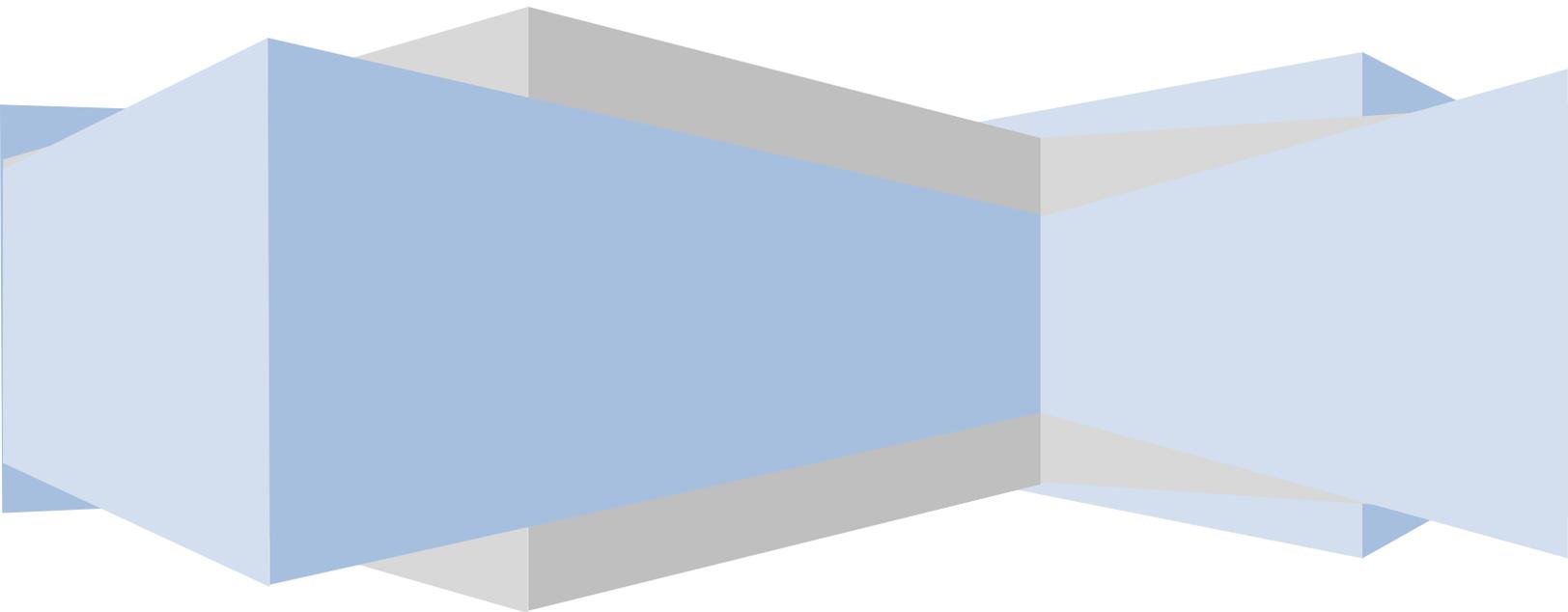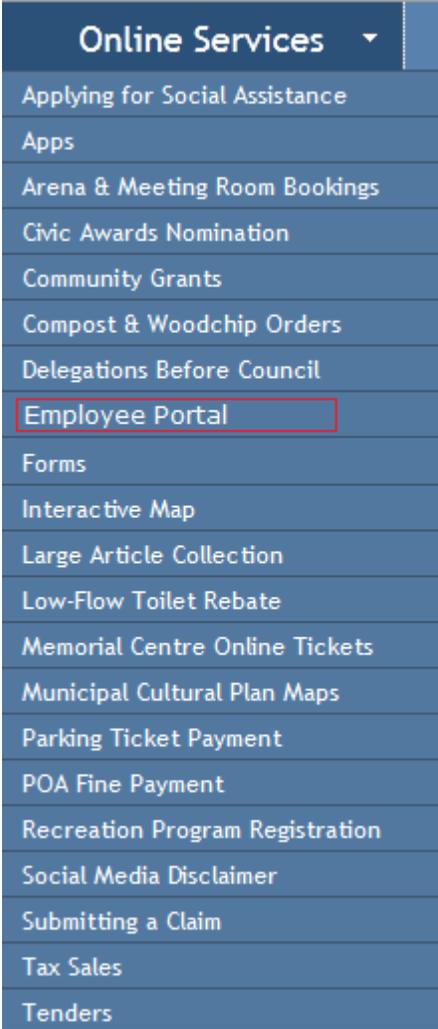**City of Peterborough**

Employee Portal for Pay Stubs

Employee Portal for Pay Stubs Link

Go to City site: http://www.peterborough.ca and click the link Employee Portal as shown below:

Online Services ▾
Applying for Social Assistance
Apps
Arena & Meeting Room Bookings
Civic Awards Nomination
Community Grants
Compost & Woodchip Orders
Delegations Before Council
Employee Portal
Forms
Interactive Map
Large Article Collection
Low-Flow Toilet Rebate
Memorial Centre Online Tickets
Municipal Cultural Plan Maps
Parking Ticket Payment
POA Fine Payment
Recreation Program Registration
Social Media Disclaimer
Submitting a Claim
Tax Sales
Tenders

First Time Login

Click on **Not Already Registered?** to setup login details.

Online Account Access

The following screen will display;

Tip: Use the calendar picker icon to select the date.

Enter a valid email address – required for registering with this portal.

Work or personal email is valid.

Enter your employee number - if you have more than one employee number, see the last page for more details.

Enter a previous payroll direct deposit date (it will be a Thursday date) - if you are paid bi-weekly, this date will be 2 days **before** the "Period Ending" date listed on your pay stub. If you are paid weekly, this date will be 5 days **after** the "Period Ending" date listed on your pay stub. If you don't have a paystub, you can get the date information from your bank statement or on-line banking, but keep in mind it will always be a Thursday.

Enter the "Net Pay" amount from your paystub. If you don't have a paystub, enter the total net pay that was deposited to your bank account(s) the date of the previous step. If you have your pay directed to more than one bank account, be sure to add the total deposits to each bank account for this step.

Enter an email address - can be either a work address, or a personal address.

Enable Online Account Access	
Employee #:	9999
Payment Deposit Date:	03/06/2014
Net Payment Amount:	414.69
Enter your email address:	kmclean@puc.org
Confirm your email address:	kmclean@puc.org
	Submit Clear

Select the [Submit] button.

Registration Successful

You have been sent an email containing a temporary password which you must reset on first login.

Click the 'Go to Login' to Continue...

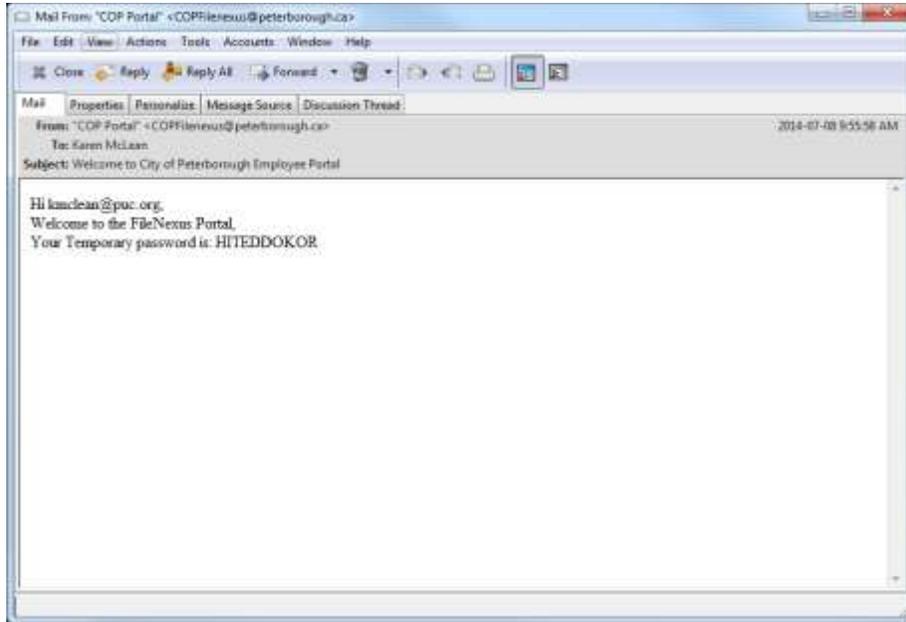Go to Login

If a message other than the above displays, please contact Lorraine Dovak payroll administrator ext.1708 for assistance.

An email will be sent to the address specified with your *temporary password.*

Use the *email address* and the *password* in the email to log into the system.

When you login for the first time, a **Password Reset** screen will display.

You must reset your password before continuing...

Current Password: ●●●●●●●●●●

New Password: ●●●●●●●●●●●●●●●

Confirm New Password: ●●●●●●●●●●●●●●●

Please use: min 8 characters, 1 Uppercase letters, 1 Lowercase letters, 1 Numbers.

OK

Enter the password sent in the email as the *current password* and a *new password* according to the corporate policy. The password specifications are;

- Minimum of 8 characters long including at least
  - o 1 uppercase letter
  - o 1 lowercase letter
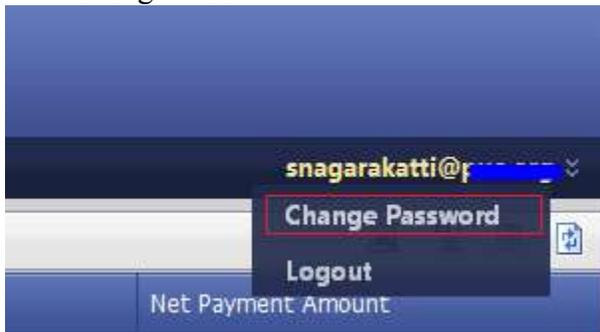 - o 1 number

Once logged in, you will be able to view your paystubs;

	Employee Name	Employee #	Payment Deposit Date	Period End Date	Pay Period	Year	Cheque Number	Net Payment Amount
	Doe, John	9999	2/20/2014	2/15/2014	12	2014	660627	288.07
	Doe, John	9999	3/6/2014	3/1/2014	12	2014	660863	414.69
	Doe, John	9999	3/20/2014	3/15/2014	12	2014	660776	388.83

Click on the **pdf** icon on the left side to view the full pay stub details.

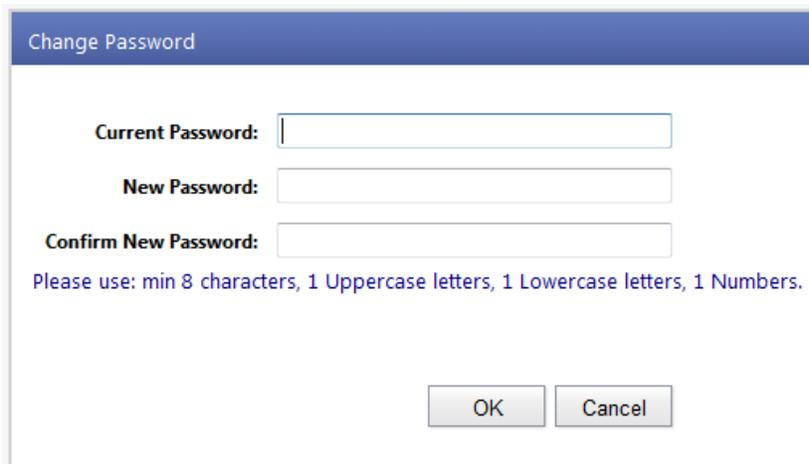Single click on a *column heading* to sort the column.

Change Password

To change password click on the email address at the top right to get the following options and click Change Password.
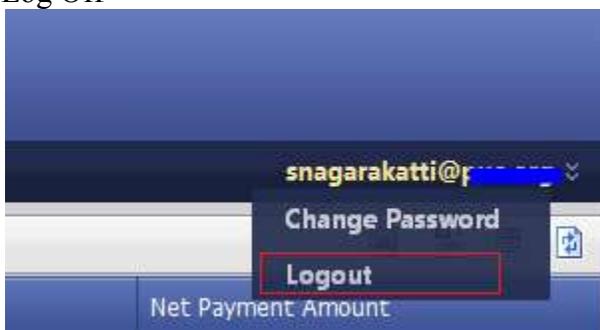

You will need to enter as the *current password* and a *new password* according to the corporate policy. The password specifications are;

- Minimum of 8 characters long including at least
  - 1 uppercase letter
  - 1 lowercase letter
  - 1 number

Log Off

To log off click on the email address at the top right to get the following options and click on Log Off

More Than One Employee Number

If you have more than one employee number, you will need to create a separate account using different email addresses for each employee number and pay information. You might have to create more personal email addresses for this. There are several online services that allows you to create multiple personal email address for free.

Example:
1. If you had an
    employee number: 123
    on pay date: Jan 22nd, 2015
    and net pay: $100.00
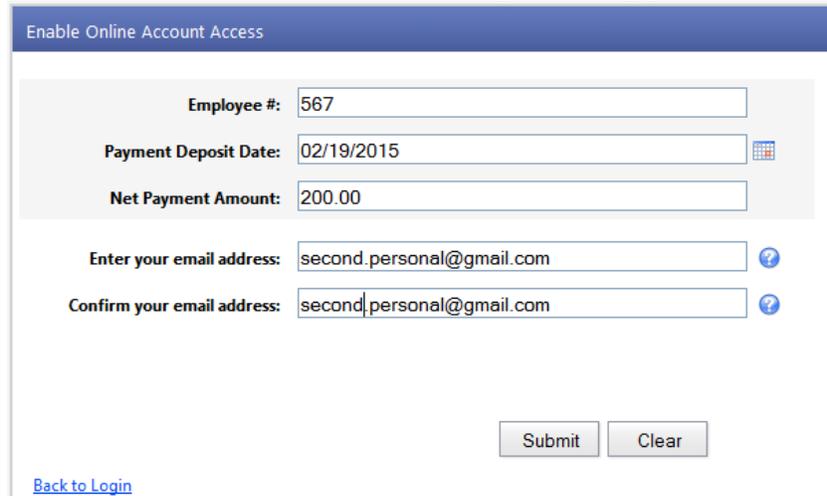   Sign up with email address: **first.personal@gmail.com**
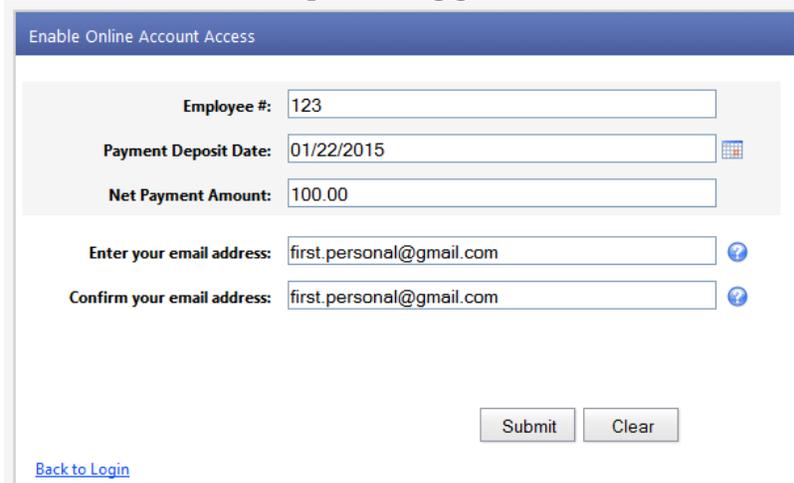
Enable Online Account Access	
Employee #:	123
Payment Deposit Date:	01/22/2015
Net Payment Amount:	100.00
Enter your email address:	first.personal@gmail.com
Confirm your email address:	first.personal@gmail.com

Submit   Clear

Back to Login

2. If you also had an
    employee number: 567
    on pay date: Feb 19th, 2015
    and net pay: $200.00
    Sign up with a different email address: **second.personal@gmail.com**

Enable Online Account Access	
Employee #:	567
Payment Deposit Date:	02/19/2015
Net Payment Amount:	200.00
Enter your email address:	second.personal@gmail.com
Confirm your email address:	second.personal@gmail.com

Submit   Clear

Back to Login

For more details contact Lorraine Dovak payroll administrator 705-742-7777 ext.1708