Southern Health-Santé Sud

Quadrant Self-Serve (QSS)

Employee Guide

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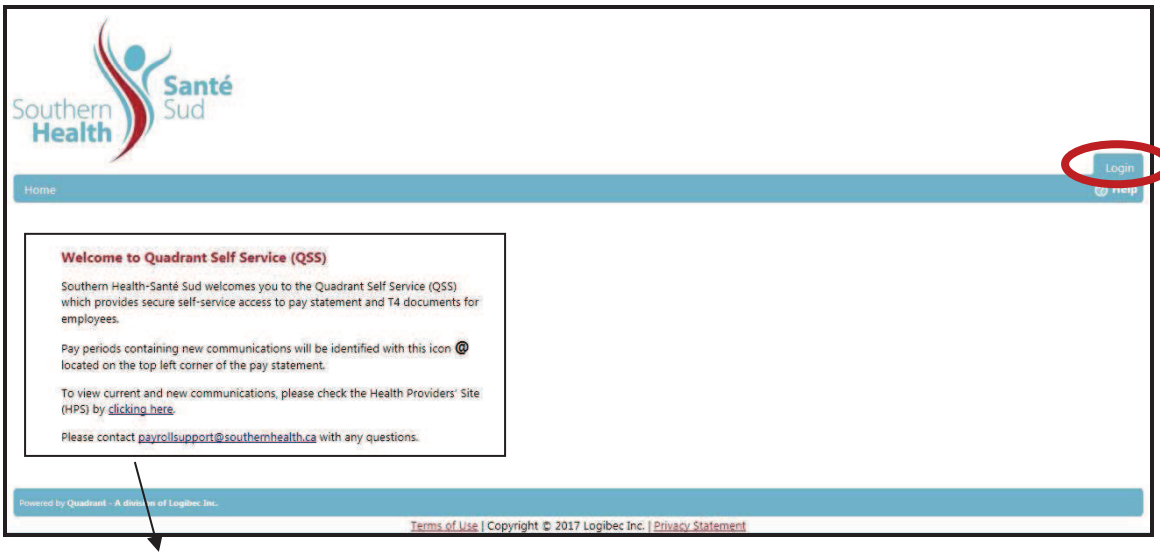
LOGGING ON

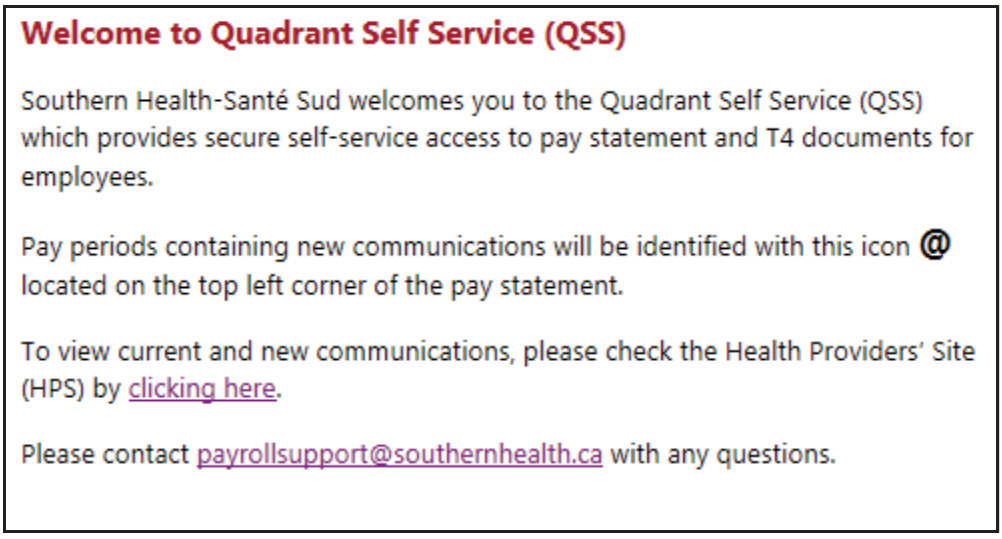
Logging On to Quadrant Self Service (QSS):

In your browser, navigate to the following URL:

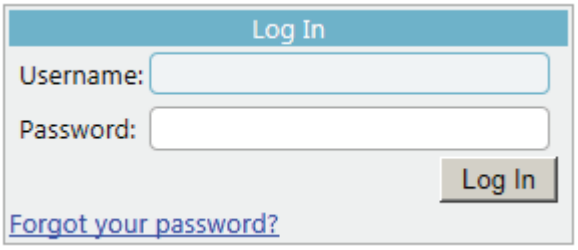
https://qss.southernhealth.ca

The Southern Health-Santé Sud Welcome to Quadrant Self-Serve website page will display.

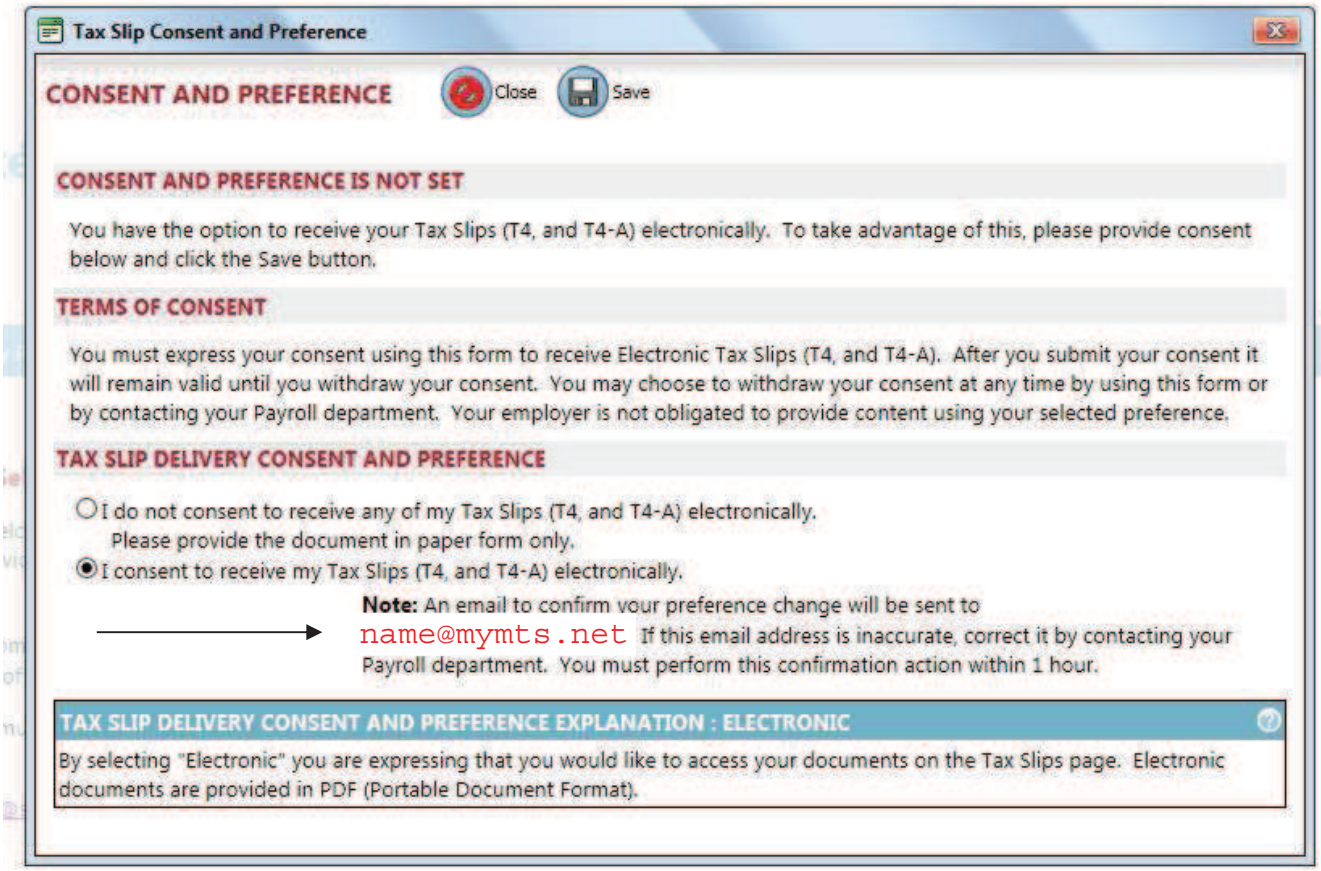




Click on at the far right and enter your Username and Password as provided.



FIRST TIME LOGGING IN: You will be prompted to change your password and complete the Tax Slip (T4) Consent and Preference Form by select preference and clicking Save at top of form. *Please note that an email confirmation for T4 distribution preference will be sent to the email address associated with your QSS account found in the* ***Note:*** *section of the form.* If this email address is not correct or if you would like to update the address, please contact your local payroll clerk or email payroll support.



Forgot Your Password:

Should you forget your password, on the QSS logon screen, click the Forgot your password? link.

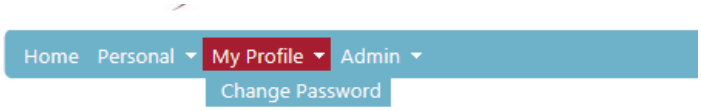
On the Email Password Recovery window, enter your Username and Email address associated with QSS account and click the Recover Password button. An e-mail will be sent to you with a temporary password. Follow the instructions to logon to QSS.

*If no email address has been associated with your account, please contact your local payroll clerk with your preferred email address. Your **personal email address is recommended** so that a password reset can be performed anytime, at your convenience, when needed.*

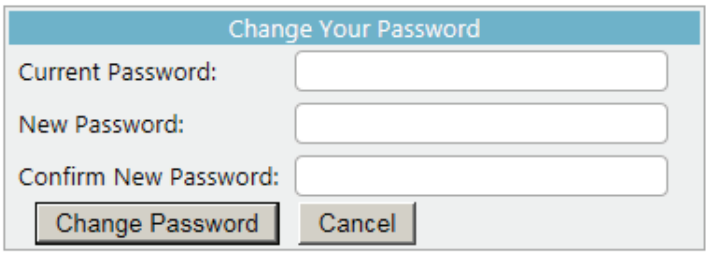
Change your Password:

Once you've successfully logged onto QSS from the QSS Welcome screen, click on **My Profile**, Change Password:

My Profile > Change Password



On the Change Your Password window, enter your Current Password, New Password, and Confirm New Password fields. Then click the Change Password button.



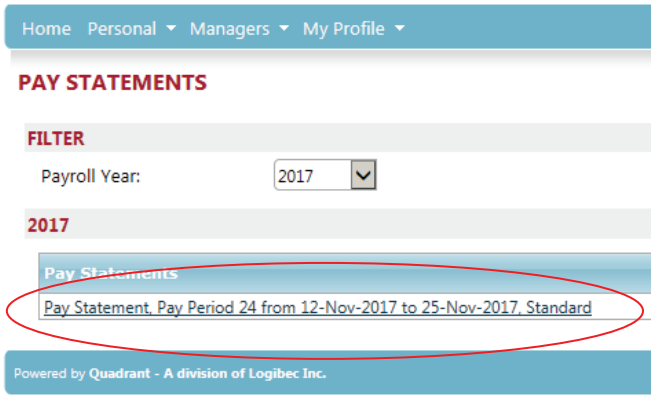
PAY STATEMENTS

View Your Pay Statement:

On the welcome to Quadrant Self Service screen, click the **Personal** drop down menu and select

Personal > Remuneration > Pay Statements

Review pay statements by clicking on the paystub link for the desired pay period and year.



Print your Pay Statement:

Right mouse click on the pay statement and select print. The Print window displays, then click Print to print the statement **OR** click on Print Icon

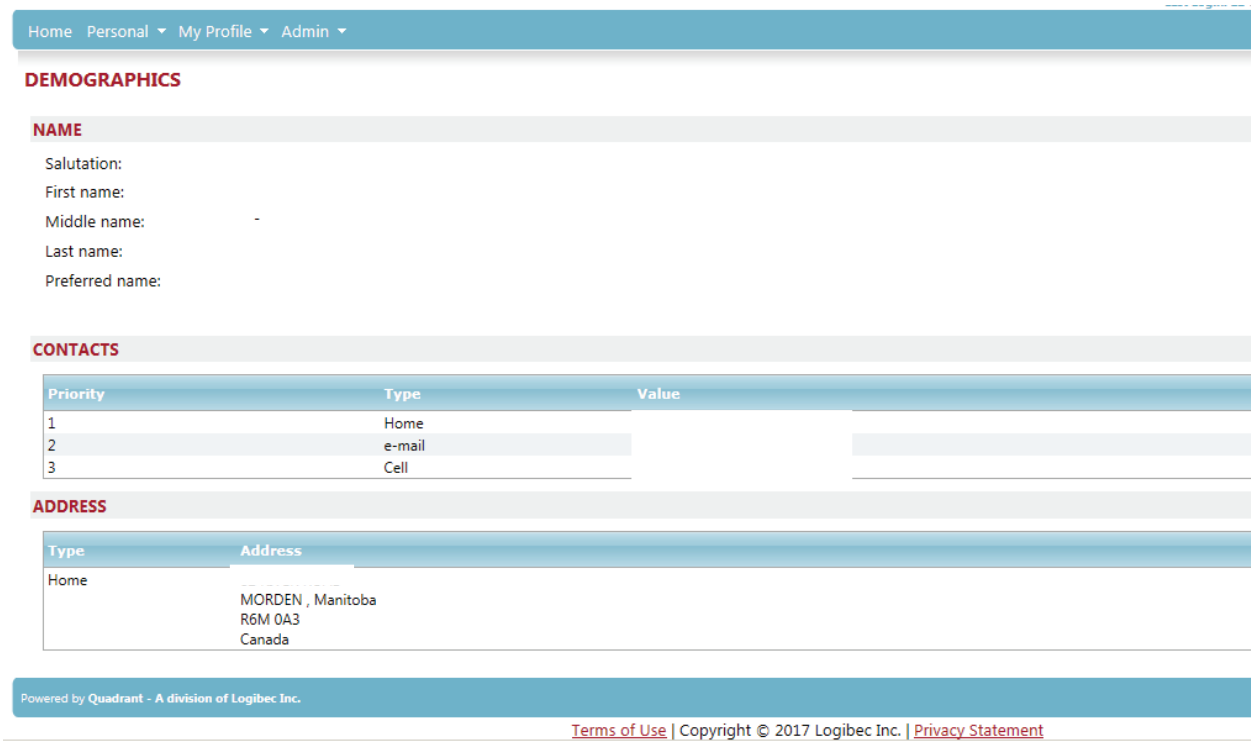
DEMOGRAPHICS

View Your Demographic Information:

On the welcome to Quadrant Self Service screen, click the **Personal** drop down menu and select Demographics

Personal > Demographics

On the Demographics form, you can review the Name, Contacts and Address.



QSS EMPLOYEE - QUICK REFERENCE

Item	Menu	Comment
LOGGING ON		
Logging on to Quadrant Self- Serve (QSS)	https://qss.southernhealth.ca	Enter the URL in your browser and the QSS website will come up. Enter your username and password
Forgot Your Password	Logon screen	QSS logon screen, click the Forgot your password? Link
Change Your Password	My Profile > Change Password	Once you've successfully logged onto QSS, on the QSS Welcome screen, click on My Profile, Change Password:
DEMOGRAPHIC		
View Your Demographic Information	Personal > Demographics	On the Demographics form, you can review the Name, Contacts and Address
PAY STATEMENT		
View Your Pay Statement	Personal > Remuneration > Pay Statements	Review your paystub by clicking on the paystub link
Print Your Pay Statement	Personal > Remuneration > Pay Statements	Right mouse click on the pay statement and select print. The Print window displays, then click Print to print the statement