

Welcome to Capital Health Employee Self Service, a flexible and easy way to review and update your personal data and direct deposit information, view your benefits, and view your pay advice.

What can you do using Employee Self Service?

You can provide and update...	You can view...	You can also...
<ul style="list-style-type: none">• Name• Home and Mailing address• Phone numbers, plus add additional phone numbers• E-mail addresses• Emergency Contact Information	<ul style="list-style-type: none">• Direct deposit information• Pay Advices - current and past• Current benefit information• Marital status and other personal information	<ul style="list-style-type: none">• Find links to benefit providers

Security of Personal Information

Your employment information is secure and utilizes approved encryption technology. All new employees are set up with Employee Self-Service upon hire. Managers must request access and receive training before given access to the Manager Self-Service system.

Your username is always your employee ID and your password is confidential. **Do not share your password under any circumstance.** This would allow others to gain access to your personal information. If you forget your password, you may call the IPS team and your password will be re-set.

If you need assistance to log into Self-Service, view the Quick Reference Cards on the For Employees and For Managers intranet pages, or contact the IPS team at PeopleSoftHelp@cdha.nshealth.ca or 473-5757 option 5.