

TIMESHEET (TS) UPDATE AND VALIDATION



Accessing Guichet RH-PAIE

From one of the CIUSSS establishment, in



click



Remotely, on CIUSSSCN.CA



How to log in

1- Enter your new employee number

- Add a number at the beginning of your old number (e.g. IUSMQ previous no 00999 → new no: 60099)

IUSMQ: XXXXX → 6XXXXX

CRDQ: XXXXX → 5XXXXX

JHSB: XXXXX → 4XXXXX

CHU: XXXXX → 6XXXXX

IUSMQ: XXXXX → 6XXXXX

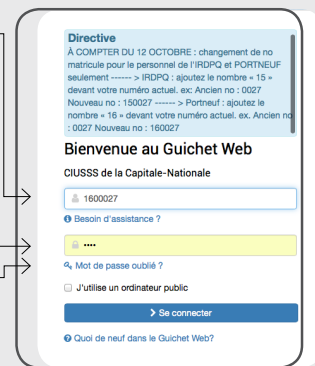
2- Enter your new password

- Your temporary password is your date of birth in the following format: YYYYMMDD (e.g. 19790802)

If you forget your password¹:

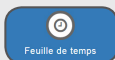
Click on *Forgot your password?*

Enter your personal email address by clicking *Settings*, under your name in the top right corner of the screen.



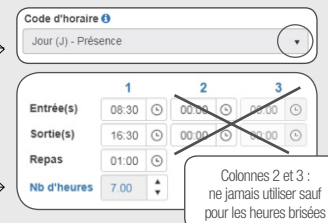
Updating a transaction on your timesheet

Click on the Timesheet button



To modify the line of a transaction: click on

- Modify a schedule code:** Click on the small arrow in the "Schedule code" window.
- Find the correct schedule code:** Enter a part of the searched word and select it. Tip: save your favourite schedule codes in your settings to make your job easier (menu under your name in the top right corner).
- Changing hours worked:** Change your hours worked without exceeding the regular working hours expected of your current position.
- Changing your department or cost centre:** To appear in your options, a department must be recorded under the departments registered in your employee file. Contact your supervisor to submit a request to add a department to your file.



Colonnes 2 et 3 : ne jamais utiliser sauf pour les heures brisées

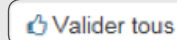
Adding a transaction to a day that already has a transaction: First click on the gear icon then **Insérer**. An identical transaction line will appear. Modify the line as previously described.



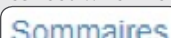
Adding a transaction to a day that has none: first click on the gear icon then **Insérer** to copy the desired transaction to the selected line. After that, follow the instructions on screen. The transaction details from the copied transaction will appear. Modify the line as previously described. You can also add to a day that has no transaction. However, all the fields must be filled manually.



Validate your timesheet: validate your timesheet when required by your supervisor using the **Valider tous** icon.



* To obtain assistance with validation, click the **Sommaires** tab.



Other available information

Under "My file"

- Personnal information: phone number, address, email (editable fields)
- Vacation bank and leaves: Holidays, sick leave, vacation days, etc.
- Other information: assignments, long term leave, bonus on file
- Training profile

Under "Time management"

- Schedule
- Your department schedule

Under "Documents"

- Pay slips

Under "Postings"

- Current postings
- Applications

- Read all the messages and information in Guichet RH-Paie:** There are many functionalities to discover (as needed, see the detailed step-by-step and tutorials under *Need assistance?* of the *Guichet RH-Paie*).
- Visit Zone CIUSSS:** Find information and tools concerning the timesheets, new schedule codes, costs centres, etc.
- Need assistance or forgot your password?** If your personal email address is not in your file, send an email to pilotage.grhpaie.ciusscn@sss.gouv.qc.ca (indicate your main establishment and your employee number) or call 418-821-3200.
- Timesheet and Payroll Assistance:** servicepaie.drf.ciusscn@sss.gouv.qc.ca • 1-877-821-0999, option 1