

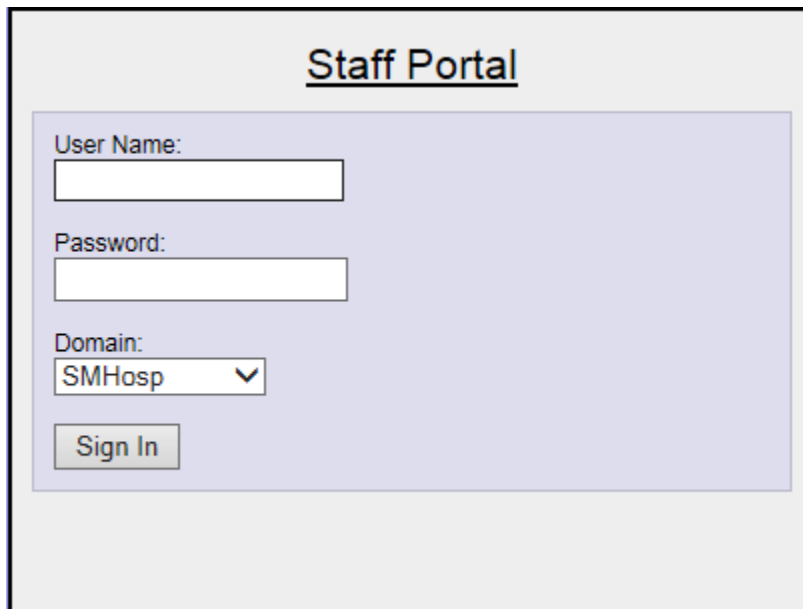
STANDARD OPERATING PROCEDURE

ACCESS TO YOUR COMPENSATION DETAILS VIA THE INTERNET ACCESS FOR STAFF PORTAL (IAS):

CLICK ON THE IAS LINK (SHOULD OPEN IN INTERNET EXPLORER)

<https://staffportal.shinepartners.ca/>

LOG IN VIA YOUR NETWORK LOG IN CREDENTIALS – SELECT THE PROPER DOMAIN (SMHosp)



The screenshot shows a login form titled "Staff Portal". It contains three input fields: "User Name:" with a text box, "Password:" with a text box, and "Domain:" with a dropdown menu showing "SMHosp" and a downward arrow. Below these fields is a "Sign In" button.

CLICK ON THE PAYROLL ICON



Payroll

DISPLAYED ARE ALL CURRENT YEAR PAY PERIODS – SELECT THE DESIRED PAY PERIOD FOR DETAILS



Payroll

[Return to Previous Screen](#)

Click on the first item below to view your most recent Pay Advice.
Click the current or previous years to see historical pay details.



Current Pay

Pay Date	Payroll	Gross Pay	Net Pay
03/01/19	REG		

Payment Date: 03/JAN/19
Deposit Amount:

Tham, Kenneth

Employee #	Period	Pay Date	Reference #
XXXXX	16/DEC/18-29/DEC/18	03/JAN/19	

Earning Detail

Earning	Hours	Rate	Earning
Stat Holiday	15.00		
Regular Hours	60.00		
Totals	75.00		

Benefits Detail

Benefit	Benefit Open	Benefit Hours	Benefit Earned	Benefit Taken
VAC				.00
SICK				.00

Deduction Detail

Deduction	Current Amount Withheld	YTD Amount Withheld
CPP		
EI		
HOOPP Low 6.90		
HOOPP High 9.20		
Income Tax		
LTD		
Parking Offsite		
Totals		

Current Summary

Earning	Deductions	Net Pay

YTD Summary



Earnings	Hours	Deductions	Net Pay
Payment Type			Payment Amount


[Return](#) [Print](#)

CLICK PRINT FOR A PAPER COPY OF YOUR SELECTED PAY STATEMENT

TO GO BACK TO THE PREVIOUS PAGE, CLICK RETURN

TO REVIEW HISTORICAL PAY DETAILS, SELECT A YEAR, FOLLOWED BY SELECTION OF A PAY PERIOD

MEDITECH General Hospital  

 **Payroll** [Return to Previous Screen](#)

Click on the first item below to view your most recent Pay Advice.
Click the current or previous years to see historical pay details.

Current Pay

Pay Date	Payroll	Gross Pay	Net Pay
03/01/19	REG		


Current Benefits



Benefit	Payroll	Available Balance
VAC	REG	
STAT	REG	
LIEU	REG	
SICK	REG	


Historical Pay

Year	Payroll	Gross Pay	Net Pay
2019	REG		
2018	REG		
2017	REG		

[More](#)

 **Compensation Statement**

MEDITECH General Hospital  

 **Payroll** [Return to Previous Screen](#)

Click on a Pay Date below to view the Pay Advice.

Historical Pay

Year: 2018

Pay Date	Gross Pay	Payroll: REG	Net Pay
20/12/18			
06/12/18			
22/11/18			
08/11/18			
25/10/18			

Payment Date: 13/SEP/18
Deposit Amount:

Tham, Kenneth

Employee #	End Date	Pay Date	Reference #
XXXXX	13/09/18	13/SEP/18	Initial Entry

Earning Detail

Earning	Hours	Rate	Earning
Vacation			
Stat Holiday			
Regular Hours			
Totals			

Deduction Detail

Deduction	Current Amount Withheld	YTD Amount Withheld
CPP		
EI		
HOOPP Low 6.90		
HOOPP High 9.20		
Income Tax		
LTD		
Parking Offsite		
Totals		

Current Summary

Earning	Deductions	Net Pay

YTD Summary

Earnings	Hours	Deductions	Net Pay

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CLICK PRINT FOR A PAPER COPY OF YOUR SELECTED PAY STATEMENT

TO GO BACK TO THE PREVIOUS PAGE, CLICK RETURN

TO GO BACK TO THE MAIN HOME PAGE, CLICK ON THE HOUSE LOGO IN THE TOP RIGHT CORNER

 **MEDITECH** General Hospital
Staff Portal



Payroll

My Notifications

Pay Advice 03/01/19 REG

General Announcements

LOG OUT OF THE IAS BY CLICKING ON THE 'X' IN THE TOP RIGHT CORNER OF THE BANNER



Staff Portal

User Name:

Password:

Domain:
SMHosp

You have signed out of the system.