

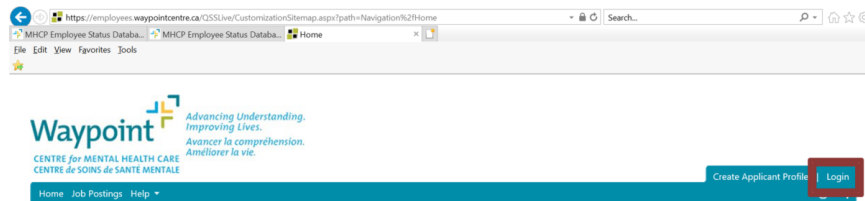
Quadrant Self-Serve: Step-by-Step Instructions

Please follow the step-by-step instructions on how to use the Quadrant Self-Serve system. Please ensure you view and follow the **Terms of Use** and **Privacy Statement** found at the bottom of the page.



If you are a New Hire you received a list of your system login information during orientation. It is recommended that you keep that document with you until you have your username and password information memorized.

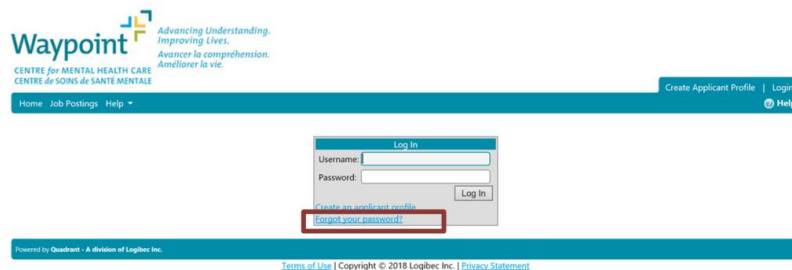
When you applied to Waypoint you went through the Create Applicant Profile section, however upon hire we created an Employee Profile for you. Therefore, you will want to ensure you login through the **Login** using the username (lastname.firstname) and temporary password provided to you by IT.



Welcome to the Waypoint Employee Self-Serve Portal

NEWSFLASH

If you have forgotten your password, or do not have the Login information from IT, please click the **Forgot your password?**



Enter your username (lastname.firstname). Please note, if you are a Doctor your username is lastname.drfirstname. You will then want to enter your personal email address you provided Waypoint. If you did not provide one or your personal email address does not work, please try your '@waypointcentre.ca' email address. Then click **Recover Password**. You should receive an email to the email address you listed (please check your spam/junk email). You will then follow the instructions to reset your password.

Waypoint
CENTRE for MENTAL HEALTH CARE
CENTRE de SOINS de SANTÉ MENTALE

Advancing Understanding.
Improving Lives.
Avancer la compréhension.
Améliorer la vie.

Create Applicant Profile | Login | Help

Home Job Postings Help

Email Password Recovery

Username:

Email:

Recover Password

[Return to Login Page](#)

The Email provided must match the email associated to the username.

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To ensure you have logged in successfully to your Employee Profile you will want to check to see that you have access to your Schedule

CENTRE de SOINS de SANTÉ MENTALE

Last Login: 05/29/2020 10:14 AM | Welcome Jillian | Logout | Help

Home Personal Managers My Profile Job Postings Config Admin Help

MAN Demographics Remuneration Schedule Tax Slips

FILTER New Jobs Email Password Change Roles Credit Account Debit Account Export

When first logging in you are assigned a temporary password. To change your password please go to **My Profile**. Follow the drop down list to **Change Password**.

Enter the temporary password under **Current Password**. Then you can enter a new password under **New Password** and **Confirm New Password**. Please make sure that your password is alphanumeric (both letters and numbers) and is kept confidential. Then click on **Change Password**.

Change Your Password

Current Password:

New Password:

Confirm New Password:

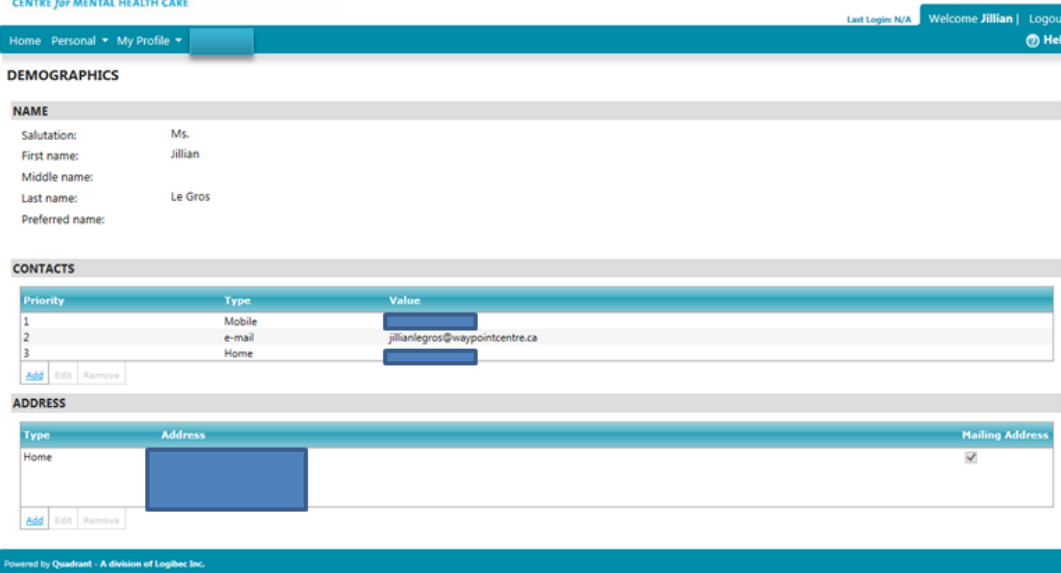
We have incorporated a **Help** section where you will find the **Frequently Asked Questions (FAQ)** and these **Step-by-Step Instructions** on how to utilize the system.

Clicking on **Personal** will bring up a drop down list for Demographics, Remuneration, Schedule and Tax Slips.



To view, validate and/or change your Employee demographics, please select **Demographics**

Under demographics you can view your name information, but will have to provide Human Resource Operations with a copy of your SIN with new name. HR will then make the change to your name in the system. However you can view, validate and change your contacts and address.



To add a new address or contact, click Add

To Edit or Remove your Address or Contact in the Employee Self-Serve system

1. Highlight (displays in yellow) the field that is in the system
2. Click the 'Edit'/'Remove'
(Note: Edit/Remove are only available if the field to change or remove is highlighted)
3. Make the change
4. Save

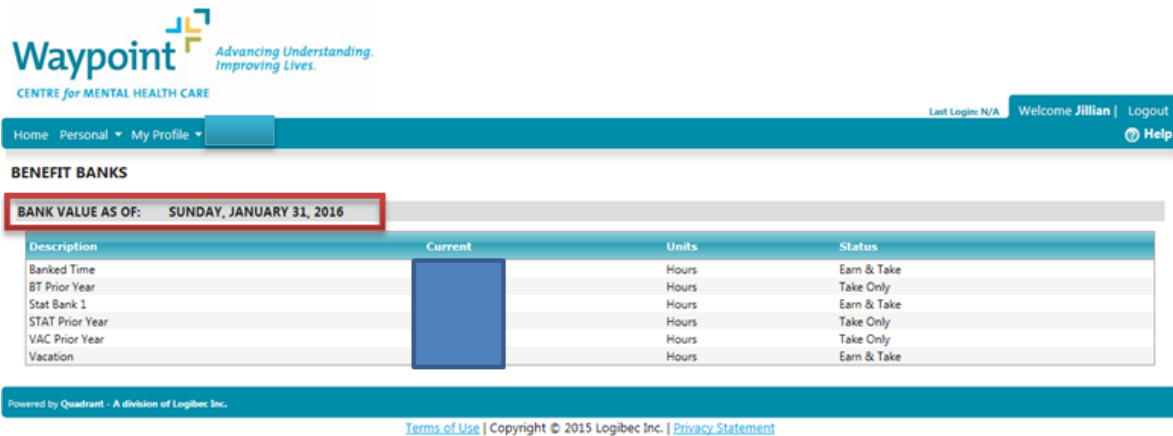
By clicking on **Remuneration** it opens another drop down with Benefit Banks and Pay Statements



Under **Benefit Banks** you will be able to view the credits you have in the bank as Hours.

Please note: System displays the date the banks are as of.

If you have any concerns with regards to your banks, please contact the Payroll Hotline 4444



Under **Pay Statements** you will be able to view your current and past pay statements.



Select the **Payroll Year** you would like to view by using the drop down list.

Note: It will default to current Payroll Year.

Select the **Pay Statement** you would like to view

PAY STATEMENTS

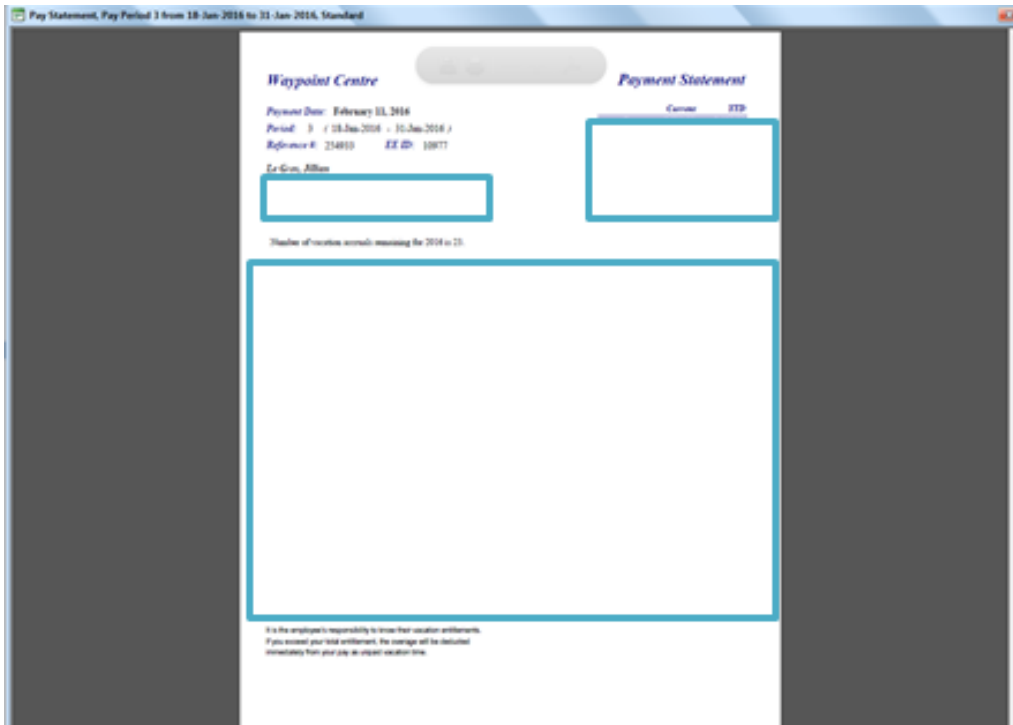
FILTER

Payroll Year: ▼

2016

Pay Statements

- [Pay Statement, Pay Period 3 from 18-Jan-2016 to 31-Jan-2016, Standard](#)
- [Pay Statement, Pay Period 2 from 04-Jan-2016 to 17-Jan-2016, Standard](#)
- [Pay Statement, Pay Period 1 from 21-Dec-2015 to 03-Jan-2016, Standard](#)





The screenshot shows a web browser window displaying a "Payment Statement" document. The document header includes the Waypoint Centre logo and the title "Payment Statement". Key information provided includes the payment date of February 13, 2016, the period from 18-Jan-2016 to 31-Jan-2016, and reference numbers 254810 and EE ID 10877. The recipient is listed as "To: Giv, Jillian". There are two empty rectangular boxes, one next to the name and another to the right. A large empty rectangular box is present in the main body of the document. At the bottom, there is a small disclaimer: "It is the employee's responsibility to know their vacation entitlements. If you exceed your total entitlement, the coverage will be deducted immediately from your pay on subsequent vacation time."

Selecting the **Schedule** will allow you view and validate your schedule.

You can view past and future POSTED schedules by selecting the months on the side of the schedule

If you have any concerns with regards to your schedule please contact your Manager or Staffing Office.

- Home
- Personal ▾ My Profile ▾
 - Demographics
 - Remuneration ▾
 - Schedule**
 - Tax Slips
- Quadrant Self Service (QSS)

SCHEDULE  

FOR LE GROS, JILLIAN

Jan	February 2016						Mar
	Mon	Tue	Wed	Thu	Fri	Sat	
31	1 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	2 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	3 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	4 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	5 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	6	
7	8 Day730 NU 07:30 - 15:00 Sick 1 Human Resources Operations HRIS Analyst & Benefit Admin HRO	9 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	10 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	11 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	12 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	13	
14	15 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	16 Day730 NU 07:30 - 15:30 Education Human Resources Operations HRIS Analyst & Benefit Admin HRO	17 Day730 NU 07:30 - 15:30 Education Human Resources Operations HRIS Analyst & Benefit Admin HRO	18 Day730 NU 07:30 - 15:30 Education Human Resources Operations HRIS Analyst & Benefit Admin HRO	19 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	20	
21	22 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	23 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	24 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	25 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	26 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	27	
28	29 Day730 NU 07:30 - 15:30 Reg 7.5 wk Human Resources Operations HRIS Analyst & Benefit Admin HRO	1	2	3	4	5	
6	7	8	9	10	11	12	

Upon opening the **Tax Slips** option under **Personal** drop down, you will be reminded that your consent and preference is not set. Please click on the **Electronic Tax Slip Consent and Preference** to indicate whether you want to receive your tax slips by Paper or Electronically, which you can access from home or work. By selecting the Electronic delivery option you will be asked to confirm your email address (personal or work email address)



Home Personal My Profile Help

Last Login: 02/23/2016 09:59 AM Welcome Jillian Logout Help

Demographics
Remuneration
Schedule
Tax Slips

Waypoint Quadrant Self Service (QSS)



Home Personal My Profile Help

Last Login: 02/23/2016 09:59 AM Welcome Jillian Logout Help

TAX SLIPS

Electronic Tax Slip Consent and Preferences

CONSENT AND PREFERENCE IS NOT SET

You do not have a Tax Slip Delivery Preference. As a result the default setting of "Paper" will be used. It is recommended that you make a selection and save your preference using the "Electronic Tax Slip Consent and Preferences" button above. You may choose to withdraw permission to receive tax slips electronically at any time.

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Tax Slip Consent and Preference

CONSENT AND PREFERENCE [Close] [Save]

CONSENT AND PREFERENCE IS NOT SET

You have the option to receive your Tax Slips (T4, and T4-A) electronically. To take advantage of this, please provide consent below and click the Save button.

TERMS OF CONSENT

You must express your consent using this form to receive Electronic Tax Slips (T4, and T4-A). After you submit your consent it will remain valid until you withdraw your consent. You may choose to withdraw your consent at any time by using this form or by contacting your Payroll department. Your employer is not obligated to provide content using your selected preference.

TAX SLIP DELIVERY CONSENT AND PREFERENCE

I do not consent to receive any of my Tax Slips (T4, and T4-A) electronically.
Please provide the document in paper form only.

I consent to receive my Tax Slips (T4, and T4-A) electronically.
I would like the documents to be provided via the following:

Your Preference:

Note: An email to confirm your preference change will be sent to "jillianlegros@waypointcentre.ca". If this email address is inaccurate correct it on the Personal -> Demographics page or by contacting your Payroll department. You must perform this confirmation action within 1 hour.

TAX SLIP DELIVERY CONSENT AND PREFERENCE EXPLANATION : ELECTRONIC PREFERENCE NOT SET

Please select your preferred method of electronic delivery. Selecting an option in the "Your Preference" dropdown will display a more detailed explanation of the option here.

Click on the **Tax Slips** option under **Personal** drop down.



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Last Login: 02/23/2016 09:59 AM | Welcome Jillian | Logout

Home | **Personal** | Profile | Admin | Help

Remuneration | **Tax Slips**

Quadrant Self Service (QSS)

Your Tax Slips (**2014 and 2015**) will be displayed to **View** or **Download**





Waypoint
CENTRE for MENTAL HEALTH CARE
CENTRE de SOINS de SANTÉ MENTALE

Last Login: 03/31/2016 11:13 AM | Welcome Jillian | Logout

Home | Personal | My Profile | Admin | Help

TAX SLIPS

Electronic Tax Slip Consent and Preferences

 You have successfully changed your Tax Slip Delivery Preference to "Electronic".  Hide Message

FILTER

Payroll Year: Revision:

Slip	Status	Business Description	Year	Province	Rev. #	
T4	Original	Waypoint - Reduced	2015	ON	C	View Download
T4	Original	Waypoint - Reduced	2014	ON	C	View Download

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