employee</u>	<u>Personal</u>	Basic	Demographic Information (you will be able to update your address and phone number by clicking on "Modify Personal Information"	
		Salary	Job, location, start date, FTE, Hours, Category, Step and Compensation Rate	
		Benefit	List of your benefits and dependents	
		Deduction	List of all deductions (statutory and non-statutory) and pension group you belong to	
		Absence	Sick days allocated and used for the current year, sick bank balance and days used, vacation allocated and used for the current year and vacation bank balance and days used (if applicable). This fields are updated as you use them.	
		Pay-Stub	Beginning January 1st this is how we will receive your pay-stub. Historical pay-stubs are available by selecting the date on the drop down list on the right hand corner.	
		<u>Timesheet</u>	<i>Either:</i>	A list of all timesheets entered and their status will be available when you first select this option. To add a new timesheet, click on "Add New Entry". A screen will open where you complete the information and then click on save. After you click on save, your timesheet will automatically appear in the Supervisor you selected under "Supervisor to Approve" web portal sign in.
	(this feature will be implemented in	Emp. Daily Entry		
	stages by occupational group. Once your occupational group is due to begin	Emp. Hourly Entry		
	using it, a notification will go out to you	<i>If you are a Supervisor you will also have:</i>		
	with instructions).	Sup. Daily Entry	You are able to enter a timesheet for one of your staff under one of these two fields. Depending on wether your	
		Sup. Hourly Entry	employee is daily or hourly, which entry you would select.	

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	<u>Timesheet (continued)</u>	Sup. Approval	A list of all timesheets that you need to approve will be available when you select this option. To approve or reject, just click on the appropriate box and click on save. Once timesheet is saved, it is automatically forwarded to payroll. The status of the timesheet will automatically be updated at the employee's web portal sign on.
		Sup. Report	This feature allows you to run a report for a specific period of time on whatever fields you select to report on. This can be for entered, approved, rejected and imported timesheets.
	<u>Absence (this tab only applies for vacation requests for the following groups: PASS, OCTU 12 month, Executive Council and CUPE staff members. This tab will not appear under any other occupational group)</u>	Empl. Entry	This is where you request vacation days. All vacation requests must be done through the web portal. A list of all your vacation requests and their status will be available when you select this option. To make a new request click on "Add New Entry", fill out fields and press "Save". After you save it will automatically be sent to the Supervisor's web portal sign on you selected under "Supervisor to Approve" box.
		<i>If you are a Supervisor you will also have:</i>	
		Sup. Entry	In this screen you are able to enter a vacation entry for one of your employees.
		Sup. Approval	A list of all vacation requests that you need to approve will be available when you select this option. To approve or reject, just click on the appropriate box and click on save. Once vacation request is saved, it is automatically forwarded to human resources. The status of the vacation request will automatically be updated at the employee's web portal sign on.

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	<u>Absence (Continued)</u>	Sup. Report	This feature allows you to run a report for a specific period of time on whatever fields you select to report on. This can be for entered, approved, rejected and imported vacation requests.
	<u>Offence</u>	Declaration	This is where you complete your offence declaration. After submitting your offence declaration you will not be able to change it, but you will be able to view it. When you submit your offence declaration is automatically sent to Human Resources.