

# Stevenson Memorial Hospital Online Pay Statements

Employee #:

Open the Internet Explorer browser on your desktop, click on EXTERNAL SITE, click on FOR OUR STAFF, click on PAYROLL STATEMENTS then Login.....

## **Initial Login:**

Username: lastname.firstname eg: snow.jodi (all lower case)

Password : Your Employee number (as noted above) plus the month (2 figures) day (2 figures) year (4 figures) of your birthday (no spaces).

Example: 03311980 for March 31st 1980

*There are no spaces within this password or punctuation*

**You will need to change your password after your first login.**

## **Personal Information**

*Personal>Demographics*

- The contact information given is how your employer can contact you. List your contact information by priority with the first priority being the easiest way to contact you.

## **Pay Statements**

*Personal>Remuneration>Pay Statement*

- At the top of the page you can change the payroll year you would like to view.
- Then select the pay stub you would like to see from the list provided.
- The pay stub will appear as a PDF and you have the option of saving the pay stub or printing it (the button to perform both actions are at the top left hand corner of the page)

## **Benefit Banks**

*Personal>Remuneration>Benefit Banks*

## **Schedule**

*Personal>Schedule*

- You can view your schedule monthly.
- If someone else is working on the schedule at the same time if you click refresh then you will see the most recent schedule.
- To print click:
  - File>Print Preview.
  - Confirm it is the schedule you want printed
  - Click Print Button on top left corner
  - Click Print

**Always Remember to Log Off at the End of Your Session!**