

# Welcome to ePay

## How to View your Pay Statement Electronically

London Health Sciences Centre provides electronic pay statements through a secure, web-based method called ePay, which is part of our PeopleSoft Human Resources system. The information below outlines how to log in and view your pay statement online.

### STEP ONE: LOG-IN TO EPAY

1. Within LHSC, a link to the system is available on our Intranet home page under “Staff Services” and on the Human Resources web page. The link is called [Human Resources Self Service](#). There is a button at the top of the page to “Launch ePay.”

From outside the Hospital, enter <https://hr.lhsc.on.ca> into the browser of your computer or device. Note, not all operating systems and browsers are supported at this time.

2. When the Oracle/PeopleSoft screen appears, enter your User ID and Password (the same as for your Novell network account and iLearn), then click **Sign In**.



### STEP TWO: VIEW YOUR PAY STATEMENT

3. Click **Main Menu > Self Service > View ePay Statement**.

4. The **ePay Statements** page has three main sections:

#### Section 1: Employee Information

Includes your name, Hospital ID number and a link to Help.

#### Section 2: ePay Statement Notes

Includes time-sensitive messages for all employees.

#### Section 3: ePay Statements Available for Viewing

Statements are ordered according to the date the pay was issued, with the most recent statement first. Regular and special pays are included, but not statements for manual cheques.

5. To view a pay statement, click the **View Pay Statement** link in the row that corresponds with the pay issue date you would like to review. To display additional pay statement dates, use the direction arrows at the top right of this section.

Pay Issue Date	Description	View Pay Statement
2013/02/14	Regular	<a href="#">View Pay Statement</a>
2013/01/31	Regular	<a href="#">View Pay Statement</a>
2013/01/24	Special January 23, 2013	<a href="#">View Pay Statement</a>
2013/01/17	Regular	<a href="#">View Pay Statement</a>
2013/01/03	Regular	<a href="#">View Pay Statement</a>
2012/12/20	Regular	<a href="#">View Pay Statement</a>
2012/12/06	Regular	<a href="#">View Pay Statement</a>
2012/11/22	Regular	<a href="#">View Pay Statement</a>
2012/11/08	Regular	<a href="#">View Pay Statement</a>
2012/10/25	Regular	<a href="#">View Pay Statement</a>

The requested pay statement appears in PDF format in a separate window. Click the X to close the window when you're finished viewing it. Otherwise it remains active on the screen, even after you've logged out of the system.

### STEP THREE: SIGN OUT

6. Signing out when you're done viewing your pay statement is critical to protect the confidentiality of your information. Click **Sign out** at the top right of the screen and ensure you've closed all browser windows, ensuring no pay statement windows are left open.