Waypoint Self-Serve Portal: Step-by-Step Instructions

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

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 alphanumerical (both letters and numbers) and is kept confidential. Then click on Change 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.
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
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.
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).
Click on the **Tax Slips** option under **Personal** drop down.

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