

Payroll Overview & Information

All CDHA employees are paid on a deferred bi-weekly basis. The pay periods run from Sunday to the Saturday two weeks later. Payday for each pay period occurs every second Thursday, 12 days after the pay period ends.

Example: John is hired Monday, Nov 3, 2014. His first pay period ends on Saturday, Nov 15, 2014. He is paid 12 days later on Thursday, Nov 27, 2014.

All employees have their time entered into CDHA's time systems by either departmental staff (timekeepers) or the Staffing Resource Centre (SRC). This time is then approved by Management. The time is then sent to Payroll to be processed.

Any questions arising from possible missing hours or incorrect pay should be directed to your Manager first. They will in turn contact Payroll regarding any adjustments that may need to be processed.

You can usually view your pay advice two days before payday. You can access your pay advice via SAP [Employee Self Serve \(ESS\)](#) as well as view the current [Pay Period Schedule](#) located on the [Employee Logins](#) page of the [Capital Health](#) web-site.

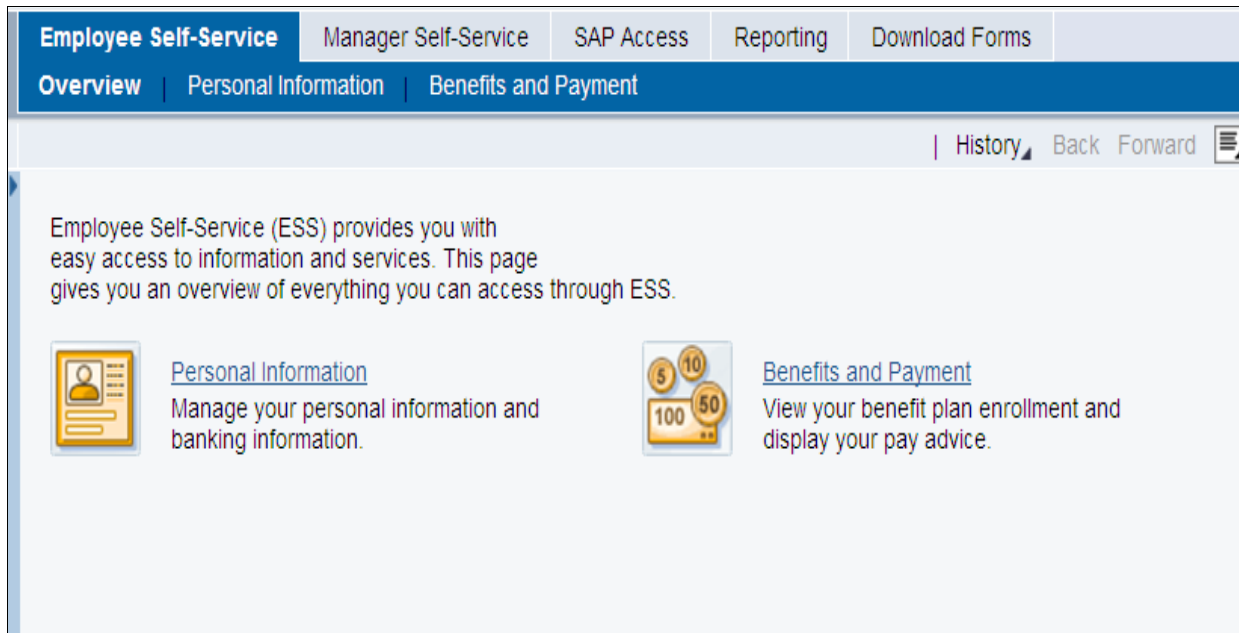
Your manager will be requesting your access to various information systems at CDHA through the IT Helpdesk. Once this has been received the IT Helpdesk will provide you with an SAP ESS user name and password.

After you click the link for SAP ESS you will see the log in screen. This is where you type in your username and password that you received from the IT Helpdesk and/or your manager.

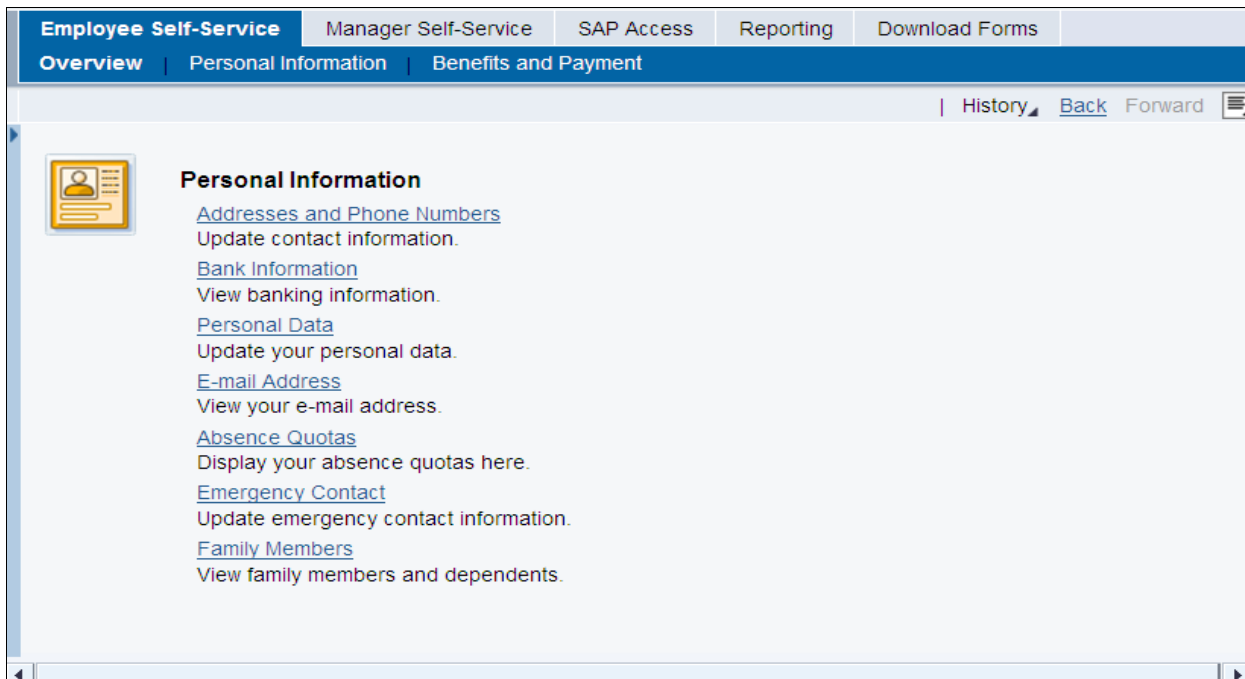


The image shows a screenshot of a web-based login interface. At the top left, the word "Welcome" is displayed in a large, blue, sans-serif font. Below this, there are two input fields: the first is labeled "User ID *" and the second is labeled "Password *". Both fields are empty. Below the password field is a "Log on" button. To the right of the login form is a photograph of a stethoscope resting on a computer keyboard. At the bottom of the image, the logo for "HASP" (Health Administrative Systems Program) is visible. The logo consists of the letters "HASP" in a large, bold, orange font, with the tagline "Better processes. Better information. Better care." in a smaller, purple font to its right. Below the tagline, the full name "Health Administrative Systems Program" is written in a smaller, orange font.

After you log in to SAP, the first screen that is displayed is the ESS overview page as seen below.



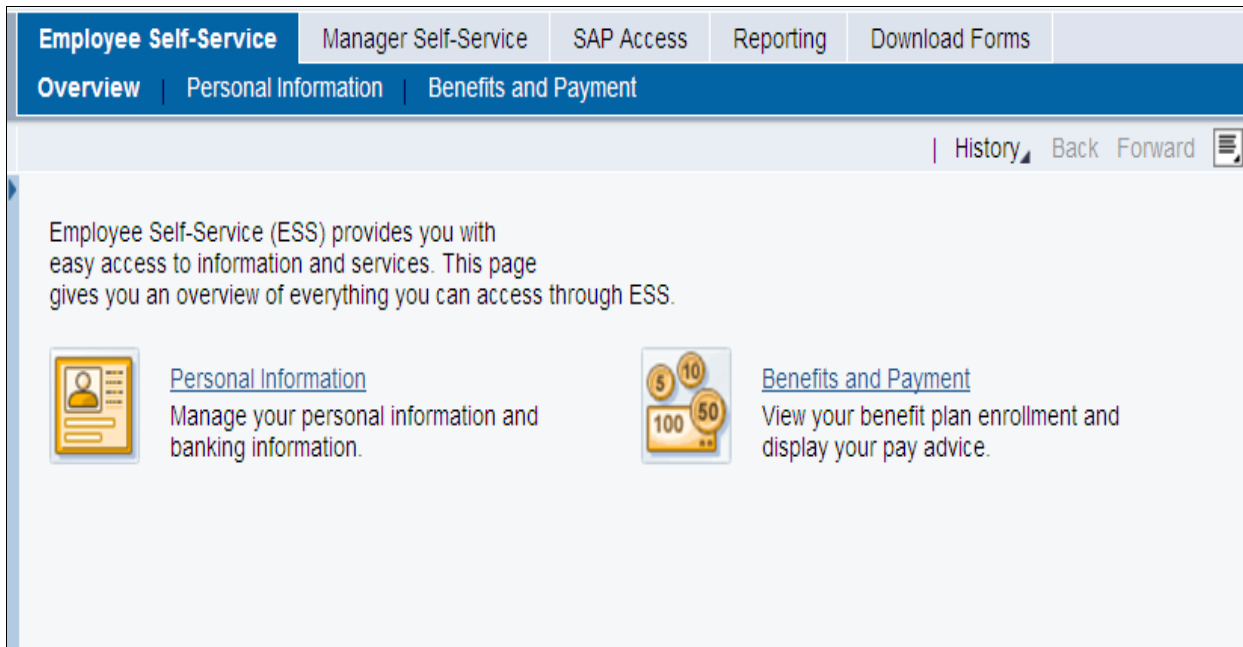
When you click on the Personal Information link you are able to view and/or update certain information directly via ESS. You are only permitted to **update** addresses and phone numbers, personal email addresses and emergency contacts. You can only **view** your banking information, personal data and family members. If you require changes to any of the view only sections, you must submit either a [Personal Data Change](#) form or a new [Direct Deposit Enrollment Form](#).



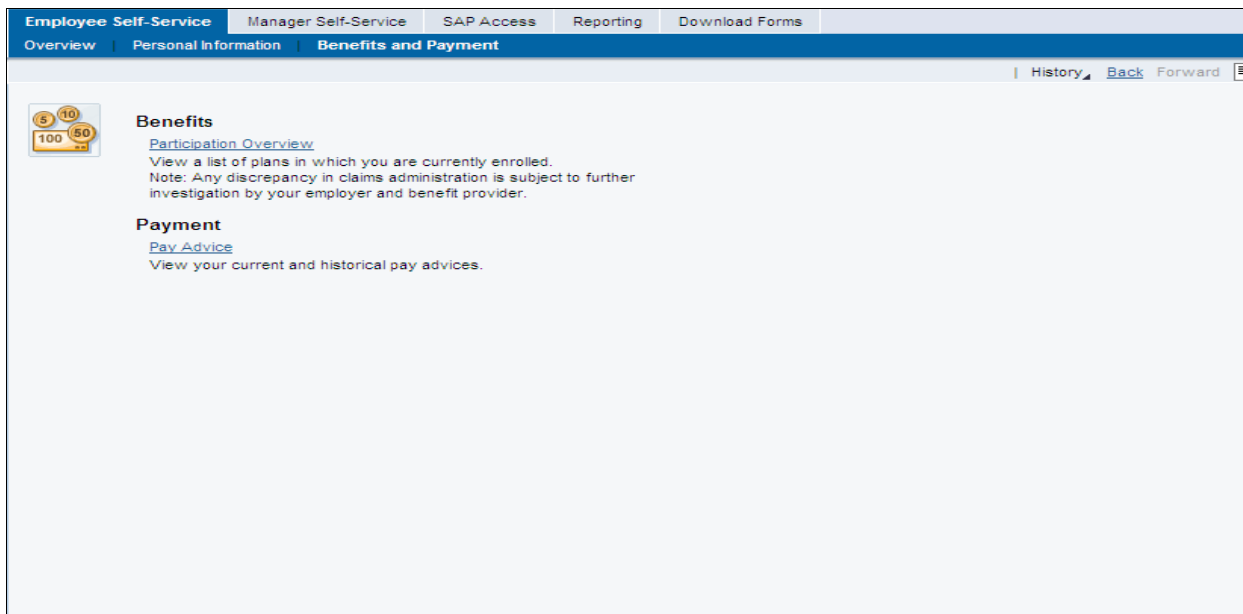
Absence Quotas will display all of the banks you are entitled to and what is remaining in each bank so you know how much time you have available to use. This is where you will find your balances for vacation and sick time.

To return to the previous screen you must click on the "Back" button found at the top right corner of the browser.

If you wish to view your pay slips or your benefits information, you must click on the “Benefits and Payment” link on the ESS overview screen.



To view your pay slips click the link “Pay Advice”. This will display your pay slip for the most current pay that has been processed.



The pay advice may be more than one page. To view the entire pay slip you will have to scroll down using the scroll bar on the right side of the screen. You may also print the advice by clicking on the printer icon on the page.

Current Pay Advice

Employee Self-Service | Download Forms

Overview | Personal Information | **Benefits and Payment** | Working Time

Valid for Personnel Assignments: 00016549 0102 0907 CR 3 05

Show Overview

Previous Pay Advice | Next Pay Advice | Exit

Use the scroll bar to see the entire pay advice

Capital Health

Company : CH	First Name : RENE	Person ID :	Pay Period : 2008-08-31 - 2008-09-13
Org Unit :	Last Name : COQUELICOT	Main Pernr : 00016549	Pay Freq. : Bi-weekly
Cost Centre :	Address 1 : 801-5881 Spring Garden Rd	EE Grp : Casual	Pay Date : 2008-09-25
Address 1 : Capital Health	Address 2 : Halifax NS	EESGrp : Casual Relief	Pay Type. : Regular Payroll
Address 2 :	Address 3 : B3H 4S3	PersArea : QEII	
		PSA : NSGEU Hithcare	

	Net	=	Gross	-	Taxes	-	Deductions

If you want to view previous (historical) pay slips just click "Previous Pay Advice" link. This will allow you to view one pay at a time going back from the current pay.

Historical Pay Advices

Employee Self-Service | Download Forms

Overview | Personal Information | **Benefits and Payment** | Working Time

Valid for Personnel Assignments: 00016549 0102 0907 CR 3 05

Show Overview

Previous Pay Advice | Next Pay Advice | Exit

Click on Previous Pay Advice to see past pay advices, one by one

Capital Health

Company : CH	First Name : RENE	Person ID :	Pay Period : 2008-08-31 - 2008-09-13
Org Unit :	Last Name : COQUELICOT	Main Pernr : 00016549	Pay Freq. : Bi-weekly
Cost Centre :	Address 1 : 801-5881 Spring Garden Rd	EE Grp : Casual	Pay Date : 2008-09-25
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		PSA : NSGEU Hithcare	

	Net	=	Gross	-	Taxes	-	Deductions

Below is an example of what your pay slip may look like. Headers are included on the left of each section on the pay slip to assist you in explaining the data displayed. In the example below, the employee holds two jobs here at CDHA.

Your SAP Pay Advice

Please Note: Your pay advice may not be exactly as shown, as there are differences in earnings, deductions, and quotas (banks) depending on the provisions in your collective agreement or employment guide.

Personal Information	Company : CH	First Name : Jamie	Person ID : 10355	Pay Period : 2010-01-03 - 2010-01-16					
	Org Unit : 1090-Capital District Health Authority	Last Name : Amirault	Main Perrn : 00010355	Pay Freq. : Bi-weekly					
	Cost Centre :	Address 1 : 62 Happy Road	EE Grp : Regular	Pay Date : 2010-01-28					
	Address 1 : Capital Health	Address 2 : Sackville NS	EESGrp : Hourly PT	Pay Type. : Regular Payroll					
Pay Information	Address 2 :	Address 3 : B3Y 6G7	PersArea : QEII						
			PSA : NSGEU Supp Serv						
Earnings									
	Employees with more than one position will see all earnings and deductions for each ID number.								
Deductions									
	Employer Contributions								
Quotas									
Bank Details									

Personal Information - displays your Name, Address, ID number, Pay Period End Date, Pay Date and your Union / Bargaining Unit.

Pay Information - displays your Net Pay, Gross Pay, Taxes (CPP, EI and Income Tax) and Deductions for both the current pay and the year to date.

Earnings - displays all the earnings you receive pay for, for both the current pay as well as year to date. If you have more than one job the pay slip will display the earnings related to each ID number as shown in our example above. There is also an area called "Retro-Active". In this section you will see retro payments resulting from back dated changes that affect your earnings such as pay increase through the implementation of a new collective agreement.

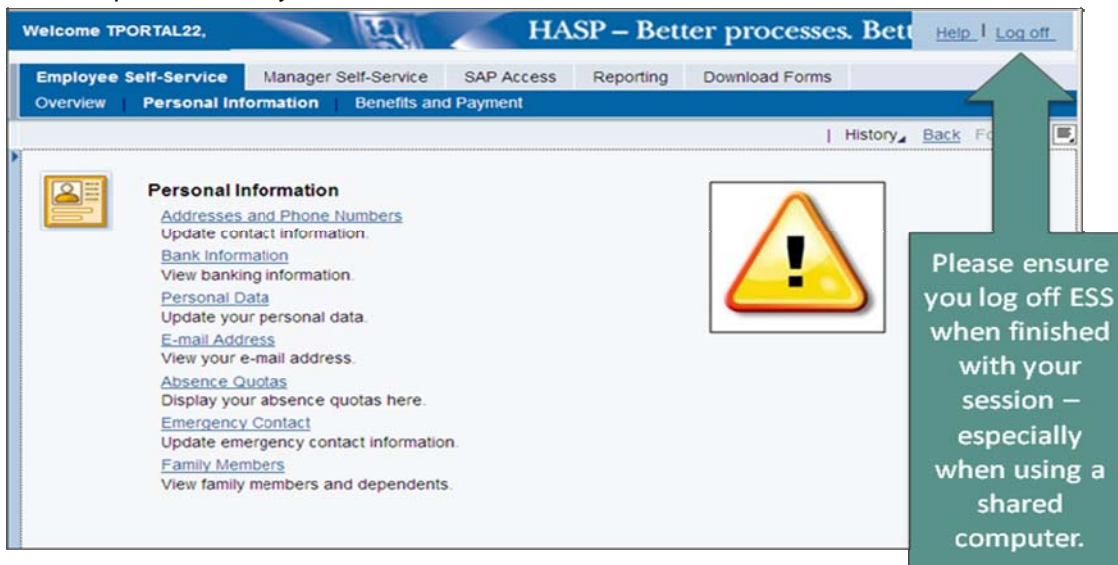
Deductions – this is broken into two categories: Statutory and Other deductions. Statutory deductions represent the CPP, EI and Income Tax you paid based on all the income you were paid. Other deductions represent required deductions like union dues, pension, medical, dental etc. as well as voluntary deductions such as Canada Savings Bonds, parking etc.

Employer Contributions – displays the employer cost CDHA pays to the benefit carriers.

Quotas – displays a limited number of banks you may be entitled to and the hours remaining in those banks. To see all of your quotas (banks) you can access them via ESS under the Personal Information – Absence Quotas as indicated earlier in this document.

Bank Details – displays what your net pay is for this pay period as well as the bank where the money is being deposited. At CDHA you are permitted to have more than one bank account. This means you may have some money deposited to another account and have the rest of your pay deposited to your main bank account. To add another bank account you must submit this request to Payroll Services.

After you are finished reviewing pay information, quotas or updating some personal data you must remember to **always** "Log Off" from ESS. If you do not log off as displayed below you may lock your employee record in ESS and this can cause you not to be paid in a timely manner.



The image shows a screenshot of the ESS (Employee Self-Service) portal. The header includes "Welcome TPORTAL22." and "HASP – Better processes. Better results." with "Help" and "Log off" links. The main navigation bar has "Employee Self-Service" selected, with sub-menus for "Manager Self-Service", "SAP Access", "Reporting", and "Download Forms". Below this, there are tabs for "Overview", "Personal Information", and "Benefits and Payment". The "Personal Information" section is active, displaying a list of links: "Addresses and Phone Numbers", "Bank Information", "Personal Data", "E-mail Address", "Absence Quotas", "Emergency Contact", and "Family Members". A yellow warning triangle with a black exclamation mark is overlaid on the page. A green callout box with a white arrow pointing to the "Log off" link in the header contains the text: "Please ensure you log off ESS when finished with your session – especially when using a shared computer."

As mentioned previously; when reviewing your pay information, if you feel there is an error in your pay, your first point of contact is always your Manager or timekeeper. Payroll is only able to make changes based on the corrections we receive from your department.

If you have any questions related to Payroll you can reach the Payroll Services team at 473-5757 option 2, via fax at 473-6414 or via email at Payroll.Services@cdha.nshealth.ca.