



## IUSMQ, CRDQ, JHSB, CHU and IUCPQ Important Changes to the Payroll System Starting October 25

As part of the Consolidation of Information Systems Project (CSI), employees using the IUSMQ, CRDQ, JHSB, CHU and IUCPQ payroll systems will now be required to use the new Guichet RH-Paie launching on **October 25th 2018, at 9 AM** to complete their time sheet. Guichet eEspresso by Logibec will remain available **in consultation mode only**.

Support and training tools are available on [Zone CIUSSS](#) and on the [website of the CIUSSS](#) (remote access) to assist you with the change (in French only).

### How to access [Guichet RH-Paie](#)

- At the bottom of the main page on [Zone CIUSSS](#) ("\$" icon);
- Quick access on the home page of the [website of the CIUSSS](#);
- Shared workstations in some facilities (physical access points).



\*\*\*The old shortcuts to Guichet eEspresso in Citrix, on your desktop or in your favorites will remain accessible in read mode only to check your old pay slips (including the one of October 25).

### How to log in

#### New Employee Number

You will have to add a number at the beginning of your current number to access Guichet RH-Paie.

e.g.

For the employees of the CRDQ, if your current employee number is **00999**, your new CIUSSSCN employee number will now be comprised of 6 digits, thus it becomes **500999**.

#### New Password

Your password to access Guichet Virtuo RH Paie is your date of birth written in the following format: **YYYYMMDD (e.g. 19790802)**.

Establishment	Previous 5-digits number		New 6-digits number	New Password
IUSMQ	XXXXX	→	<b>6</b> XXXXX	YYYYMMDD
CRDQ	XXXXX	→	<b>5</b> XXXXX	
JHSB	XXXXX	→	<b>4</b> XXXXX	
CHU	XXXXX	→	<b>6</b> XXXXX	
IUCPQ	XXXXX	→	<b>6</b> XXXXX	

## **New Responsibilities for Employees Regarding their Timesheets**

Starting October 25th, you will have to:

- Make any changes deemed necessary to your timesheet if your hours worked are different from your regular work schedule;
- Validate your timesheet before it is approved by your manager;
- For the reimbursement of travel expenses, continue to use the usual forms using your new employee number and your CIUSSSCN cost center code.

## **Changes to Hour and Cost Centers Codes**

Starting October 25, use the Hour codes of presence and absence to change your timesheet in Guichet RH-Paie. Watch these [short informative videos](#) to assist you.

**IMPORTANT:** IMPORTANT: some cost centers numbers will undergo changes (also known as sub-department, department or administrative unit). See the list of equivalence on [Zone CIUSSS](#) and remotely on the [website of the CIUSSS](#) to guide you in the codification of your timesheet.

## **Job Postings: Submit your Application Online!**

You can now browse the job postings online on Guichet RH-Paie from home or on your cell phone. A [short video presentation is available on Zone CIUSSS](#) and remotely on the [website of the CIUSSS](#) to learn how to access this function and submit and to submit your application.

## **Expert Users are Here to Help You**

A network of expert users trained with the Guichet RH-Paie is available in each of the Directorates to assist you with any problems with access or functionality. See the [list of Expert Users](#) to obtain assistance quickly.

## **Questions? Please visit:**

- The [Frequently Asked Questions \(FAQ\) on the Guichet RH-Paie \(in French only\)](#).
- The [List of actions required](#) to assist you through the change.

## **TROUBLES ACCESSING GUICHET RH-PAIE (VIRTUO)?**

418-821-3200, option 1 and option 4

[pilotage.grhpaie.ciusscscn@ssss.gouv.qc.ca](mailto:pilotage.grhpaie.ciusscscn@ssss.gouv.qc.ca)

## **TIMESHEETS AND PAYROLL SUPPORT DESK**

1-877-821-0999, option 1

[servicepaie.drf.ciusscscn@ssss.gouv.qc.ca](mailto:servicepaie.drf.ciusscscn@ssss.gouv.qc.ca)