



# Find Out About Guichet RH-Paie Launching October 25

You will now be required to fill out your own timesheet.

## How to access:

A shortcut at the bottom of **Zone CIUSSS**



or

Through the website of the CIUSSS (accès rapide)

[www.ciuSSscn.ca](http://www.ciuSSscn.ca)



\* Access through Cirtis will not be available going forward.

## How to log in:

### New Employee Number

Starting **October 25, 2018**, add a number at the beginning of your current number to access Guichet RH-Paie.

### New Password

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

Establishment	Previous 5-digits number	New 6-digits number	New Password
IUSMQ	XXXXX	6XXXXX	YYYYMMDD
CRDQ	XXXXX	5XXXXX	
JHSB	XXXXX	4XXXXX	
CHU	XXXXX	6XXXXX	
IUCPQ	XXXXX	6XXXXX	

E.g. IUSMQ: Previous no 00999 → New no 600999

### Problems accessing Guichet RH-Paie (Virtuo)?

418 821-3200, option 1, option 4  
[pilotage.grhpaie.ciuSSscn@ssss.gouv.qc.ca](mailto:pilotage.grhpaie.ciuSSscn@ssss.gouv.qc.ca)

### Timesheets and Payroll Support Desk

1 877 821-0999, option 1  
[servicepaie.drf.ciuSSscn@ssss.gouv.qc.ca](mailto:servicepaie.drf.ciuSSscn@ssss.gouv.qc.ca)

### IMPORTANT

- Guichet eEspresso will not be available on October 23 and 24 and will remain accessible in read mode only going forward;
- You will be able to access the new Guichet RH-Paie at 9 AM on October 25;
- Check out the training material and tools on Zone CIUSSS to learn how to change and validate your timesheet in Guichet RH-Paie (in French only).