

@ my fingertips – Your guide to the ePay stub

About the ePay stub

The ePay stub is a secure password-protected PDF.


Every pay period, you receive an e-mail to your @uOttawa e-mail address with your ePay stub as a PDF attachment. Watch for a subject line that reads “Votre bordereau de paye électronique est maintenant prêt – Your ePay stub is now ready”.


The ePay stub includes all the details of your pay – a breakdown of your earnings, deductions, year-to-date amounts and direct deposit information.

A list of all earnings and deductions can be found on the Human Resources Service web site at www.hr.uottawa.ca. Click Compensation. Then, click Pay stub.

The University will send letters to the home addresses of those employees who do not have an @uOttawa e-mail address. This letter contains the new @uOttawa e-mail address, as well as the password format and other details on how to access the e-mail account.

The University has also set up permanent kiosks on campus for employees who do not have access to a computer.



Employee			Employee #	Pay #	Pay Period	Deposit Amount
Doe, John			999999999	10	05/16/08-05/31/08	\$1,422.60
Pay Type	Units	Rate	Amount	Deductions		Year - to - Date
Reg Pay			2,560.63	Current		
				143.66		1,271.30
				51.22		271.33
				448.78		4,053.59
				221.11		1,597.27
				125.83		629.15
				8.50		91.46
				.68		7.48
				38.25		344.25
Current Gross:			2,560.63			
 uOttawa L'Université canadienne Canada's university						
Direct Deposit Summary						
Checking	999999999	999-999-9				
Direct Deposit Total		\$1,422.60	Total:	1,038.03	8,165.83	
YTD Gross	\$18,245.67	Deposit Date		05/31/08		

Your banking
information –
where this pay will
be deposited

A listing of
deductions
from your pay

Short descriptions
of your deductions

Opening the ePay stub

Once you receive your e-mail, double click on the ePay stub attachment. You will be prompted to enter a unique secure password.

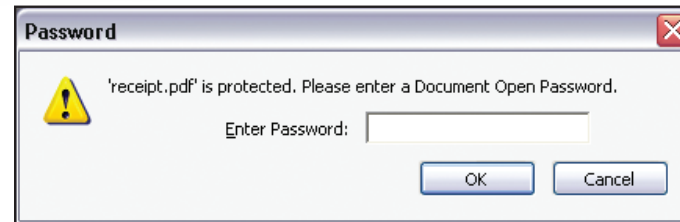
Your ePay stub password is your birth date – in the format YYYYMMDD – followed by the last three numbers of your Social Insurance Number (SIN).

You cannot change your ePay stub password. It will always be made up of these 11 digits.

You must have Adobe Reader 5 or later installed on your computer to view the ePay stub. If you have problems opening the document, you may not have Adobe Reader – or the correct version of Adobe – installed. Click the link below to download the free Adobe Reader software for your computer:

➡ <http://www.adobe.com/products/acrobat/readstep.html>

If you have trouble downloading the program, contact the Computing Help Centre at (613) 562-5800, ext. 6555.



Example

Sandra's birthday is August 6, 1968 and her SIN is 123 456 789. Sandra's password to access her ePay stub is 19680806789, which is her birth date YYYYMMDD (19680806) followed by the last three digits of her SIN (789).

Printing the ePay stub

You may print the ePay stub if you like – follow these easy steps to do so.

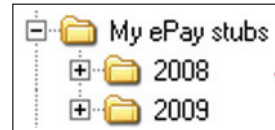
- 1 Click File.
 - 2 Click Print.
- OR
- 1 Click on the printer symbol on the toolbar.

Remember to keep your ePay stub information confidential by printing it to a secure printer or picking it up immediately from a shared printer. Keep your printed copies in a protected location.

Saving the ePay stub

You may save a copy of the ePay stub to:

- an e-mail folder,
- a folder on your personal drive on the University server,
- a folder on a personal computer (please make sure it is well protected), or
- a memory stick or jump drive.



*You can save
your ePay stub*

You need your password to access your ePay stub every time you open it, even if you open it from a saved location. Choose a secure location to save your ePay stub and remember to keep your password confidential and protect access to your computer.

Troubleshooting

If you...

- Have not received your ePay stub
- Have questions about the information on your ePay stub, for example, earnings, deductions or direct deposit information

Contact the Human Resources Service at
(613) 562-5832

- Have problems with your password
- Have trouble opening, saving or printing the ePay stub

Contact the Computing Help Centre at
(613) 562-5800, ext. 6555