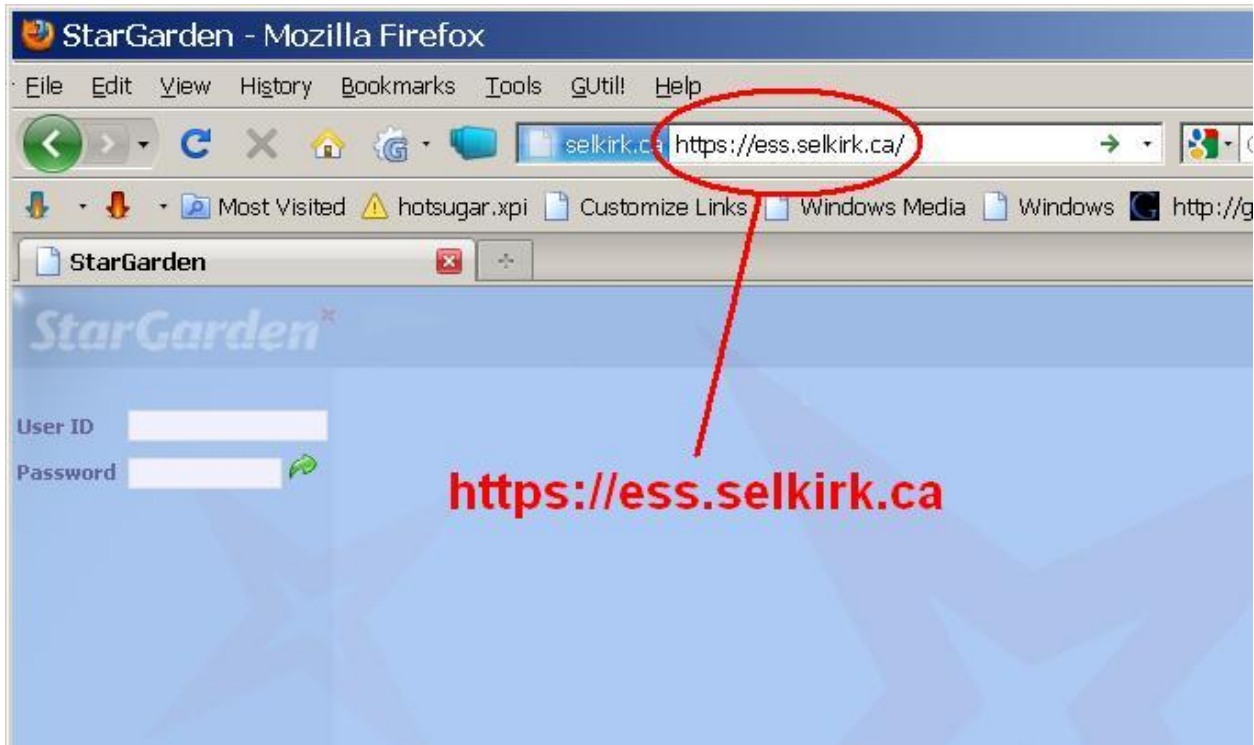


Selkirk College Employee Self Service Portal – Access Instructions

1. Go to the following web address:

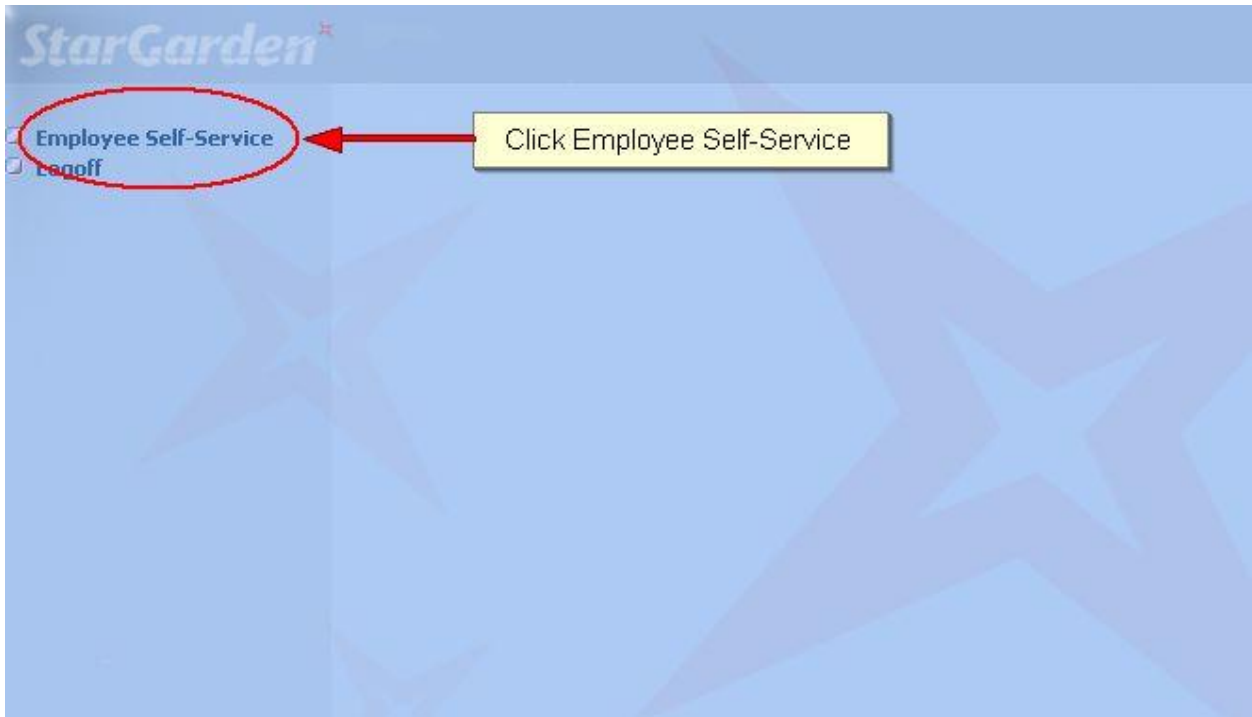


2. Enter your **User ID (New 4 digit Employee Number)** and **Password (First 3 numbers of your SIN AND your BIRTH YEAR – e.g. 1967 NOT 67)**



Selkirk College Employee Self Service Portal – Access Instructions

3. You will see the following options on your screen. To enter the portal click on 'Employee Self Service':



4. You will see the following screen:



Selkirk College Employee Self Service Portal – Access Instructions

- We strongly recommend that you change your password using a minimum of 8 characters inclusive of capital letters and special characters/numbers. You would do so by clicking on 'Password Change':



- After you enter your old password and new password in the areas below, you will need to click on the stylized green arrow on the top right of the screen – which is known as the 'update' button. By clicking on this stylized green arrow, you will activate your password update:



Selkirk College Employee Self Service Portal – Access Instructions

- Please note that you will ALWAYS need to use the green arrow when updating or saving changes made to a screen such as entering in an address change which is noted below:

StarGarden

Employee Self-Service Menu

Employee: [Name] - Addresses

Address [Field]
City Castlegar
Province British Columbia (BC)
Postal Code V1N 2P5
Country Canada (CAN)
Phone [Field]
Email [Field]@selkirk.ca

Work Address - Office [Field]
Campus Castlegar Campus
City Castlegar BC
Province British Columbia (BC)
Postal Code V1N 4L3
Country Canada (CAN)
Phone 250-365-[Field]

Click the Arrow to update and the X to close a window

- Your pay advice is located in the area 'Pay Cheque (PDF)'. Click on this button and you will see a summary line indicating the payroll (eg/ MN=Monthly; BW=Biweekly) followed by a four digit number; the cheque number; and the date paid (or the deposit date of this cheque). By clicking on the small arrow to the left of the payroll number, you will access your pay advice. This document can be printed if you so choose.

StarGarden

Employee Self-Service Menu

Pay Advices

Search For [Field]

| Payroll | Cheque Number | Date Paid |
|---------|---------------|------------|
| MN 1001 | 0000021167 | 01-29-2010 |

Click on the arrow to view the selected Pay Advice

Selkirk College Employee Self Service Portal – Access Instructions

PLEASE NOTE: At this time the mid month advance is still listed as 'Date Paid' with the month end date as the database considers the mid-month advance to be an early deduction. Your full month pay always pays out at the month end.

9. Be sure to log off when you are done viewing the contents of the portal. To do so, click on the Logoff menu item at the left of the screen:



10. For any questions or concerns regarding your access to Selkirk's Employee Self Service Portal, please send an e-mail to HR@selkirk.ca or call Liana Zwick, HR Coordinator, at 250.365.1368 (extension 368).