

Halton District School Boards ESS Online Pay Stubs.

Effective Jan 8th 2010 the Halton District School Board is using ESS Online Pay Stubs and will no longer be printing or distributing paper pay stubs

ESS Online Pay Stubs:

- will be available for display the morning of your pay date.
- are available through a password protected and secure website.
- will be able to display your current and historical pay stubs (up to 1 year) as new pays are added.
- are accessible through an internet connected computer at your work place or from home.

Please Note:

Employees that have not provided banking information for direct deposit will have to come into the JWS Education Centre to pick up their cheque.

Cheque pickup is available based on your pay schedule. To see your pay schedule please go to <http://www.hdsb.ca/payben/PayrollSchedule.html> and select the appropriate schedule. Available times for cheque pickup as per your pay schedule will be;

8:15am to 9:00am

or

3:15pm to 4:00pm

To pickup your cheque come to the JWS Education Centre Reception Desk and ask for Joan Leclair (ext. 3254)

When you come to pickup your pay cheque you will be asked to show ID and to sign and date a form showing you have picked up your cheque.

Any employee not using direct deposit must provide their banking information to the Payroll Department in order to get direct deposit and ESS Online Pay Stubs.

When you are picking up your pay cheque, please bring a void cheque in order to sign up for direct deposit and ESS Online Pay Stubs.

You may access ESS Online Pay Stubs through one of the following ways;

1. Click on the link below or copy the link into your web browser.
<HTTPS://ESSPAY.HDSB.CA>
2. The Board's Website www.hdsb.ca, click on Staff and then select the ESS Online Pay Stubs Quick Link on the right navigation
3. Through the PeopleSoft ESS (employee self service) This method is only available from a School based computer.

This will take you to the ESS Pay login screen as shown below.

Please login as follows;

Employee_ID.

Please enter your Halton assigned Employee ID.

PIN.

If you are a first time user of ESS Online Pay Stubs then the PIN will be your birth date in the format of YYYYMMDD. So for example if you were born July 1st 1967 you would enter 19670701 for your PIN. Once you have entered in your birth date in the correct format you will be taken to the change PIN page to select your new numeric PIN.

If you have previously accessed ESS Online Pay Stubs, your PIN is the numeric password you previously selected for yourself.

If you are not able to login to the ESS Online Pay Stubs then please contact Information Centre by

Phone: 1-888-432-4372, 905-333-4372

Email: informationcentre@hdsb.ca

Chatt: [informationcentre](#)

File Edit View Favorites Tools Help

★ Login

Halton District School Board

Please login to identify yourself

Use your Employee ID and Personal Identification Number (PIN) with no spaces or dashes

v1.2

Employee ID	<input type="text"/>
PIN	<input type="text"/>

Login

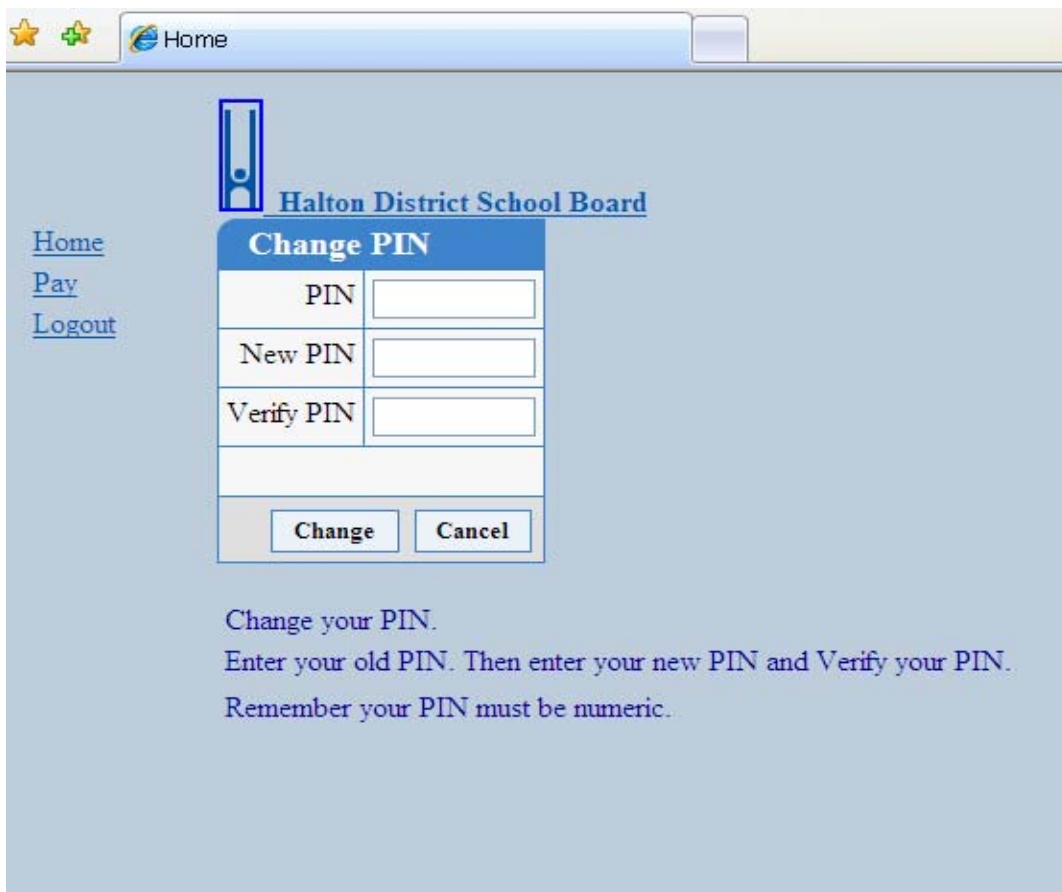
Welcome to ESS - Employee Self Service - Online Pay Stubs
First time users need to login using their birth date.
The birth date needs to be in the format YYYYMMDD. For example Jul 1, 1967 would be entered as 19670701
If you have trouble logging in please contact Information Centre
Phone: 1-888-432-4372, 905-333-4372 - Email: informationcentre@hdsb.ca - Chatt: [informationcentre](#)

PIN Change.

Your PIN is the numeric password that you use to access ESS Online Pay Stubs.

If you are a first time user of ESS Online Pay Stubs or you have already used ESS Online Pay Stubs and simply want to change your PIN the process is the same.

Enter your current PIN at the prompt for PIN. Remember if you are a first time user that is being asked to change your PIN your birth date is your current PIN in the format YYYYMMDD. You will then enter a new numeric PIN at the New PIN prompt and then verify your new PIN at the Verify PIN prompt.



The screenshot shows a web browser window with the address bar set to "Home". The page content includes a navigation menu on the left with links for "Home", "Pay", and "Logout". The main heading is "Halton District School Board" with a logo icon. The central form is titled "Change PIN" and contains three input fields: "PIN", "New PIN", and "Verify PIN". Below the form are two buttons: "Change" and "Cancel".

Change PIN	
PIN	<input type="text"/>
New PIN	<input type="text"/>
Verify PIN	<input type="text"/>
<input type="button" value="Change"/> <input type="button" value="Cancel"/>	

Change your PIN.
Enter your old PIN. Then enter your new PIN and Verify your PIN.
Remember your PIN must be numeric.

Once you have successfully logged in to ESS Online Pay Stubs you will be at the Home Page. This is the welcome page and your name will be shown in this welcome screen. There are currently 4 options available to you on this page.

Home:

Brings you back or refreshes the Home welcome page.

Pay:

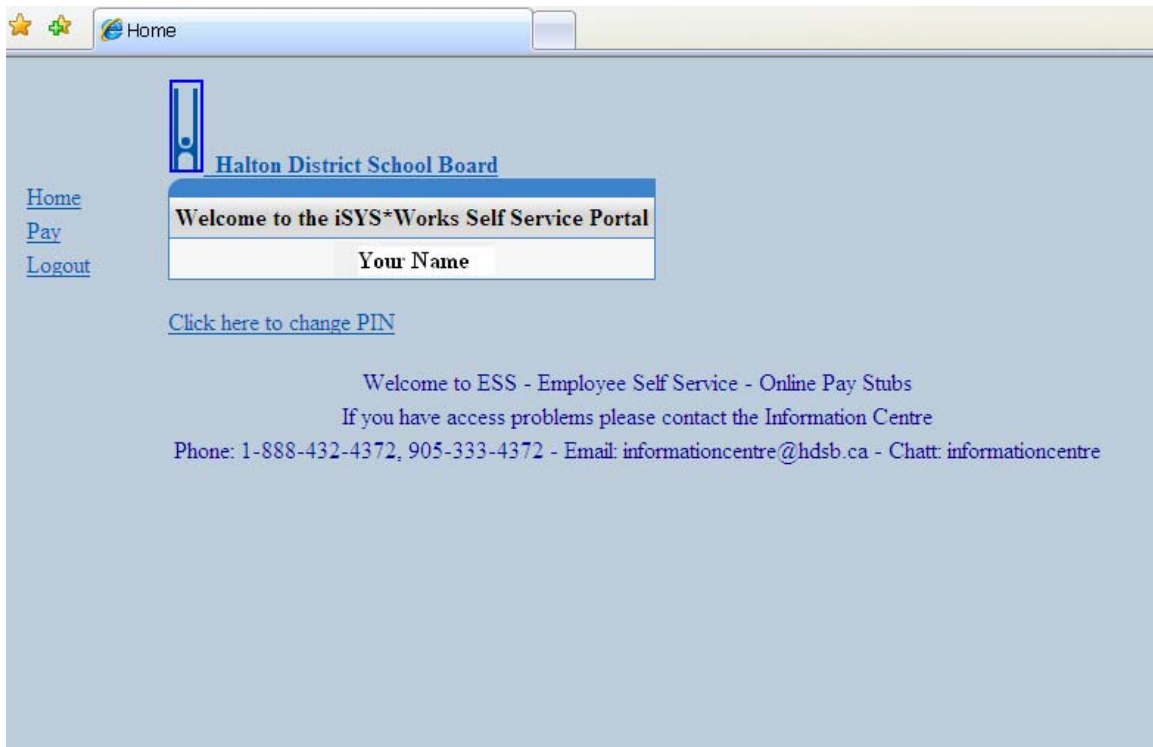
Takes you to the pay screen where you select pay(s) that are available for viewing

Logout:

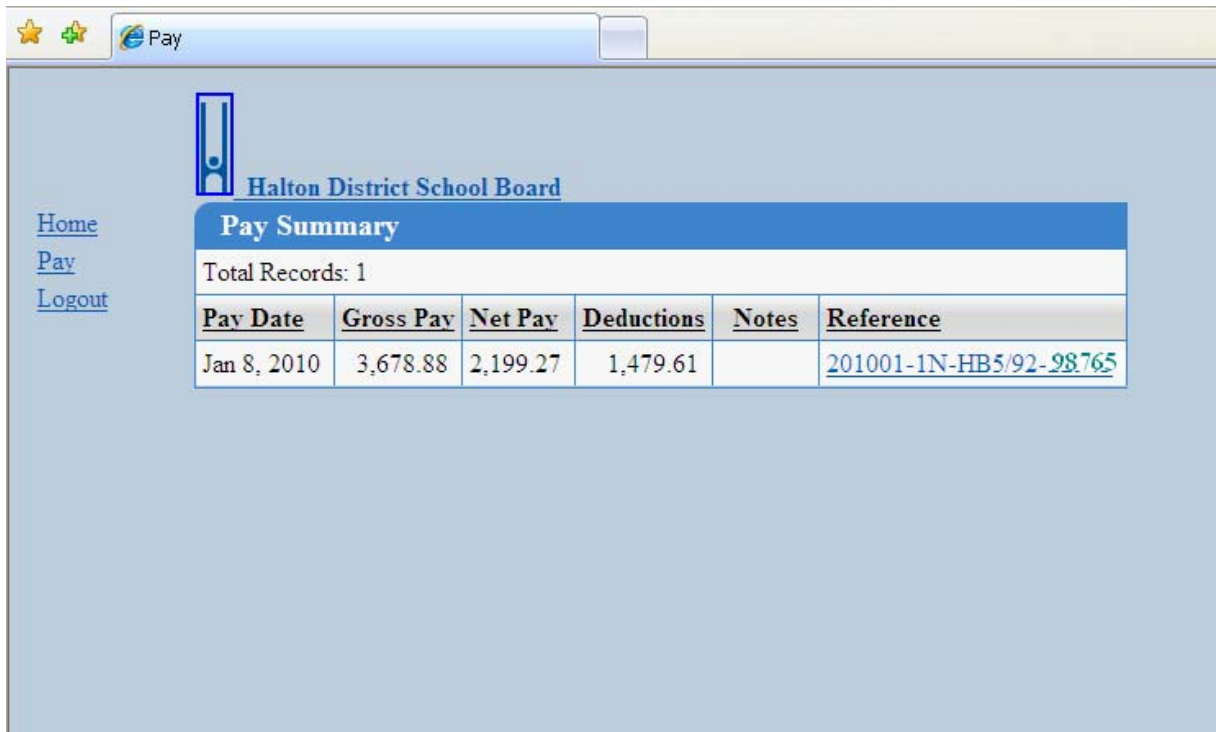
Logs you out of ESS Online Pay Stubs and ends the session

Click here to change PIN:

Allows you to change your PIN number.



If you select Pay from the left side navigation you are taken to the pay summary screen as shown below. Here you will find pays that are available for you to view. The initial view is the pay summary view as shown below. At a glance in the pay summary you can see the Pay Date, Gross Pay, Net Pay, Deductions, any Notes if applicable, and the Reference.



Home
Pay
Logout

Halton District School Board

Pay Summary

Total Records: 1

<u>Pay Date</u>	<u>Gross Pay</u>	<u>Net Pay</u>	<u>Deductions</u>	<u>Notes</u>	<u>Reference</u>
Jan 8, 2010	3,678.88	2,199.27	1,479.61		201001-1N-HB5/92-98765

The Reference column is a link to the detail of that particular pay. For example to view the details of the Jan 8, 2010 pay you would click the corresponding Reference number which in this example is 201001-1N-HB5/92-98765.

Below is a sample of the Pay details. In this example we can see a pay for Jan 8th 2010. Your Name, Employee #, and Deposit information along with the applicable earnings and deductions for the pay period are shown. If you want to print your pay stub simply click on File, Print from your web browsers main menu.

Additional information on how to read your pay stub is available on the board's website. The path is as follows;

www.hdsb.ca

Staff

Payroll & benefits

Under the heading Payroll Information

Choose "How to read your pay stub"

Then choose the applicable employee group.

Or

Click on the following link <http://www.hdsb.ca/Payben/HowToReadYourPaystub.html> then choose the applicable employee group.

Halton District School Board - 2050 Guelph Line - Burlington ON - L7R 3Z2 [Close](#)

Name	Employee #	Dept	Employer #	Salary/Rate
Your Name	98765	92	HB5	95,651.00

Pay	From Date	To Date	Pay Date	Sequence
01	Dec 28, 2009	Jan 8, 2010	Jan 8, 2010	57692362

Gross Pay	Deductions	Net Pay	Deposit To
3,678.88	1,254.09	2,424.79	1234/12345-0123456789

Type	Hours	Rate	Amount	YTD	Type	Current	YTD
00-E Basic Pay	70		3,678.88	3,678.88	13-D GPP	175.75	175.75
11-B Health			102.92	102.92	14-D EI	63.75	63.75
12-B Dental			59.30	59.30	15-D Fed Tax	865.14	865.14
31-E EI Rebate			-6.30	-6.30	20-D OMERS	291.40	291.40
PB-I Pens Base			3,678.88	3,678.88	21-D Grp Life	17.00	17.00
SC-I Serv Cred			10.00	10.00	30-D LTDIP	72.87	72.87

In the Type column the following codes after the hyphen indicate the following;

- E Earnings
- B Board Paid
- I Information
- D Deductions