

ELECTRONIC PAY STATEMENTS

STEP-BY-STEP GUIDE

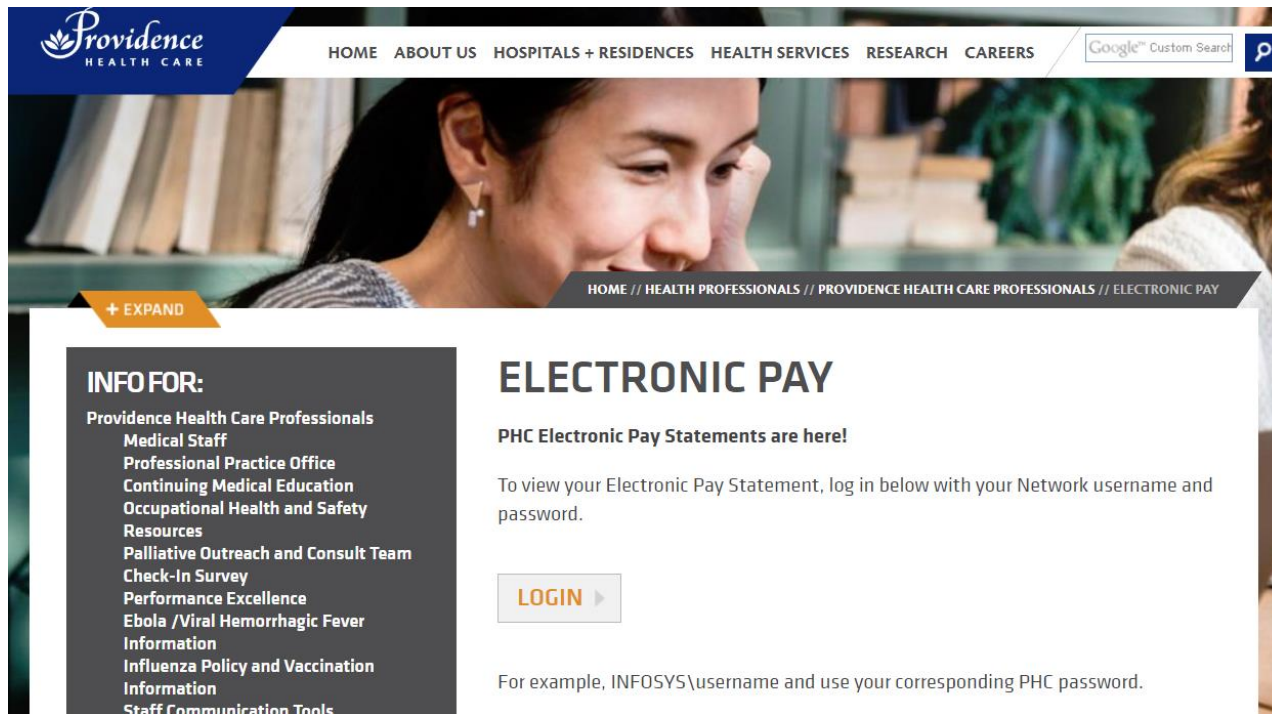


STEP 1: GO TO WEBSITE

To access your pay statement securely from anywhere in Canada, follow these steps:

1. Go to providencehealthcare.org/electronicpay and click the Login button.

Google Chrome or Internet Explorer 11 or higher web browser is required to access the online portal.



The screenshot shows the Providence Health Care website. The top navigation bar includes links for HOME, ABOUT US, HOSPITALS + RESIDENCES, HEALTH SERVICES, RESEARCH, and CAREERS. A search bar with the text "Google Custom Search" and a magnifying glass icon is on the right. Below the navigation bar is a large image of a woman smiling. A breadcrumb trail reads "HOME // HEALTH PROFESSIONALS // PROVIDENCE HEALTH CARE PROFESSIONALS // ELECTRONIC PAY". A "+ EXPAND" button is visible. The main content area is titled "ELECTRONIC PAY" and includes the heading "PHC Electronic Pay Statements are here!". Below this, it says "To view your Electronic Pay Statement, log in below with your Network username and password." and features a "LOGIN" button with a right-pointing arrow. At the bottom of the content area, it provides an example: "For example, INFOSYS\username and use your corresponding PHC password." On the left side of the content area, there is a list of links under the heading "INFO FOR:".

INFO FOR:

- Providence Health Care Professionals
- Medical Staff
- Professional Practice Office
- Continuing Medical Education
- Occupational Health and Safety Resources
- Palliative Outreach and Consult Team
- Check-In Survey
- Performance Excellence
- Ebola /Viral Hemorrhagic Fever Information
- Influenza Policy and Vaccination Information
- Staff Communication Tools

ELECTRONIC PAY

PHC Electronic Pay Statements are here!

To view your Electronic Pay Statement, log in below with your Network username and password.

LOGIN ▶

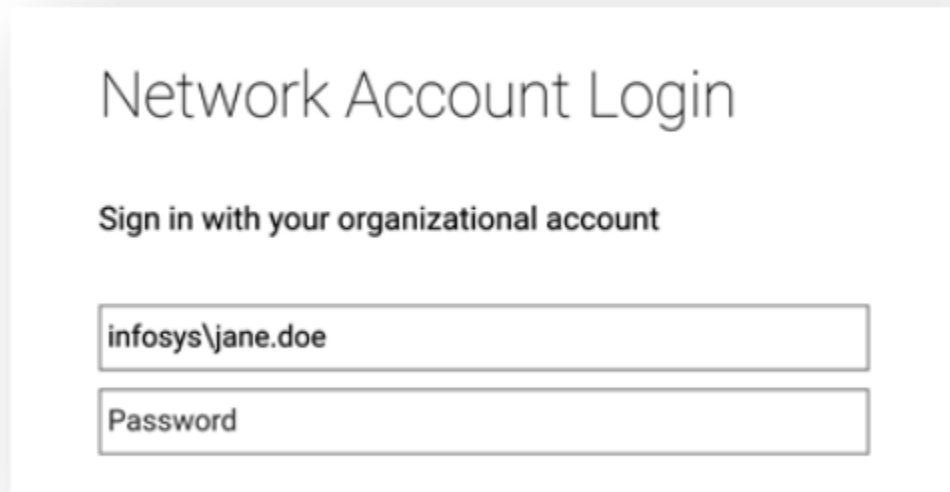
For example, INFOSYS\username and use your corresponding PHC password.



STEP 2: LOG IN

2. Log in to Electronic Pay Statements with your Network ID and Password.

Enter: **INFOSYS\username** and your corresponding PHC **password** as below.



Network Account Login

Sign in with your organizational account

infosys\jane.doe

Password

The image shows a screenshot of a login interface. At the top, it says "Network Account Login". Below that, it says "Sign in with your organizational account". There are two input fields: the first one contains the text "infosys\jane.doe" and the second one is labeled "Password".

STEP 3: VIEW STATEMENT

3. Click **'See Your Pay Statement'** to view your most current pay information.

Electronic Pay Statement Pay Statement Listings About Contact Logout

Electronic Pay Statement

[SEE YOUR PAY STATEMENT](#)

[Saving Your Pay Statement](#)
[Printing Your Pay Statement](#)
[Understanding Your Pay Statement](#)
[Online Pay Statement FAQ](#)

Payroll Assistance:
Email: payrollphc@phsa.ca
Phone: 604-297-8683 (Option 2)/1-866-875-5306 (Option 2)
Fax: 604-297-9311

Technical Support:
Service Desk: 604-806-9333

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To view older statements, click **'Pay Statement Listings'** from the toolbar, or click **'View Different Payment'** from your current pay statement.



STEP 4: SAVE OR PRINT YOUR STATEMENT

4. Click **'Print/Save'** and a PDF version of your statement will pop-up.

Electronic Pay Statement Pay Statement Listings About Contact Logout

View Pay Statement

Company:
Providence Health Care Society
Address:
1081 Burrard St. Vancouver, BC V6Z1Y6

Net Pay:
Pay Begin Date: 09-07-2018
Pay End Date: 09-20-2018
Pay Date: 09-28-2018

VIEW A DIFFERENT PAY STATEMENT
VIEW GLOSSARIES OF TERMS AND CODES
PRINT/SAVE

Show/Hide All

General
Tax Data
Pay Statement Summary

To save your statement to a secure folder, click the 'download' icon. To print your statement to a secure printer, click the 'print' icon.

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Pay Statement

Company:
Providence Health Care Society
Address:
1081 Burrard St. Vancouver, BC V6Z1Y6

Net Pay: \$:
Pay Begin Date: 09-07-2018
Pay End Date: 09-20-2018
Pay Date: 09-28-2018

General



YOU'RE DONE!

Technical issues or questions?

Technical Support:

For access issues, contact Service Desk at vchServiceDesk@phsa.ca or call 604-806-9333.

Timekeeping/Workforce Scheduling services:

Contact your timekeeper/portfolio staffing clerk.

Payroll Customer Service:

For pay inquires, contact Payroll at PayrollPHC@phsa.ca or call 604-297-8683 (select Option 2) / 1-866-875-5306 (select Option 2).

