

## **PRINTED PAY ADVICE DISCONTINUATION (ATU 569, ATU 569 DATS and IBEW 1007 Employees)**

The City of Edmonton is pleased to provide online pay advices to you as of *November 24, 2015*. This service has been requested by City staff as a way to reduce the costs associated with printing and to lessen our impact on the environment.

Regardless of how your time is entered, if you have active City of Edmonton network and email accounts you will be provided with PeopleSoft access to view your pay advices online.

### **Important Information about PeopleSoft**

- Available 24 hours per day, every day of the week!
- You can view your pay advices when you're not at work
- Self-service password resets can be done by clicking on the "*Forgot your password?*" link on the PeopleSoft login page

### **Accessing PeopleSoft**

You will soon receive an email with your PeopleSoft login details. Please watch your City of Edmonton email account for this information.

#### At Work:

- Go to: *Onecity home page > Applications Section > locate the PeopleSoft link*
- Sign in to PeopleSoft: *Main Menu > Self Service > Payroll and Compensation > My Paycheque*

#### Not At Work:

- Logon to the City's Remote Web Access (RWA) website: *https://rwa.edmonton.ca*
- Enter your network username and password
- Click on: *Onecity Intranet > Applications Section > locate the PeopleSoft link*

For more information about viewing and printing your online pay advice go to *Onecity/payroll*

**Note - For employees who do not have City network and email accounts, paper pay advice distribution will continue until such accounts are created.**

For questions, contact Inside Information at 780-944-4311 and select the Payroll queue.