

Powerpay Employee Self Service

Welcome to Powerpay Self Service

Powerpay Self Service is a convenient way to view your Payroll and Human Resource information at any time, including address, contact and banking information, emergency contacts, pay statements and tax forms.

Accessing Self Service

To get started, you will receive a welcome email with a link (valid for 10 days) to access Powerpay Self Service. The email will be similar to the sample shown here. Click on the link provided within the email and follow the online prompt to access Self Service.

Important: You will require your employee number to complete the initial login process and access Self Service. This number should be provided to you by your employer. If you have not received your employee number, contact your employer.

Welcome Email:

Ceridian

La version française suit l'anglaise.

Welcome to Powerpay Self Service!

To get started and set up your account:

1. Click [here](#).
2. Enter your Employee Number.
3. Click **Submit**.
4. Complete the password set up process.
5. Click **Continue**.
6. Once your password is set up, click **Continue** to log into Powerpay Self Service with your new password.
7. Enter your Username and password.
Your username will be delivered in a separate email.
* Passwords and Usernames are case sensitive.
8. Click **Login**.
9. Select and answer your Personal Verification Questions and agree to the Terms of User and Privacy Policy. These are required to complete your initial log in as additional security measures to assist in ensuring your data is secure and your privacy is protected.

You're done! It's that easy!

Use this [step-by-step guide](#) to Self Service for instructions on:

- Navigating in Self Service
- Viewing and printing your earning statements,
- Enabling your year-end tax forms in Self Service,
- Updating your emergency contacts and more.

Remember to bookmark the [Self Service home page](#) or mark it as a favorite in your browser.

This makes it easy to get back into Self Service in the future. You can also download our free app (see link below).

Contact your organization's payroll administrator with any questions.

[Download on the App Store](#) [Get it on Google Play](#)



*This email is an automated notification, which is unable to receive replies.

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You will need to create your permanent password and set up your Personal Verification questions. Self Service uses the answers to these questions to verify your identity when you use the *Forgot Password?* link to reset your password.

We advise you to complete this set up on a tablet, iPad or computer. Once your set up is complete you will be able to access Powerpay Self Service on your mobile phone.

Use this link [Powerpay Self Service – Using Self Service.pdf](#) for additional information on how to navigate within Self Service, how to change your password, and how to view or print your Earnings Statements and Year End forms.

CERIDIAN Powerpay


Employee Guide Self Service with Powerpay

**Intelligence
at work**

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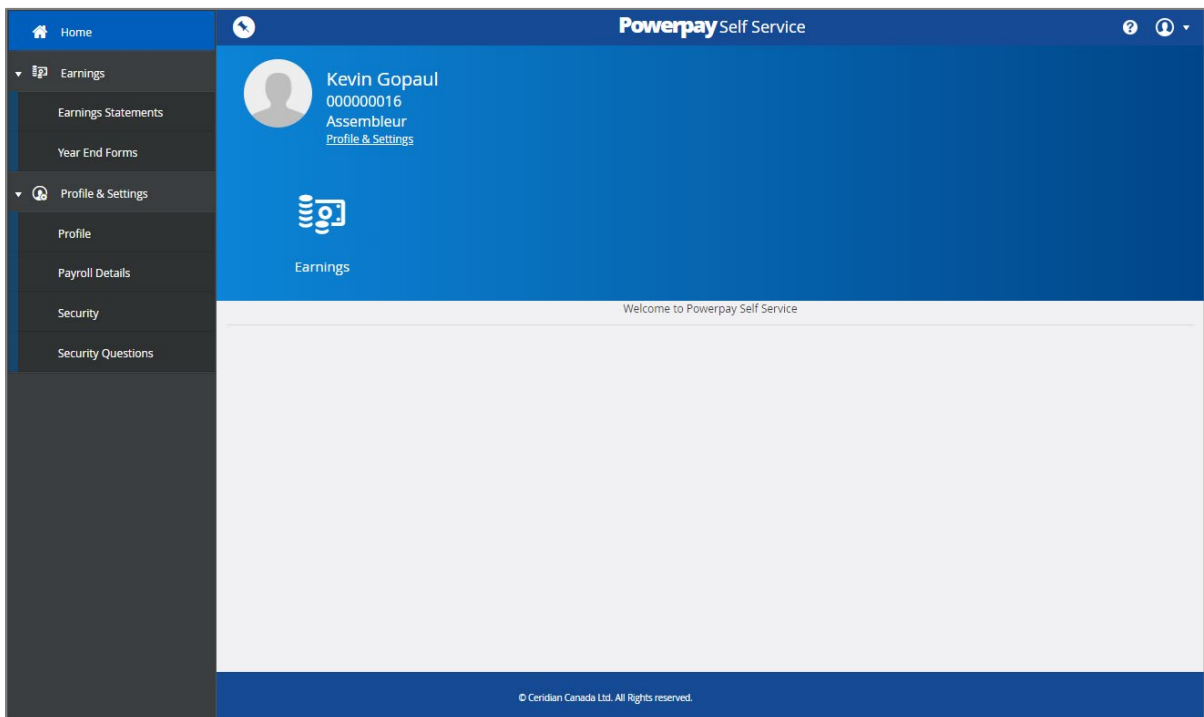
Using Self Service

Powerpay Self Service is a tool that allows you to view your Payroll and Human Resource information at any time, including address, contact and banking information, emergency contacts, pay statements and tax forms. Depending on your company's settings, you may also be able to edit your address, contact, emergency contacts, and personal information. The Edit icon () will display next to the section(s) where your Payroll Administrator has enabled the Edit feature.

Navigating in Self Service


The navigation panel displays all the features that you can access. It is displayed to the far left of the screen, and is always available (even if it's hidden, or "unpinned") regardless of which feature you are currently using.

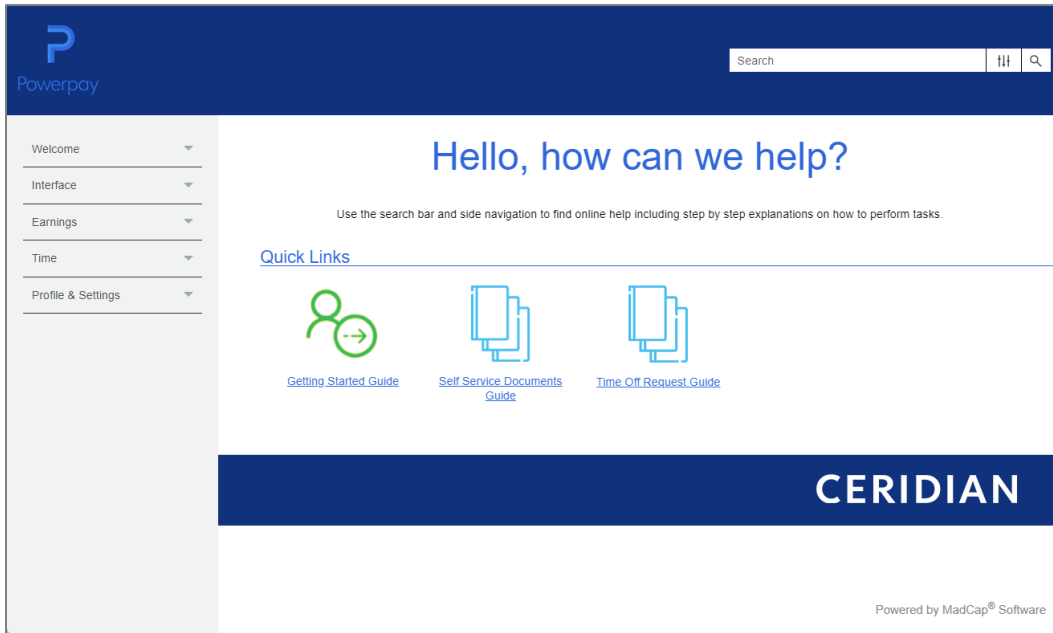
The feature you are currently using is highlighted in blue. You can navigate to another feature by clicking it in the navigation panel.



By default, the navigation panel is hidden ("unpinned") when you first log into Self Service. You can display it by clicking the menu button at the top left of the toolbar.

Accessing Help in Self Service

You can access the extensive Help library from any page in Self Service. Click the Help icon () on the Toolbar, in the upper right corner of the page. Help will open in a new tab in your browser.

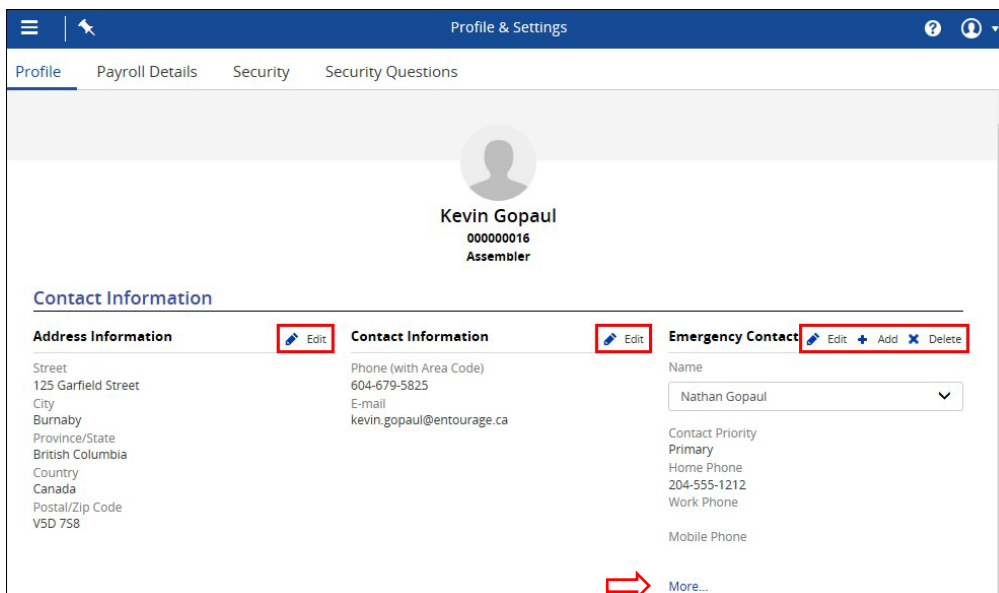


There are several methods to search for information:

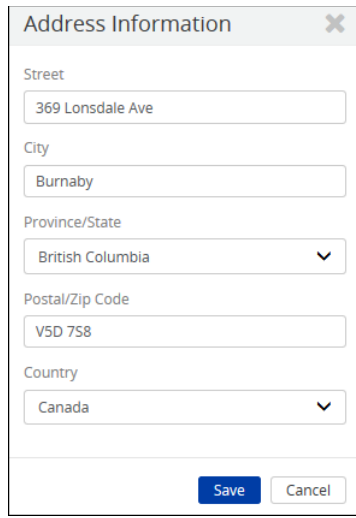
- Quick Links at the top of the Help Home page.
- The Menu on the left of the page.
- Enter text in the Search field.

Viewing Address, Contact, and Emergency Contact Information

You can review your address record, contact information, and emergency contact information in the **Contact Information** section of the Profile page. If the information for a particular field is unavailable, no information displays in the field.



1. Navigate to the **Profile** page (Profile & Settings → Profile).
2. Your address, phone number, and email address display the information on file with your employer.



Address Information

Street
369 Lonsdale Ave

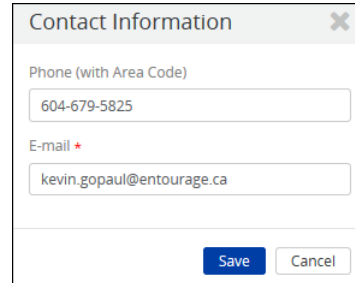
City
Burnaby

Province/State
British Columbia

Postal/Zip Code
V5D 7S8

Country
Canada

Save Cancel



Contact Information

Phone (with Area Code)
604-679-5825

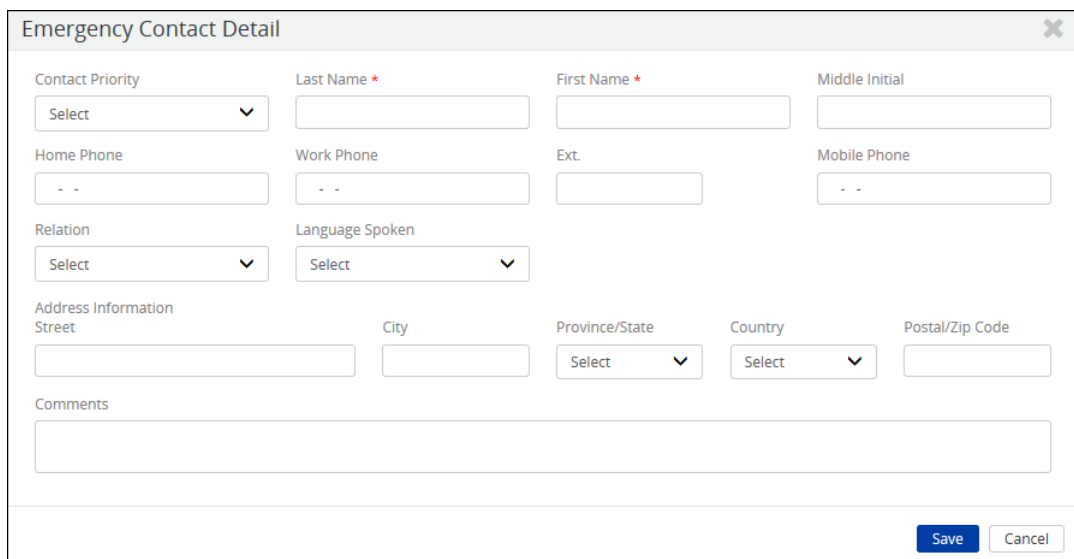
E-mail *
kevin.gopaul@entourage.ca

Save Cancel



Depending on the settings for your company, employees may be able to edit or update address, contact, and emergency contact information. Edit or Add buttons will display next to the section(s) that have been enabled by the Payroll Administrator. The Emergency Contact section only displays when the HR features are enabled for the company.

3. Emergency Contact information can be added, edited and deleted from the Profile page.
4. To view additional information about the selected emergency contact, click the **More...** link.
5. If you make changes to any of the fields, be sure to click **Save**.



Emergency Contact Detail

Contact Priority
Select

Last Name *
First Name *
Middle Initial

Home Phone
Work Phone
Ext.
Mobile Phone

Relation
Language Spoken


Address Information
Street
City
Province/State
Country
Postal/Zip Code

Comments

Save Cancel

How to View and Update Personal Information


The **Personal Information** section of the Profile page displays the Social Insurance Number (masked), Social Insurance Number Expiry Date (for temporary SINs beginning with a 9), Earnings Statements & Year End Tax Form Language, and Birth Date (masked).

Personal Information  Edit		
Social Insurance Number XXX XXX 649 View	Earnings Statement & Year End Form Language English	Birth Date 16-Jul-XXXX View


Personal Information ✕

Social Insurance Number

Earnings Statement & Year End Form Language
Select ▼

Birth Date
 

[Save](#) [Cancel](#)




1. Navigate to the **Profile** page (Profile Settings → Profile).
2. To **update** the Social Insurance Number, Earnings Statement & Year End Form Language, or Birth Date in the Personal Information section, click the **Edit** () icon, if enabled for your company.



Some masked personal information may be viewed, depending on the settings that have been enabled by the Payroll Administrator. Click the **View** link to unmask the Social Insurance Number or Birth Date. To hide the unmasked data, click the **Hide** link.

How to View Work Information

The **Work Information** section displays Direct Deposit information, Earnings Statement & Year End Form Delivery settings.

Work Information	
Direct Deposit	Earnings Statement & Year End Form Delivery  Edit
Name of Financial Institution <input type="text" value="001 - Bank of Montreal"/> ▼	Electronic year end forms must be selected a minimum of 10 business days prior to the last pay date of the current year. If you have any questions please contact your payroll administrator.
Transit No. 12478	Earnings Statement Delivery Electronic Only 
Account No. XXXX125	Year End Form Delivery Electronic Only 
Enable Deposit Yes	

1. Navigate to the **Profile** page (Profile & Settings → Profile).
2. The **Direct Deposit** section contains bank information, including priority number, and the amount or percent to be deposited in each account when multiple direct deposit accounts are set up and enabled.
3. The **Earnings Statement & Year End Forms Delivery** section displays your currently selected options for receiving forms on paper or electronically and email notifications.

How to Select Earnings Statement and Year End Tax Forms as Electronic Statements

The **Earning Statement & Year End Form Delivery** section contains information on how an employee will receive their earning statement and/or year-end tax forms: printed (paper copy) or electronic statement.

Work Information

Direct Deposit

Name of Financial Institution
001 - Bank of Montreal

Transit No. 12478
Account No. XXXX125
Enable Deposit Yes

Earnings Statement & Year End Form Delivery Edit

Electronic year end forms must be selected a minimum of 10 business days prior to the last pay date of the current year. If you have any questions please contact your payroll administrator.

Earnings Statement Delivery	Electronic Only	<input checked="" type="checkbox"/>
Year End Form Delivery	Electronic Only	<input checked="" type="checkbox"/>

1. In the **Work Information** section, click the **Edit** button.
The **Earning Statement & Year End Form Delivery** page displays.
2. Select **Electronic Only**.

Earnings Statement & Year End Form Delivery

Earnings Statement Delivery

Printed (Paper Copy)
 Electronic Only
 Send e-mail notifications when new electronic earnings statements are available.

Year End Form Delivery

Printed (Paper Copy)
 Electronic Only
An e-mail notification will be sent when new electronic year end forms are available.

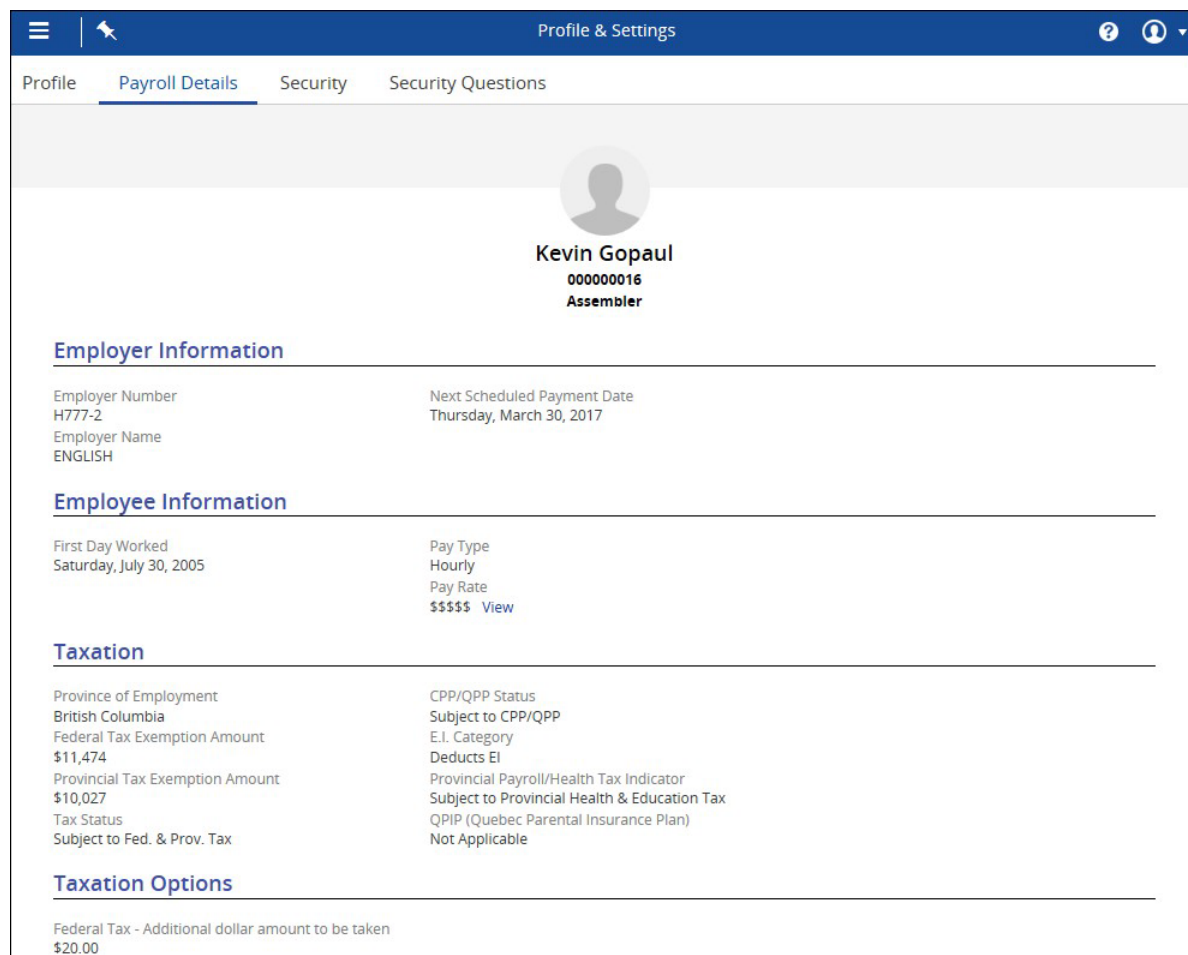
Save Cancel

3. Select **Send e-mail notifications when new electronic earnings statements are available**.
4. Click **Save**.

How to View Employer, Employee and Taxation information on the Payroll Details page

Verify the work, pay, and taxation information your employer has on file on the **Payroll Details** page. If the information for a particular field is unavailable, no information displays in the field.

All items on this page are view only.



The screenshot shows the 'Profile & Settings' page with the 'Payroll Details' tab selected. The user's name is Kevin Gopaul, Assembler, with ID 00000016. The page is divided into three main sections: Employer Information, Employee Information, and Taxation. The Employer Information section shows Employer Number H777-2, Employer Name ENGLISH, and Next Scheduled Payment Date Thursday, March 30, 2017. The Employee Information section shows First Day Worked Saturday, July 30, 2005, Pay Type Hourly, and Pay Rate \$\$\$\$\$ View. The Taxation section shows Province of Employment British Columbia, Federal Tax Exemption Amount \$11,474, Provincial Tax Exemption Amount \$10,027, Tax Status Subject to Fed. & Prov. Tax, CPP/QPP Status Subject to CPP/QPP, E.I. Category Deducts EI, and Provincial Payroll/Health Tax Indicator Subject to Provincial Health & Education Tax. The Taxation Options section shows Federal Tax - Additional dollar amount to be taken \$20.00.

Employer Information	
Employer Number	Next Scheduled Payment Date
H777-2	Thursday, March 30, 2017
Employer Name	
ENGLISH	

Employee Information	
First Day Worked	Pay Type
Saturday, July 30, 2005	Hourly
	Pay Rate
	\$\$\$\$\$ View

Taxation	
Province of Employment	CPP/QPP Status
British Columbia	Subject to CPP/QPP
Federal Tax Exemption Amount	E.I. Category
\$11,474	Deducts EI
Provincial Tax Exemption Amount	Provincial Payroll/Health Tax Indicator
\$10,027	Subject to Provincial Health & Education Tax
Tax Status	QPIP (Quebec Parental Insurance Plan)
Subject to Fed. & Prov. Tax	Not Applicable

Taxation Options	
Federal Tax - Additional dollar amount to be taken	
\$20.00	

1. Navigate to the **Payroll Details** page (Profile & Settings → Payroll Details).
2. The **Employer** section displays the Employer Number and Name as they display in Powerpay. In addition, you'll see the next scheduled Payment Date.
3. The **Employee** Section displays the first day worked, Pay Type (Hourly or Salary), and Pay Rate.

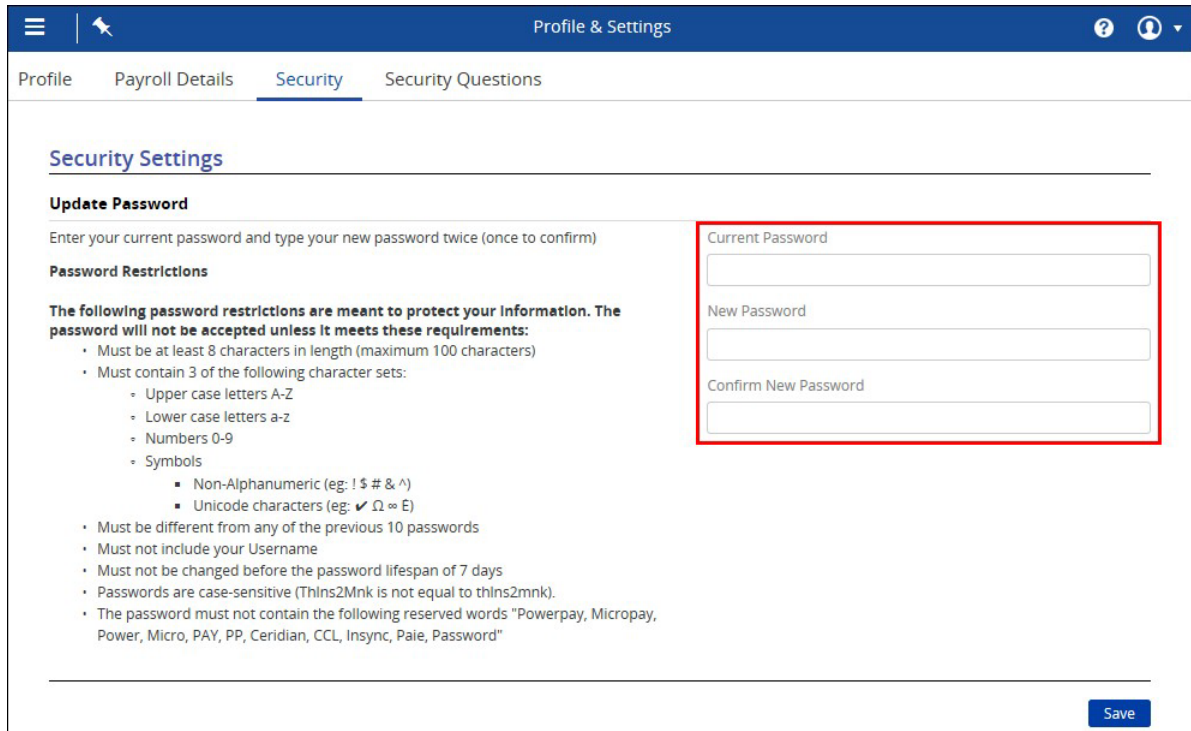


The Pay Rate may be masked, depending on the settings that have been enabled by the Payroll Administrator. Click the **View** link to unmask the rate. To hide the unmasked data, click the **Hide** link.

4. The **Taxation** section displays the jurisdictional taxes based on the Province of Employment.
5. The **Taxation Options** section will display if you have any additional permanent Statutory Deduction amounts scheduled to be withheld.

How to Change your Password

The first time an employee logs into Powerpay Self Service they are required to change their password.



Profile & Settings

Profile Payroll Details **Security** Security Questions

Security Settings

Update Password

Enter your current password and type your new password twice (once to confirm)

Password Restrictions

The following password restrictions are meant to protect your information. The password will not be accepted unless it meets these requirements:

- Must be at least 8 characters in length (maximum 100 characters)
- Must contain 3 of the following character sets:
 - Upper case letters A-Z
 - Lower case letters a-z
 - Numbers 0-9
 - Symbols
 - Non-Alphanumeric (eg: ! \$ # & ^)
 - Unicode characters (eg: ✓ Ω ∞ E)
- Must be different from any of the previous 10 passwords
- Must not include your Username
- Must not be changed before the password lifespan of 7 days
- Passwords are case-sensitive (Thlns2Mnk is not equal to thlns2mnk).
- The password must not contain the following reserved words "Powerpay, Micropay, Power, Micro, PAY, PP, Ceridian, CCL, Insync, Paie, Password"

Current Password
New Password
Confirm New Password

Save

1. Navigate to the **Security** page (Profile & Settings → Security).
2. Enter the current password in the **Current Password** field.
3. Enter the new password in the **New Password** field and the **Confirm New Password** field.
4. Click **Save**.



Your welcome email provides the initial link to set up your self service account including the requirement to change your password. This link is available for 10 days. If your Employer issues a "Reset Password" request, the link is only available for 24 hours. If you forget your password and select "forgot password" this link is valid for 15 minutes.

How to Update Security Questions

Security Questions are used for password retrieval, reset and sign-in verification.

Safeguarding your employee username, password and online identity is crucial to protecting your employee information. Caution must be exercised in setting up Security Questions and answers.

It is important to keep the answers confidential. Choose questions with answers that can easily be remembered but are difficult to guess and known only by you, the employee. Never write down or share this information with anyone. Ceridian does not recommend questions with answers that can be found in a wallet, purse or at the desk by your computer.

Avoid questions asking for information that is available to the public, such as on a social media page, or easily guessed.



If you request to have your password reset, you will be prompted to answer one of the 4 to 6 security questions you originally set up on the Security page.

The screenshot shows the 'Security Questions' page. The left sidebar has 'Security Questions' selected. The main content area has a title 'Security Questions' and a sub-header 'Select a minimum of 4 unique security questions and their corresponding answers. These questions will be used to help verify your identity.' There are six questions, each with a dropdown menu for the question and a text input field for the answer. The first question is 'What was the color of your first car?' and the answer is 'Black'. The answer field for the first question is highlighted with a red box, and a 'Hide' button is visible next to it. The 'Save' button is at the bottom right.

1. Navigate to the **Security Questions** page (Menu button → Profile & Settings → Security Questions).
2. A minimum of 4 unique security questions were required on initial setup. To change or edit the questions, select from the drop-down list and enter the corresponding answer.
3. Click **Save**.



Security Answers are masked. Click the  to view / edit the answer. Click Save after viewing or editing the answer.

How to View and Print Earnings Statements

Employees can view and print earnings for the latest pay period as well as every pay period in the past. Past pay periods are only available from the time the Company's Self service account was activated.

The screenshot shows the 'Earnings Statements' page. The left sidebar has 'Earnings Statements' selected. The main content area has a title 'Earnings Statements' and a sub-header 'Year End Forms'. There are two date pickers: 'From' (01/10/2021) and 'To' (DD/MM/YYYY). A 'Filter' button is next to the 'To' date picker. The text '7 Statement(s) Found' is on the right. Below the date pickers, there is a list of earnings statements for December 2021, with dates ranging from 01/10/2021 to 03-Dec-2021. The 'Download' button is at the bottom left.



The download feature allows employees to consolidate multiple Earning Statements into one zip file, rather than downloading them manually one at a time.

1. Navigate to the **Earnings Statements** page (Earnings → Earnings Statements).
2. Click the arrow button (▶) to expand a month and view the available earning statements.
3. You can filter the list by date using the **From** and **To** calendar fields and **Filter** button.
4. Select the earning statement you want to view.
5. Click **Open**. A PDF version of your pay statement displays; View/ Download / Print.

STATEMENT OF EARNINGS					EMPLOYEE DEDUCTIONS AND EMPLOYER CONTRIBUTIONS					
TYPE	HOURS	RATE	AMOUNT	Y.T.D.	TYPE	CURRENT	Y.T.D.	TYPE	CURRENT	Y.T.D.
		TAUX	MONTANT	A. JOUR		COURANT	A. JOUR		COURANT	A. JOUR
			4,140.00	94,778.75		838.29	23,833.32	RRSP ER	414.00	9,866.00
SALARY				450.00	FED TAX		889.54	GRP LIF		1,760.00
COMMISSN				3,881.25	E.I.		3,186.45			
VAC PAY				6,500.00	C.P.P.		48.00			
CAR ALLO					LTD	2.00				
					RRSP EE	414.00	9,866.00			
					NET PYMT	2,865.71	65,116.69			

SUMMARY	GROSS PAY	DEDUCTIONS	NET PAY	NET PAY ALLOCATION
Sommaire	PAIE BRUTE	RETENUES	PAIE NETTE	DETAILS DE LA PAIE NETTE
Current	4,140.00	4,140.00	.00	DEPOSIT 010 05320 XXXX679
Year-to-date	105,710.00	105,710.00	.00	
Cumul annuel				

How to View and Print Year End Forms (T4, T4A, Releve1, and Releve2)



The download feature allows employees to consolidate multiple year end forms into one zip file, rather than downloading the forms manually one at a time

1. Navigate to the **Year End Forms** page (Earnings → Year End Forms).
2. Click the arrow button (▶) to expand the year.
3. Select the tax form you want to view.
4. Click **Open**. A PDF version of your tax form displays.
5. To view the back of the tax form, click the **Click here for additional information** link at the bottom of the page.

Canada Revenue Agency / Agence du revenu du Canada

T4
Statement of Remuneration Paid / État de la rémunération payée

Year / Année: **2021**

Employer's name - Nom de l'employeur: **ENTOURAGE COMMUNICATIONS H777-2**

Employment income - line 10100 / Revenu d'emploi - ligne 10100: **39,147.24**

Income tax deducted - line 43700 / Impôt sur le revenu retenu - ligne 43700: **4,101.21**

Employee's account number / Numéro de compte de l'employeur: **54**

Province of employment / Province d'emploi: **BC**

Employee's CPP contributions - see over / Cotisations de l'employé au RPC - voir au verso: **1,942.85**

El insurable earnings / Gains assurables GAE: **38,910.84**

Social insurance number / Numéro d'assurance sociale: **12 990 100 059**

Employment code / Code d'emploi: **29**

Employee's QPP contributions - see over / Cotisations de l'employé au RPPQ - voir au verso: **17 39,147.24**

Employee's EI premiums - line 31200 / Cotisations de l'employé à l'AE - ligne 31200: **18 614.80**

Union dues - line 21200 / Cotisations syndicales - ligne 21200: **44**

RPP contributions - line 20700 / Cotisations à un RPA - ligne 20700: **20**

Charitable donations - line 34900 / Dons de bienfaisance - ligne 34900: **46**

Pension adjustment - line 20600 / Facteur d'équivalence - ligne 20600: **52**

RPP or QPPSP registration number / N° d'ajustement d'un RPA ou d'un RPPSP: **50**

Employee's PPIP premiums - see over / Cotisations de l'employé au RPPAP - voir au verso: **55**

RPP insurable earnings / Gains assurables du RPPAP: **56**

Employee's name and address - Nom et adresse de l'employé: **GOPAUL KEVIN**
369 LONSDALE AVE.
BURNABY, BC
CAN
V5D 7S8
EE ID: 0016

Other information (see over): **40** Amount - Montant: **995.60**

Autres renseignements (voir au verso)

[Click here for additional information - Veuillez cliquer ici pour des renseignements supplémentaires](#)

T4-Back-2021

Print this file

Report these amounts on your tax return.

14 - Employment income - Enter on line 10100.
16 - Employee's CPP contributions - See lines 30800 and 22215 in your tax guide.
17 - Employee's QPP contributions - See lines 30800 and 22215 in your tax guide.
18 - Employee's EI premiums - See line 31200 in your tax guide.
20 - RPP contributions - Includes past service contributions. See line 20700 in your tax guide.
22 - Income tax deducted - Enter on line 43700.
39 - Security options deduction 119(1)(d) - Enter on line 24900.
41 - Security options deduction 119(1)(d.1) - Enter on line 24900.
42 - Employment commissions - Enter on line 10100. This amount is already included in box 14.
43 - Canadian Armed Forces personnel and police deduction - Enter on line 24400. This amount is already included in box 14.
44 - Union dues - Enter on line 21200.
46 - Charitable donations.
52 - Pension adjustment - Enter on line 20600.
55 - Provincial parental insurance plan (PPIP) - Residents of Quebec, see line 31225 in your tax guide. Residents of provinces or territories other than Quebec, see line 31200 in your tax guide.
66 - Eligible retiring allowances - See line 13000 in your tax guide.

67 - Non-eligible retiring allowances - See line 13000 in your tax guide.
74 - Past service contributions for 1989 or earlier years while a contributor.
75 - Past service contributions for 1989 or earlier years while not a contributor - See line 20700 in your tax guide.
77 - Workers' compensation benefits repaid to the employer - Enter on line 22900.
78 - Fishers - Gross income.
79 - Fishers - Net partnership amount. See Form T2121. Do not enter on line 10100.
80 - Fishers - Shareperson amount.
81 - Placement or employment agency workers.
82 - Taxi drivers and drivers of other passenger-carrying vehicles.
83 - Barbers or hairdressers.
85 - Employee-paid premiums for private health services plans - See line 33009 in your tax guide.
87 - Emergency services volunteer exempt amount - See "Emergency services volunteers" at line 10100, and the information at lines 31220 and 31243 in your tax guide.
71 - Indian (exempt income) - Employment. See Form 110. Do not enter this amount on line 10100 or lines 13499 to 14300.
88 - Indian (exempt income) - Self-employed.

Do not report these amounts on your tax return. For Canada Revenue Agency use only. (Montants à déclarer dans votre déclaration de revenus.)

30 - Board and lodging.
31 - Special work site.
32 - Travel in a prescribed zone.
33 - Medical travel assistance.
34 - Personal use of employer's automobile or motor vehicle.
36 - Interest-free and low-interest loans.
38 - Security options benefits.
40 - Other taxable allowances and benefits.
67 - Employment income - March 15 to May 9, 2020.
68 - Employment income - May 10 to July 4, 2020.
69 - Employment income - July 5 to August 29, 2020.
69 - Employment income - August 30 to September 26, 2020.
69 - Indian (exempt income) - Non-eligible retiring allowances.
86 - Security options election.

Policy Act, personal information bank numbers CRA PPU 005 and CRA PPU 047

Veuillez déclarer ces montants dans votre déclaration de revenus.

14 - Revenu d'emploi - Inscrivez à la ligne 10100.
16 - Cotisations de l'employé au RPC - Lisez les lignes 30800 et 22215 de votre guide d'impôt.
17 - Cotisations de l'employé au RPPQ - Lisez les lignes 30800 et 22215 de votre guide d'impôt.
18 - Cotisations de l'employé à l'AE - Lisez la ligne 31200 de votre guide d'impôt.
20 - Cotisations à un RPA - Comprend les cotisations pour services passés. Lisez la ligne 20700 de votre guide d'impôt.
22 - Impôt sur le revenu retenu - Inscrivez à la ligne 43700.
39 - Déduction pour options d'achat de titres 119(1)(d) - Inscrivez à la ligne 24900.
41 - Déduction pour options d'achat de titres 119(1)(d.1) - Inscrivez à la ligne 24900.
42 - Commissions d'emploi - Inscrivez à la ligne 10100. Ce montant est déjà compris dans la case 14.
43 - Déduction pour le personnel des Forces armées canadiennes et des forces policières - Inscrivez à la ligne 24400. Ce montant est déjà compris.

67 - Allocations de retraite non admissibles - Lisez la ligne 13000 de votre guide d'impôt.
74 - Services passés pour 1989 et les années précédentes pendant que l'employé cotisait.
75 - Services passés pour 1989 et les années précédentes pendant que l'employé ne cotisait pas - Lisez la ligne 20700 de votre guide d'impôt.
77 - Indemnités pour accidents de travail remboursées à l'employeur - Inscrivez à la ligne 22900.
78 - Pêcheurs - Revenus bruts.
79 - Pêcheurs - Montant net d'un associé de la société de personnes. Consultez le formulaire T2121. N'inscrivez pas ce montant à la ligne 10100.
80 - Pêcheurs - Montant du préteur à part.
81 - Travailleurs d'agences ou de bureaux de placement.
82 - Chauffeurs de taxi ou d'un autre véhicule de transport de passagers. Consultez le formulaire T2125. N'inscrivez pas ce montant à la ligne 10100.
83 - Barbiers et coiffeurs.

Logging out of Self Service

Employees should always log out of Self Service to protect their personal information when they are finished with their session.

1. Select the **System Details** icon from any page.
2. Click **Logout**.

