

VCH Residents Self Register Network ID to Access Electronic Pay Statements Online.

Purpose

Support VCH residents with self-registration of their VCH employee ID with their health authority network accounts. VCH residents with VCH employee ID are not automatically linked to their Health Authority Network accounts due to auto-provisioning via HSPNET vs PeopleSoft (source of VCH EE ID)

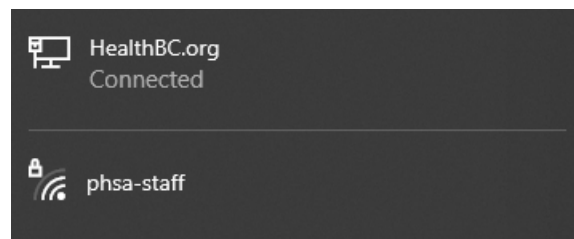
Guide

Section 1: Setting up MyID and Health Network domain credentials

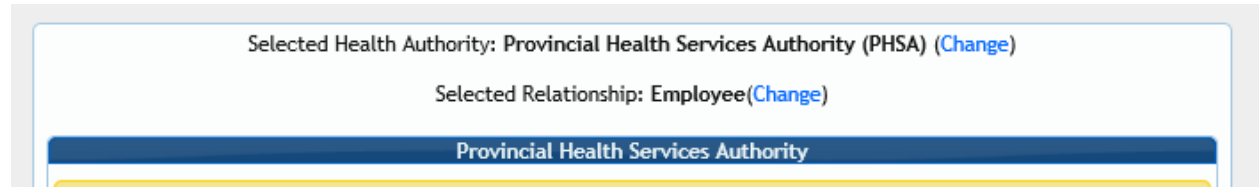
Step 1: Residents receive placement via HSPNET. IMITs automatically sends instructions to activate residents' network account. Login details are sent to the resident's school email by IMITs with instructions to complete registration.

Step 2: VCH Residents' Employment Record are created in PeopleSoft by ERB/Sustainment. A VCH employee ID is generated and uploaded to Resident Management System by UBC for resident information.

Step 3: VCH residents will need to self-identify/register their health authority network account credentials and VCH employee ID via the MYID registration portal at <http://myid.healthbc.org/>. **Requires user to be connected to the HealthBC network. Users will automatically authenticate by accessing the MyID link from a network connected PC.**



Step 4: Once authenticated, MyID will automatically select a health authority, which may be incorrect. Ensure selected health authority is where your human resources record resides in. This would be which organization you would receive your pay advices from. Click the change button if the selected health authority is incorrect. **VCH Residents will need to ensure Vancouver Coastal Health is selected.**



Step 5: Enter additional field requirements to complete MyID registration. Once complete and authenticated your VCH Employee ID will be linked to their health network login credentials.

Provincial Health Services Authority

PHSA has a mandate to protect your personal information and ensure its security. Please complete this one-time security authentication to establish your unique access privileges.

Privacy Notice: The Provincial Health Services Authority collects personal information through this site. The collection is as authorized under section 26(c) of the BC Freedom of Information and Protection of Privacy Act ("FIPPA"). PHSA collects this information for the purposes of providing online services to you such as access to your pay advice and confirming your identify through an identity management system. If you have questions about this Notice and the protection of your personal information, please contact Judy Clark, Director, Talent Acquisition & Employee Recognition, 260 - 1770 W. 7th Avenue, Vancouver, BC V6J 4Y6 or call (604) 875-7214.

Example PHSA Pay Stub:

Provincial Health Services Authority on behalf of
BC Cancer Agency
 600 West 10th Avenue, Vancouver, BC, Canada V6H2X1

PAY

***VOID**VOID**VOID**VOID**VOID**VOID**VOID**VOID**VC
 DEPOSITED TO THE ORDER OF

Jane Doe
 201-1524 Broadway
 Vancouver, BC
 VIC 5Y7

Dept. Name: ONCI
 Location: BCCA
 Dist. #: 987634

STATEMENT OF EARNINGS AND DEDUCTIONS - STATEMENT

Employee Name	Employee Id	Dept.#	Dept Name
Jane Doe	123456	987634	Azimis

Earnings	HOURS	Hourly rate	Gross Pay	Deductions	Current	YTD
Worshd	75.00	18.96000	1422.00	Tir/Dist HEJ	29.86	383.77
				MuniPerPb	80.40	1884.40
				Transit	30.00	210.00

1. Complete the fields here to confirm your First Name, Last Name, Employee ID, Month of Birth, and Day of Birth

First Name (Legal) Chris

Last Name (Legal) Example

Employee ID 111111

Month of Birth April

Day of Birth 6

2. Click Create to complete the authentication

Create

Provided By Health Shared Services BC

Section 2: Accessing Electronic Pay Statements online

Step 1: Access Electronic Pay Statements at <https://myinfo.vch.ca/>.

Step 2: User may be prompted to provide their health domain login credentials

Network Account Login

Sign in

Sign in

Step 3: Click the “SEE YOUR PAY STATEMENT” button.

The screenshot shows the website interface for myinfo.vch.ca. At the top, there is a navigation bar with the following links: Electronic Pay Statement, Pay Statement Listings, T4 Statement Listings, About, Contact, and Logout. Below the navigation bar, the main content area features the heading "Electronic Pay Statement" in a large, bold, blue font. Underneath this heading, there are two buttons: "SEE YOUR PAY STATEMENT" and "SEE YOUR T4 STATEMENTS". A mouse cursor is positioned over the "SEE YOUR PAY STATEMENT" button, indicating it is the target for the next step.

Step 4.1: VCH Residents with MyID registered will be able to access their online pay advices.

Step 4.2: VCH Residents who have not completed their MyID registrations to link their VCH Employee ID to their Health Network Account will receive the following message prompt to connect their account via the MyID portal. **Refer to Section 1.**

[Electronic Pay Statement](#) [Pay Statement Listings](#) [T4 Statement Listings](#) [About](#) [Contact](#)

Pay Statement Selection

There seems to be an issue connecting your account to payroll.

You may need to connect your account to MyID. You can do that [here](#).

You can also try logging into a different account or into a different domain. You are currently logged in as **PHSABC\John.Smith**

Contact Service Desk (604-875-4334/1-888-875-4334) if you believe this message is in error.

Section 3: Accessing Electronic Pay Statements on Personal Device.

Once you have successfully registered on MyID and are able to access your online pay advice at <https://myinfo.vch.ca/> while on the health authority network. VCH Residents will be able to access <https://myinfo.vch.ca/> to view their online pay advices on a personal computer or cellular device on their home or cellular network.

Section 4: Troubleshooting Contacts

Technical Support: **For access issues** contact Service Desk at vchServiceDesk@hssbc.ca or phone 604-875- 4334/1-888-875-4334.

Payroll Customer Service: **For pay inquires**, contact Payroll at PayrollVCH@phsa.ca or call 604-297-8683 (Option 2) / 1-866-875-5306 (Option 2).