

Southern Health-Santé Sud

Quadrant Self-Serve (QSS)

Employee Guide

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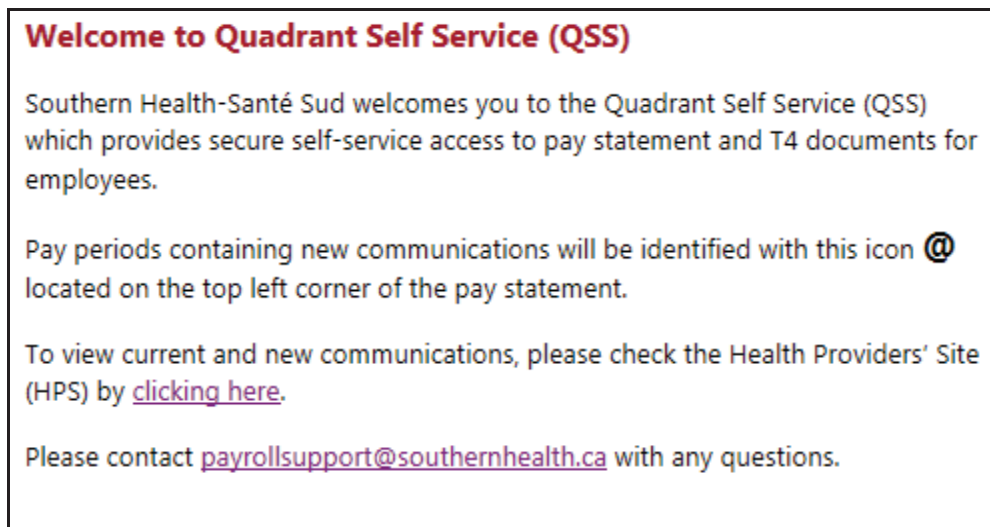
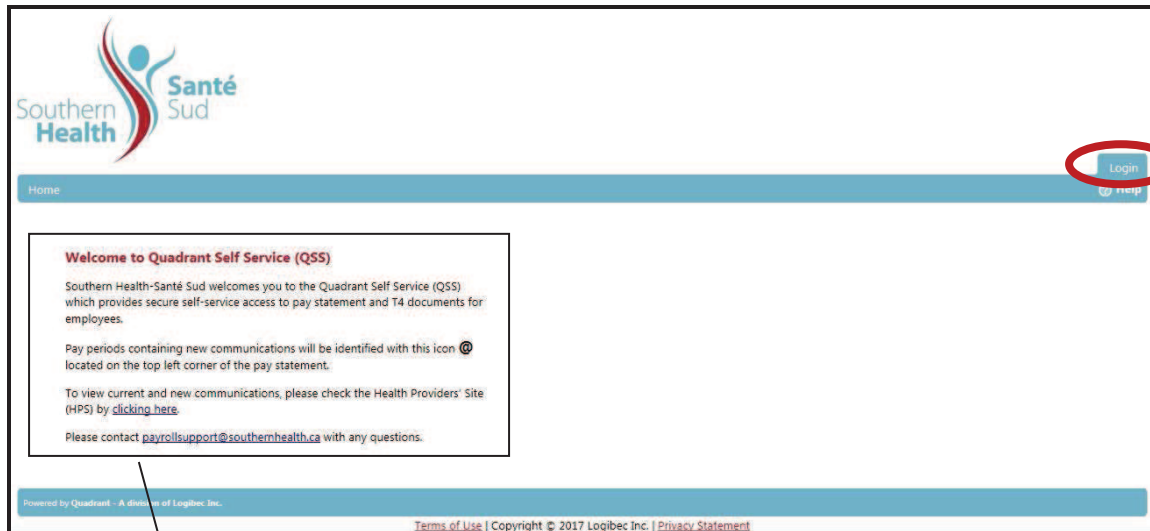
LOGGING ON


Logging On to Quadrant Self Service (QSS):

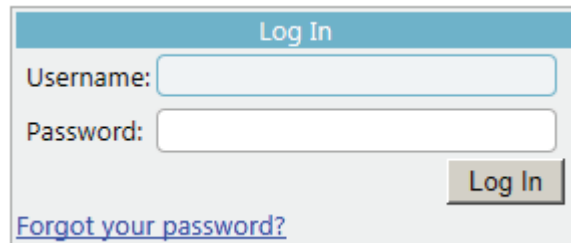
In your browser, navigate to the following URL:

<https://qss.southernhealth.ca>

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

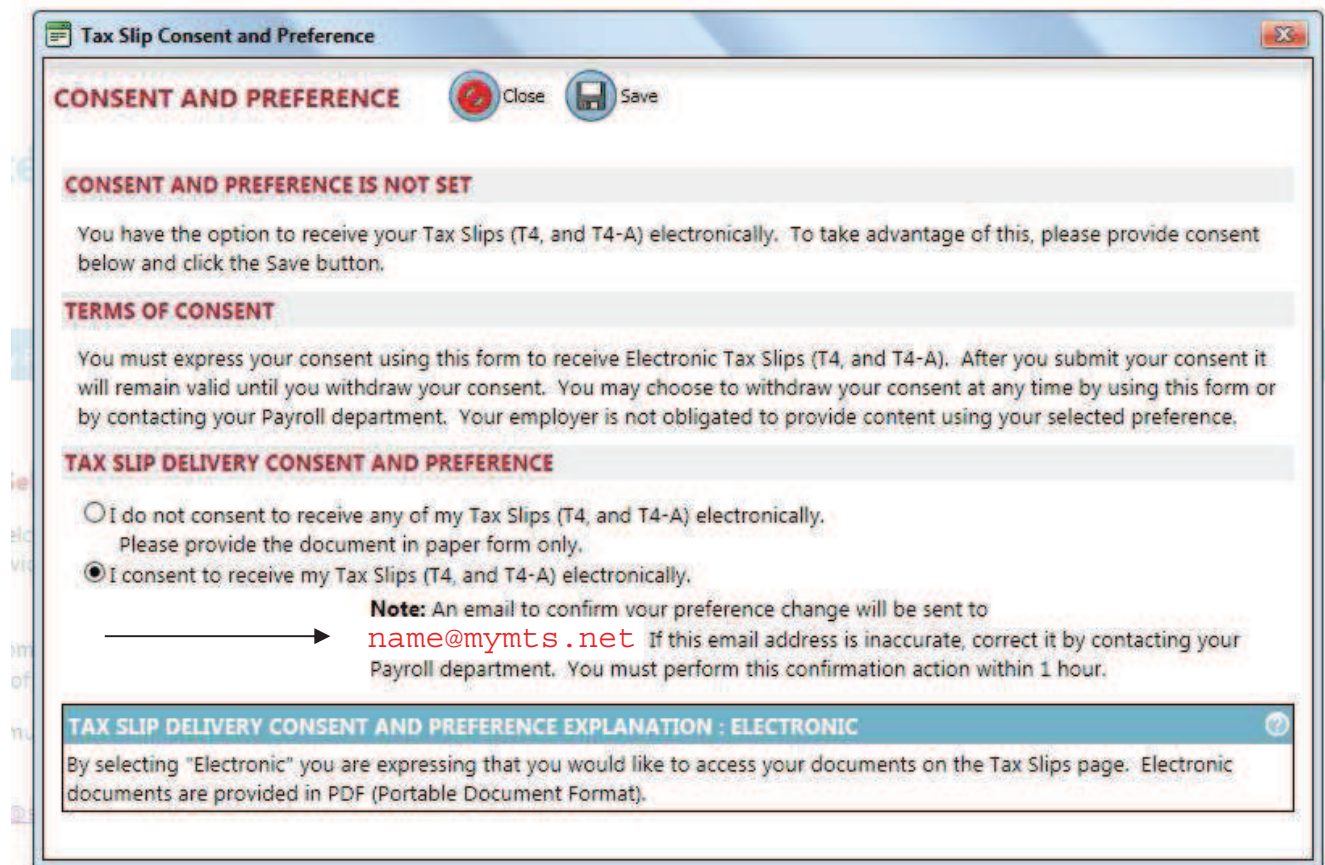


Click on  at the far right and enter your Username and Password as provided.



A login form titled "Log In" with a blue header. It contains two input fields: "Username:" and "Password:". To the right of the password field is a "Log In" button. Below the password field is a blue hyperlink that says "Forgot your password?".

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.



A screenshot of a web browser window titled "Tax Slip Consent and Preference". The window has a blue header with a menu icon, the title, and a close button. Below the header, there are "Close" and "Save" buttons. The main content area has a red heading "CONSENT AND PREFERENCE IS NOT SET" followed by a paragraph: "You have the option to receive your Tax Slips (T4, and T4-A) electronically. To take advantage of this, please provide consent below and click the Save button." Below this is a section titled "TERMS OF CONSENT" with a paragraph: "You must express your consent using this form to receive Electronic Tax Slips (T4, and T4-A). After you submit your consent it will remain valid until you withdraw your consent. You may choose to withdraw your consent at any time by using this form or by contacting your Payroll department. Your employer is not obligated to provide content using your selected preference." The next section is "TAX SLIP DELIVERY CONSENT AND PREFERENCE" with two radio button options: "I do not consent to receive any of my Tax Slips (T4, and T4-A) electronically. Please provide the document in paper form only." and "I consent to receive my Tax Slips (T4, and T4-A) electronically." An arrow points from the second option to a "Note" section: "Note: An email to confirm your preference change will be sent to name@mymts.net If this email address is inaccurate, correct it by contacting your Payroll department. You must perform this confirmation action within 1 hour." At the bottom, there is a blue box titled "TAX SLIP DELIVERY CONSENT AND PREFERENCE EXPLANATION : ELECTRONIC" with a question mark icon, containing the text: "By selecting 'Electronic' you are expressing that you would like to access your documents on the Tax Slips page. Electronic documents are provided in PDF (Portable Document Format)."

Forgot Your Password:

Should you forget your password, on the QSS logon screen, click the [Forgot your password?](#) link.

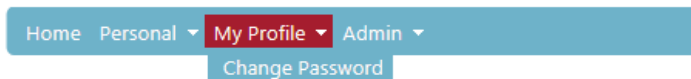
On the Email Password Recovery window, enter your Username and Email address associated with QSS account and click the Recover Password button. An e-mail will be sent to you with a temporary password. Follow the instructions to logon to QSS.

*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.*

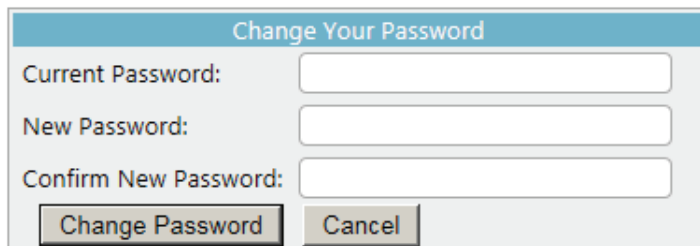
Change your Password:

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.

A form titled 'Change Your Password' with a light blue header. It contains three text input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. Below the input fields are two buttons: 'Change Password' and 'Cancel'.

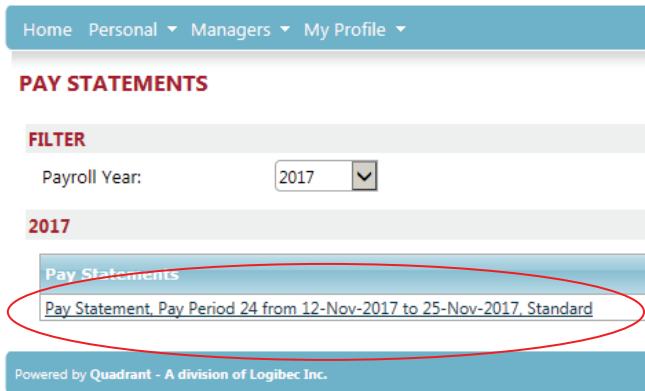
PAY STATEMENTS

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 

STATEMENT OF EARNINGS AND DEDUCTIONS
SOUTHERN HEALTH-SANTÉ SUD

Period: 24 (12-Nov-2017 - 25-Nov-2017)

EE ID	Name	Payment Date
		01-Dec-17

EARNINGS			DEDUCTIONS	
	Hours	Rate	Amount	YTD
Regular Hours	55.75	23.428	915.60	Canada Pension Plan 70.91 1,319.03
Rif Heavy Work 1.0	31.00	23.428	732.48	Ei Rebate (2.05) (5.48)
Stat Payroll	9.22	23.428	79.00	Employment Insurance 22.14 408.71
			1,724.16	HEEP Dental 17.91 192.97
				HEEP Group Health Enhanced 16.75 184.05
				HEEP Pension (YMPE) 153.45 2,622.57
				Income Tax 281.06 3,913.33
				Staff Fund Allow 1.00 11.00
				375.17 8,694.56

EMPLOYER CONTRIBUTIONS		
	Amount	YTD
*Canada Pension Plan	70.91	1,319.03
*Employment Insurance	22.14	408.71
*HEEP Long Term Disability	39.85	677.90
*HEEP Group Life	2.84	59.57
*HEEP Dental	17.91	192.97
*Payroll Tax	37.17	642.72
*HEEP Pension (YMPE)	153.45	2,622.57
*HEEP Group Health Enhanced	16.75	184.05
*Workers Compensation	28.80	483.54
*HEEP Group Life and Tax-ER	0.21	4.76
	409.32	8,797.05

BANKS

- Select Tool
- Hand Tool
- Marquee Zoom
- Previous View Alt+Left Arrow
- Rotate Clockwise
- Print... Ctl+P
- Search Shift+Ctl+F
- Document Properties... Ctl+D
- Page Display Preferences...

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.

Home Personal ▾ My Profile ▾ Admin ▾

DEMOGRAPHICS

NAME

Salutation:
First name:
Middle name: -
Last name:
Preferred name:

CONTACTS

Priority	Type	Value
1	Home	
2	e-mail	
3	Cell	

ADDRESS

Type	Address
Home	MORDEN , Manitoba R6M 0A3 Canada

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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