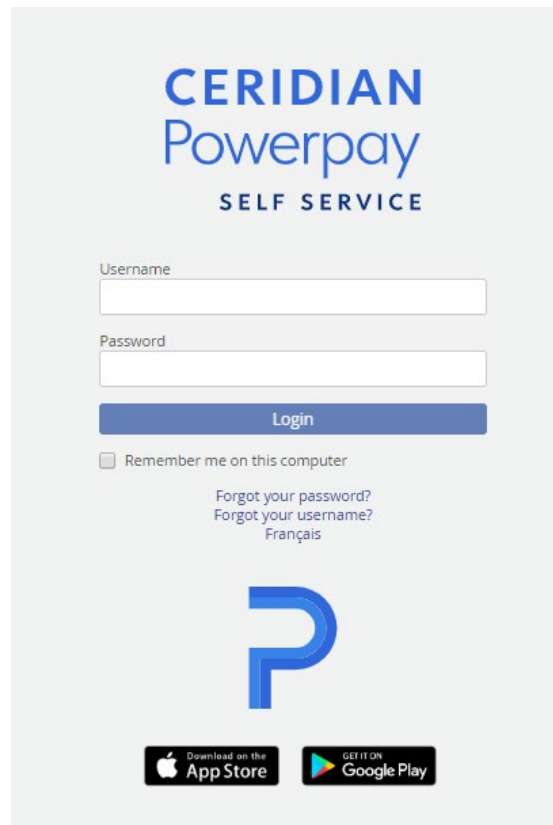Ceridian PowerPay Self-Service is how you can view your paystubs and, at year-end, your T4. You will receive two emails from Ceridian PowerPay sent to the personal email address you provided to Human Resources. The information in the first email is your user name and the second email includes your temporary password and instructions on how to set up your account. It's very easy!

1. Visit https://clients.powerpay.ca/selfservice



2. Enter your username and temporary password.
   o Your username and password will be delivered in two separate emails. You may choose to copy and paste these items for ease of use.
   o *Passwords and Usernames are case sensitive. Passwords include numbers and symbols (displayed in blue) and upper and lower-case letters (displayed in black).
   o ** These temporary credentials will expire in 10 days. If they expire, you must contact me for new credentials.
3. Select and confirm a permanent password.
4. Select and answer Personal Verification Questions and agree to the Terms of Use and Privacy Policy. These are required before you complete your initial log on as additional security measures to assist in ensuring that your data is secure, and that your privacy is protected.
5. For a step-by-step guide to navigation and personal profiles within Self Service; including how to view/print earning statements; enable receiving year-end tax forms; updating personal emergency contacts and more click this link: Powerpay Self Service - Using Self Service.pdf.
6. Bookmark the Self-Service home page or mark it as a Favorite in your browser. This step is important to make it easy to get back to Self Service in the future.
7. You're done! It's that easy. Contact me with any questions.

Just some other items of note:

- If you leave Barracuda, your pay information will remain accessible in Ceridian PowerPay Self-Service for 15 months
- Powerpay Self-Service is fully integrated within Powerpay (our payroll software), providing pay statements, tax forms and personal information directly to you.  You can edit your information on any device, feeding changes into Powerpay.
- The site is fully secured. It is maintained by Ceridian.