

### Accessing Employee Self-Service

Employee Self Service is accessed by following these steps:

1. Go to <http://www.cdha.nshealth.ca/programsandservices/foremployees/index.html>
2. Click the **Sign On** link
3. Follow the directions below to determine your User ID & Password
4. Click the **Sign In** button

### User ID & Password


Your User ID identifies you in the system and determines what you can access/view and/or update in the system. Your password protects your User ID from use by others. **ALWAYS KEEP YOUR PASSWORD CONFIDENTIAL!** You are responsible for your own personal information changes made with your ID. Always use your own ID and **never** share your password with anyone else.

Your User ID and Password in Employee Self Service are:




User ID	Initial Password
Your Employee ID number – 9 digits long	<p><b>DDMM</b><u>SIN</u></p> <ul style="list-style-type: none"> <li>• <b>DD</b> = your day of birth. For example, if you were born on April 4<sup>th</sup>, DD is equal to 04. If you were born on April 30<sup>th</sup>, DD is equal to 30.</li> <li>• <b>MM</b> = your month of birth. For example, if you were born in April, MM is equal to 04. If you were born in December, MM is equal to 12.</li> <li>• <u><b>SIN</b></u> = the last 3 digits of your Social Insurance Number.</li> </ul>

### Never Share Your Password with Anyone Else

### After Your First Login

You should ...	How to do it ...
Change your password to a more permanent one.	<ol style="list-style-type: none"> <li>1. Click <u>Change My Password</u></li> <li>2. Current Password = Enter the password provided to you</li> <li>3. New Password = Enter your desired password</li> <li>4. Confirm Password = Enter your desired password (again)</li> <li>5. Click Change Password</li> </ol>
Set up your password hint, so the system can automatically send you a new password should you forget yours	<ol style="list-style-type: none"> <li>1. Click <u>My System Profile</u></li> <li>2. <u>Change or set up forgotten password help</u></li> <li>3. In the <b>Question</b> field click the drop down  to see a list of questions</li> <li>4. Click a question to select it</li> <li>5. In the Response field, type your response to the question</li> <li>6. Click OK</li> </ol>

Areas of Self Service

Area	How to Access Information
<p><b>Personal Information</b></p> <p><i>Review and update your personal data details.</i></p> 	<p>Click the <a href="#">Self Service</a> link to get started.</p> <p><b>Personal Information</b> is one of the options available.</p> <ul style="list-style-type: none"> <li>• <b>Personal Information Summary</b> is a summary view of your personal information.</li> <li>• <b>Home and Mailing Address</b> allows you to update information about where you reside and have external mail sent with the option to enter a mailing address if it is different than your home address.</li> <li>• <b>Phone Numbers</b> allows you to update information about your phone numbers.</li> <li>• <b>Email Addresses</b> allows you to update information about your email addresses.</li> <li>• <b>Emergency Contacts</b> allows you to update information about who you would like contacted in the event of an emergency at your workplace.</li> <li>• <b>Name Change</b> allows you to update a change to your name.</li> </ul>
<p><b>Benefits</b></p> <p><i>View your benefit information, and view dependents and beneficiaries.</i></p> 	<p>Click the <a href="#">Self Service</a> link. <b>Benefits</b> includes.</p> <ul style="list-style-type: none"> <li>• <b>Benefits Summary</b> provides you with a summary of your current and historical benefits information.</li> <li>• <b>Benefits Information</b> brings you to a <b>Healthcare Summary</b>, which allows you to review your medical, dental and travel benefits coverage, plan details, dependents. There is also a link to your plan provider's website.</li> <li>• <b>Dependents and Beneficiaries</b> brings you to the <b>Healthcare Dependent Summary</b>, which reviews the healthcare benefits assigned to your dependents. It also brings you to <b>Dependent/Beneficiary Coverage</b> which reviews all benefits and how you have assigned dependents and beneficiaries.</li> </ul>
<p><b>Payroll and Compensation</b></p> <p><i>View your pay advices, T4 information and review, update or delete direct deposit information.</i></p> 	<p>Click the <a href="#">Self Service</a> link. <b>Payroll and Compensation</b> includes.</p> <ul style="list-style-type: none"> <li>• <b>View Pay Advice</b> is where you view your current and prior pay advices on-line.</li> <li>• <b>Direct Deposit</b> allows you to review or update direct deposit information.</li> <li>• <b>T4 Data</b> allows you to view your current T4 and T4A information and prior T4 information</li> </ul>