

# Your Guide to Viewing Pay Statements Online

## Do you receive two pay statements from the RHA?

If you receive two pay statements from the RHA, one will have a "1" printed with your name. You have to set up two separate accounts in order to see each of your pay statements.

1) For the first account, use your name as it appears on your first statement.

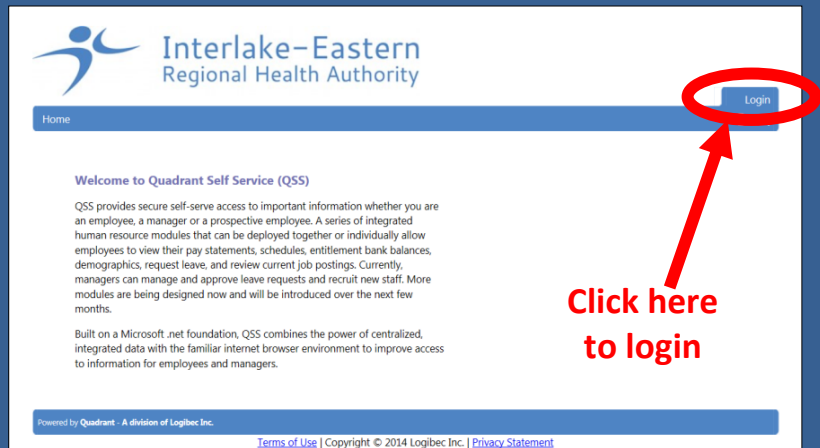
2) For your second account, use your name with the 1 as it appears on your second statement.

Sorry for this inconvenience. This system does require your records to be separate.

**Contact payroll if you need help:  
1-855-866-4430**

**1.**

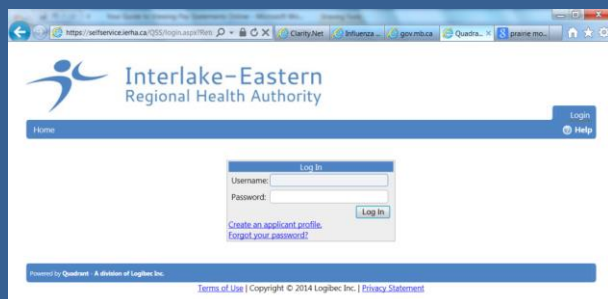
When you applied for a position with Interlake-Eastern RHA, you would have Used Self Service (QSS) to submit your resume. Type in <https://selfservice.ierha.ca> and you will come to the QSS site where you need to input the same username and password you used when you first set up your QSS account.



**Click here to login**

**2.**

If you have logged in before and have forgotten your password, call payroll at 1-855-866-4430.



Your QSS account will remain active up to 500 days after your last day of employment at Interlake-Eastern RHA (termination date).

The secure, self-service option to viewing your pay

- See your pay statements online dating back to January 2015
- Know your banked hours and other entitlements
- Update your contact information
- View and print QHR work schedules

Click "login" on the upper right hand corner to begin.

Take advantage of the  
information available to  
you NOW online!

If your name appears here you've  
successfully logged in

Having troubles logging in?  
Contact payroll at  
1-855-866-4430.

## Take advantage of the benefits Quadrant Self Service (QSS) offers you:



### See your pay statements online

View, save and/or print your own pay statements at your leisure. Starting in January 2015, all pay statements have been published to the QSS website so you can access statements back to this date. View and print your own **schedule** in a calendar format.

### Check your schedule online

Identify errors that will affect your pay before you receive your pay cheque.

### Print your T4 statements (and see previous years' statements)

### Know Your Entitlement Banks

View banked hours and other entitlement banks like your vacation days.



### Update Contact Information

View and update your cell phone, home phone and email under "Demographics". Update your cell phone number to receive text messages about available shifts. If you have other contact information updates, please use the **employee demographic form** on StaffNet under Document Central and submit it to [payroll@ierha.ca](mailto:payroll@ierha.ca).

### Don't have access to a computer or smart phone?

All RHA facilities now have computers for staff access. Please ask your manager where the computer and printer for staff use are located.