

Northern Ontario School of Medicine École de médecine du Nord de l'Ontario $\dot{P} \cdot \nabla \cap \dot{\Delta} \circ \dot{\Delta}$

HOW TO VIEW YOUR PAY ADVICE

1. Go to <u>www.nosm.ca</u> and click myNOSM

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EDUCATION	RESEARCH	OUR COMMUNITY	LIBRARY	ALUMNI	FACULTY	NEWS	DONATE	ABOUT	Search	٩

2. Under Staff or Faculty click Self-Service (WebAdvisor)

	Learners	Staff	Faculty	General
/viy nusm	Elentra	Colleague UI	Elentra	Campus Maps
	Expense Reimbursement	Elentra	Expense Reimbursement	Directory
	Intranet	Expense Reimbursement	Intranet	Human Resources
	myAssesments	Intranet	myAssessments	IT Helpdesk
	myCurriculum	myAssessments	myCurriculum	Library
	myEvaluations	myData	myEvaluations	myMail
	one45	myEvaluations	one45	Qualtrics
	PaNDa	myEvents	Self-Service (WebAdvisor)	Live & Archived Webcasts
	Resident On Call Claims	PaNDa		Webex
	Self-Service	Promotional Product Catalogue		
		Qualtrics		
		Self-Service (WebAdvisor)]	

3. To access Self-Service, use your myNOSM username and password.

We recommend that you change your password on your first login to ensure your information is kept confidential. If after following these instructions, you are unable to view your pay advice, please send an email to <u>payroll@nosm.ca</u>.



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Once logged in to Self-Service, WebAdvisor will be available under the "my Apps" heading in the menu on the left of your screen.



4. Click on Employees.

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Welcome		Employees	<	

WebAdvisor

Please login to use this system



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5. Click on Pay Advices.

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU	
The following links may display confidential information.	
Environment Des Cite	Budgeting
Employee Profile	Budget selection
T4 Electronic Consent	
T4 Slips	Purchasing
	Approvals Needed
TimeOnline@NO SM	
Time entry	LeaveOnline@NO SM
<u>Time history</u> Time approval (for supervisors) <u>Employee history (for supervisors)</u>	Leave Request Leave Online Report My To Do List

6. All your pay advices for the current year will be listed. To view your pay advices from previous years, click on **Select Other Year**, select the year from the drop down options, and then click **SUBMIT.**

EMPLOYEES Pay Advices
Pay Advices
Pay Advices
If you are missing pay advices from prior years, please contact your payroll office for assistance.
Select Other Year
Current Year
2015/04/15
<u>2015/03/31</u>
2015/03/13
<u>2015/02/27</u>
2015/02/13
<u>2015/01/30</u>
2015/01/15
SUBMIT

If you have any questions or if you need assistance, please contact NOSM Payroll (payroll@nosm.ca).