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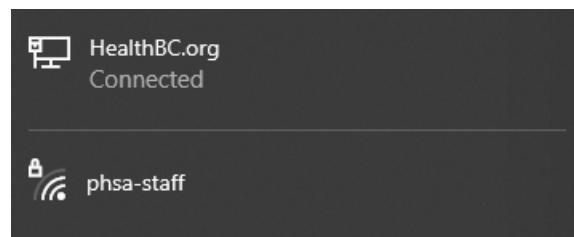
Step 2: VCH Residents' Employment Record are created in PeopleSoft by ERB/Sustainment. A VCH employee ID is generated and uploaded to Resident Management System by UBC for resident information.

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/.
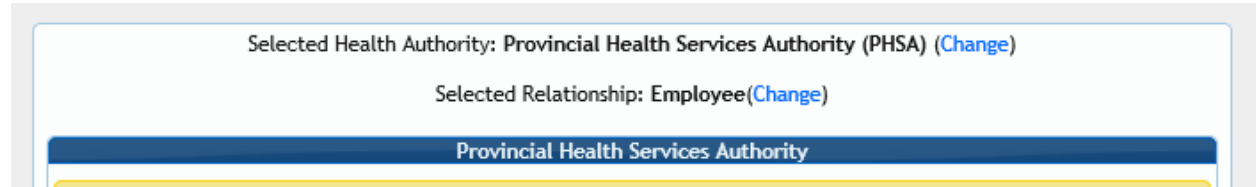**Requires user to log into a work computer and connect to the work network with their network account credentials (PHSABC\, VCHBC\, & etc.).**
To connect to the work network, users will need to connect by selecting the work wifi or using the work VPN while connecting on a personal wifi network.
Users will automatically authenticate when accessing the MyID link from the network connect computer.

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 presides 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.**

Selected Health Authority: **Provincial Health Services Authority (PHSA)** (Change)

Selected Relationship: **Employee**(Change)

Provincial Health Services Authority

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ⓘ.

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

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**VC
DEPOSITED TO THE ORDER OF

Jane Doe
201- 1524 Broadway
Vancouver, BC   Dest. Name: ONCI
V1C 5Y7   Location: BCCA
                       Dest. #: 987634

STATEMENT OF EARNINGS AND DEDUCTIONS – STATEMENT

| Employee Name | Employee Id | Dept # | Dest Name |
| June Doe | 123-456 | 987634 | Admin |

Earnings	Hours	Hourly Rate	Gross Pay	Deductions	Current	YTD
Worked	75.00	18.96000	1422.00	*UnDues HEJ	29.86	183.77
				*MuncPenPln	99.40	1884.40
				Transit	30.00	210.00

Sample Pay Stub

⚠ The network account Last Name does not match the HR record Last Name. If you have entered the correct data and you continue to see this message, please contact the Service Desk with this error message and your Employee ID to resolve the problem. Attention to the UAS Team.

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

Domain\Username

Password

Sign in

Step 3: Click the "SEE YOUR PAY STATEMENT" button.

https://myinfo.vch.ca

Electronic Pay Statement   Pay Statement Listings   T4 Statement Listings   About   Contact   Logout

Electronic Pay Statement

SEE YOUR PAY STATEMENT

SEE YOUR T4 STATEMENTS

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.

VCH residents will no longer receive paper pay advices mailed to their homes after successfully registering for access to view their electronic pay statements online.

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 inquiries**, contact Payroll at PayrollVCH@phsa.ca or call 604-297-8683 (Option 2) / 1-866-875-5306 (Option 2).