

HR Self Service Guide: Employee

Employee HR Self Service Tip Guide: Home Page

- 1 To log onto HR Self Service please visit:
- www4.cfmws.com/HRSelfservice

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HR Self Service / Libre-service RH

wSSO

Password / Mot de passe

I'm not a robot 

Submit / Entrer

If you are having problems logging in, please contact ITSS toll-free at 1-866-615-9284, or via the Solutions Centre (<https://cfmws.service-now.com/sp>).

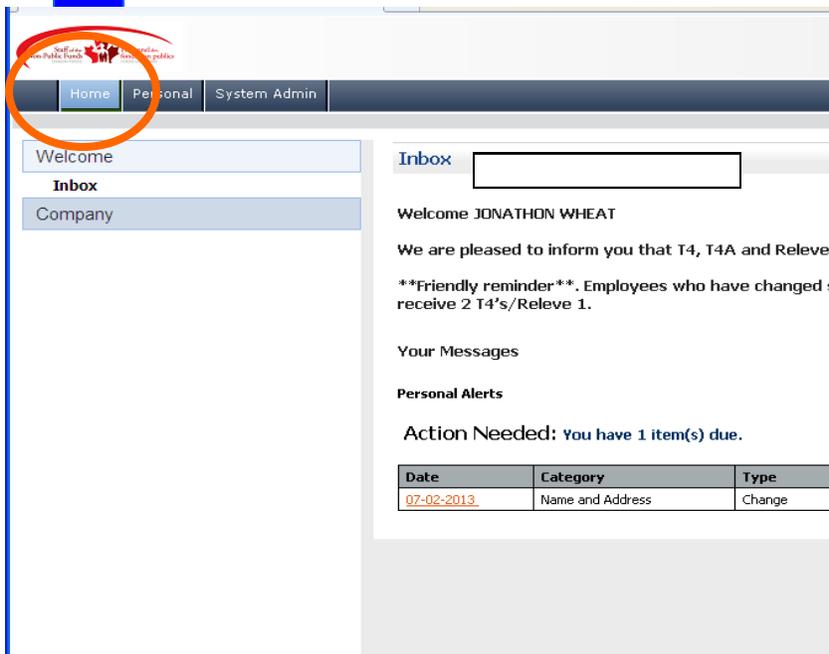
Si vous n'êtes pas en mesure d'accéder à l'application, veuillez communiquer avec l'équipe de SSI sans frais au 1-866-615-9284, ou au moyen du Centre de solutions des SBMFC (<https://cfmws.service-now.com/sp>).

[Need Help? / J'ai besoin d'aide](#)

[Forgotten your password? / J'ai oublié mon mot de passe](#)

[Manage Your Account / Gérer mon compte](#)

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The screenshot shows the HR Self Service Home Page. The top navigation bar includes "Home", "Personal", and "System Admin". The "Home" tab is circled in orange. Below the navigation bar, there are sections for "Welcome", "Inbox", and "Company". The "Inbox" section displays a message from JONATHON WHEAT, dated 07-02-2013, regarding T4, T4A, and Releve 1. The message includes a "Personal Alerts" section with an "Action Needed" for 1 item(s) due. A table below the message shows the details of the alert.

Date	Category	Type
07-02-2013	Name and Address	Change

This is your employee home page tab.

You can see if there are any updates or message for you under "your messages".

You are also able to access the Toolkit, this is where all the most updated information is kept about our programs and services.

You also have access to the HR Policies. Note that you will need a Employee Zone username and password to access this.

Remember to always log off!

Home **Personal** System Admin

Personal Information

Legal Name and Address

Phone, Fax and Email

Family Members

Emergency Contacts

Benefits

Pay Information

Legal Name and Address

The name and address below is your legal name and permanent address as they appear on gove information, enter your changes and click Submit. Please note: If you are submitting a change to you requesting proof of that change.

Please enter all information in capital letters. (I.e. MARIE not Marie).

The information on this form is subject to the Privacy Act. It is being collected for use in the cont Non-Public Funds, Canadian Forces and for providing statistical information to government agenc

Title :

First Name : MICKEY

Middle Name or Initial :

Last Name : MOUSE

Suffix :

Street Address : 123 MY STREET

City : NEPEAN

Province : ON

Postal Code : K2G2J6

Country : Canada

Personal tab is the main hub where you can access your personal information, benefit information, and payroll information.

The Employee Personal Information section is a place where an employee can:

Update their address. If there is a name change please contact your HR Representative as they will require documentation.

You can verify your contact information, family member information. If something is incorrect, contact your local HR Representative to make that change.

You can also update your emergency contact information at anytime.

Personal Information

Benefits

Current Enrollments

Pay Information

Current Enrollments

Use this page to review your benefits costs and enrollments for this year. Note that there are slight differences between per deduction amounts and annual costs due to rounding. Note also that annual costs are based on a full year of contributions. The annual costs may be different if the enrollment became effective after the start of the plan year. Benefits

Note: The Cost listed below, shown as "Per Deduction" is the monthly cost of the benefit period ending of the month.

Your Total Cost

Per Deduction

Per Year

Basic Life

Effective	January 1, 2013
Option Elected	Enrolled
Coverage Amount	<input type="text"/>
Cost	Employer Paid

AD&D

Effective	January 1, 2013
Option Elected	Enrolled
Coverage Amount	<input type="text"/>
Cost	Employer Paid

The Benefits section allows you to view your benefits enrollment and costs for this current year.

Note that there might be slight differences between per deduction amounts and annual costs because of rounding. The annual costs are also based on a full year of contributions.

HR Self Service Training Tips: Accessing Paystub

1 Go under the "Personal" tab

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The screenshot shows the HR Self Service portal interface. At the top, there is a navigation bar with three tabs: 'Home', 'Personal', and 'System Admin'. The 'Personal' tab is highlighted with an orange circle. On the left side, there is a sidebar menu with the following items: 'Personal Information', 'Benefits', 'Pay Information', 'Current Pay Statement', 'Pay Statement History', 'Pay Statement Information', and 'Direct Deposit'. The 'Current Pay Statement' item is highlighted with a blue box. The main content area is titled 'Current Pay Statement' and features the logo of the Staff of the Non-Public Funds / Personnel des fonds non publics. Below the logo, the address is listed: 'National Payroll Office/Bureau Nation de la paie, 4210, rue Labelle Street, Ottawa, ON K1A0K2'. There are two input fields for 'Staff of NPF/Personnel des FNP' and 'Employee ID', and a 'Base Salary/Rate' field. The 'Payment Details' section shows: 'Payment Number: 00000123', 'Payment Date: 06-27-2013', 'Period Begin Date: 06-03-2013', and 'Period End Date: 06-16-2013'. The 'Earnings' section contains a table with the following data:

Description	Hours	Rate	From Date	To Date	Current	Year to Date
REGULAR PAY	65.50					
RETRO-ACTIVE PY						
GRP LIFE (ER)						
AD&D (ER)						
VAC PAY (DAYS)	7.50					
HOLIDAY PAY						

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Pay Statement History

To view pay information, click the payment date or use the pay information search. A "Void" entry means that this particular payment has been reversed.

For more information concerning Pay Statement, access the [Pay Statement Information](#) page.

If you have questions concerning any Pay information statement, please contact your

Search
(Search will locate the first payment date equal to or after the specified date.)

Payment date:

History

Payment date	Net Pay
June 27, 2013	
June 13, 2013	
May 30, 2013	
May 16, 2013	
May 2, 2013	
April 18, 2013	
April 4, 2013	<input type="text"/>
March 21, 2013	<input type="text"/>
March 7, 2013	<input type="text"/>
February 21, 2013	<input type="text"/>
Previous	

This is where you can view your pay history. This chart lists the last 10 pay periods, however if you want to view further back, you just have to click previous, and it will take you to the next block of 10 entries. You can also search by payment date. So if you wanted to search previous years, this would be a more effective way.

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Direct Deposit

The direct deposit program makes it easy for your Net Pay to be deposited into one or more bank accounts. If the information is not correct or if you want to change it, please bring a direct deposit slip or void cheque to your local HR office, and they will update your file.

You may divide your Net Pay into more than one direct deposit account in the order you have designated. Each calculation is always based on the remaining amount. Deposits to Additional Accounts are made if allocated to your Primary Account.

[Show me how it works if I have more than one direct deposit](#)

Primary Account

Bank Name and Routing Number :
 Account Number :
 Account Type :

Will list banking information.

This is where you can go to verify your banking information. If your banking information is incorrect or you would like to change it, please bring a direct deposit slip or void cheque to your local HR office, and they will update your file. You also have the option to get a percentage or dollar amount directed into different bank accounts. This link will provide you with more details.

Additional Accounts

Edit	Number	Active	Account Name	Bank Name and Routing Number	Account Number	Account Type	Deposit Amount
	1		NET PAY OTHR BK	Empty	Empty	Empty	Empty