HIGH ANGLE
IRONWORKS

ACCESSING YOUR PAYSTUB

Once your access to the website has been granted by your organization's payroll administrator, you will receive two separate emails regarding *Your Personal Payworks Web Account Information*. The first email will contain your Customer ID along with a User Name; the second email will contain a temporary password. Both emails also contain:

- Login instructions
- Information to help change your password and user name
- A link to watch the Login Help Video
- Tips about how to keep your personal information secure
- Browser requirements

If you do not receive a Payworks Employee Login Info email, contact Human resources (Cell: 4035610014 or hr@highangle.ca) to confirm that the email address your employer has on file is correct. Changes to email addresses must be provided to your payroll administrator in order to avoid interruptions in pay statement notifications, or in the event that you forget your password.

Payworks

Your Personal Payworks Web Account Information

Maggie Green,

Here is your secure Payworks Account information to log into the Payworks website:

Customer ID	D51101
User Name	Maggie
Password	Sent in a separate email.

Login Instructions

1. Go to the "Login" panel on our login page at Payworks.ca.
2. Enter your Customer ID, User Name and Password.
3. Click on the "Log In" button.

* Make sure you click the "LOGOUT" link when you are ready to leave the Payworks ESS application. This link is located in the black context bar (along the left hand side for larger screen sizes or the bottom of the screen for smartphones).

* If you are experiencing any difficulties with your Payworks account or have any questions, please contact your system administrator for assistance (See details at bottom of the page).

Change Your Login User Name and Password

1. Log into Payworks using your current user name and password.
2. Once you have logged in, click on the "Profile" at the top of the screen.

In order to ensure each new ESS user has been set up with the correct email address, you'll first be asked to validate an additional piece of information about yourself, such as Birth Date, last three digits of your SIN, Postal Code, Phone Numbers, or First and Last Name. Once confirmed, you'll then be required to establish your new password.

How do I change my login ID and password?

Log in to your Payworks Employee Self Service account using the instructions found in *Your Personal Payworks Web Account Information* email. Once you are logged in, the application automatically brings you to the Profile page for your account. You are required to change your password the first time you log in. You will continue to be brought to this screen until your default password is changed.

To change your login ID and password after changing your password initially:

1. Select **MY INFORMATION > PROFILE** on the top menu.

2. Change the Username as desired. The field pre-populates with your current Username.
3. Enter your old Password in the Old Password field.
4. Enter your new Password in the New Password field following the suggested guidelines.
5. Re-enter your new Password in the Confirm New Password field.
6. Click **SAVE**.

How do I access my pay statements?

Click on the Pay tile on the home page. Alternatively, select **PAY INFORMATION > PAY STATEMENTS** on the top menu.
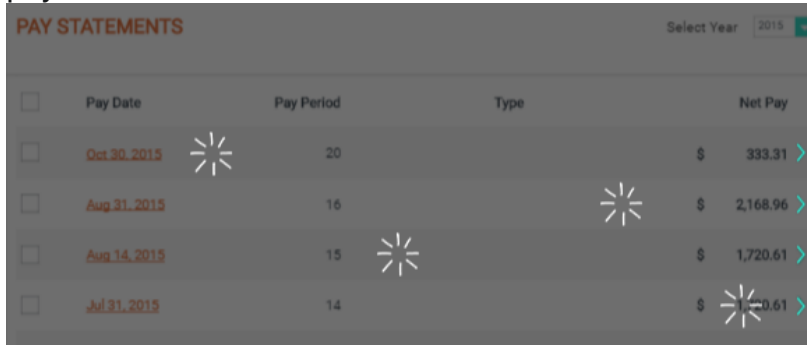

Your pay statement is divided into multiple sections. There is one section per pay element and an additional section containing all the details related to your pay statement.

To view the details of a single pay statement, click the ▶ or click anywhere on the accordion dropdown to view the details of each section. Accordion dropdowns include the following:

- Gross Earnings
- Deductions
- Benefits & Accruals (if applicable)
- Additional Statement Information

To view the details of a single pay statement from a list of pay statements, click anywhere on the pay statement row.

To view multiple pay statements at once:

1. Select **PAY INFORMATION** > **PAY STATEMENTS** on the top menu.
2. Select multiple checkboxes.
3. Click [👁 VIEW]. The selected pay statements will open in new browser windows from the oldest to the most recent pay statement.

Alert Notifications

An Alert Notification ◥ indicates that there is new information for you. There can be a notification for Company Bulletins, related to your most recent pay statement, or related to your most recent tax form.

If you see a number ◥ instead of an asterisk that means there are multiple notifications.

Documents attached to pay statements

If you have a document(s) attached to your pay statement, you will see a 📎 displayed in your Pay Statements table which is found under **PAY INFORMATION** > **PAY STATEMENTS**.
To view the documents attached to your pay statement, select the relevant pay period to navigate to the Pay Statement screen. A Documents Attached section will appear under Gross Earnings if

the statement has any documents attached. Click on the ▶ or anywhere on the accordion dropdown to expand the Document Attached section and view a list of the attached documents. To access the documents click on the View link and the file will open in a new browser window.