



Checklist of Actions Required by the Staff of IUSMQ, CRDQ, JHSB, CHU and IUCPQ Prior to the Change to the Payroll System on October 25

Guichet RH-Paie: Checklist

Starting October 23: Stop using eEspresso

Read the important information on Guichet RH-Paie on one of the following:

- [Zone CIUSSS](#) (in French only);
- [Website of the CIUSSS](#) - external access (in French only);
- [Guichet's Home Page](#) (click *Need assistance?*).

Watch the [tutorials](#) to understand how to use Guichet RH-Paie when making changes to your timesheet.

Please note your new 6-digits employee number: _____.
e.g. IUSMQ: Old no **00999** -----> New no **600999**

Establishment	Old 5-digits number	New 6-digits number
IUSMQ	XXXXX	6 XXXXX
CRDQ	XXXXX	5 XXXXX
JHSB	XXXXX	4 XXXXX
CHU	XXXXX	6 XXXXX
IUCPQ	XXXXX	6 XXXXX

Visit the [Guichet RH-Paie Home Page](#).

Change your password on your first login.
By default, your new password is your date of birth in the following format: YYYYMMDD

Note your previous password for Logibec eEspresso. It can be used to check your old pay slips:
_____.

Write your new cost centre numbers (only for employee having more than one).
• My new cost centre numbers are _____, _____.

Write down the name of the expert user who can help you within your department (see the [list on Zone CIUSSS](#)).
• My expert user is _____.

You are now ready to use the new Guichet RH-Paie!