

## Overview of Employee Self-Service (and myDouglas)

myDouglas is a web-based portal that brings together a range of communication, scheduling and reference facilities, and is a secure way to view your pay, benefits, and tax information.

### myDouglas Login

**Secure Access Login**

User ID:

PIN:

[Having problems logging in? Click here.](#)

**Welcome to myDouglas!**

The myDouglas portal provides everyone in the Douglas College community with one-stop access to the on-line services available at the College. You can check your grades, download course materials, participate in group discussions or read the news, all through myDouglas.

You'll also be able to customize your space, moving, adding and deleting items on your personal page to suit your individual needs and tastes. And your page will stay the same, no matter where you log-in to myDouglas.

Make it your own with myDouglas. Get the information you need.

Need assistance? Call the Help Desk at 604-527-5330 or e-mail : [HelpDesk@Douglas.BC.CA](mailto:HelpDesk@Douglas.BC.CA)

[Learn more about myDouglas](#)

[myDouglas user guide for Students](#)   [myDouglas user guide for Employees](#)

[Blackboard\(WebCT\) integration user documentation for Instructors](#)

[Blackboard\(WebCT\) integration user documentation for Students](#)

**How do I get a user ID and PIN?**  
[CLICK HERE](#)

[Go to the Douglas College Web site](#)

**Make this my homepage.**  
[Click here](#) for instructions on how to make your browser load this page on startup.

**What's Inside?**

- E-mail:** Send and receive e-mail, and create your own personal address book.
- Calendar:** Access and manage your personal, course and school calendars.
- Groups:** Create, manage and join group homepages for clubs, affiliations and interests.

### Logging In

- To log in to myDouglas you will need your user ID and your PIN.
- Your User ID is your employee number.
- Your default personal identification number (PIN) is your birthday (ddmmyy).

**To protect your personal information, please change your default myDouglas PIN.**

### Changing your myDouglas PIN

1. First, **launch myDouglas**. In Internet Explorer, go to <http://mydouglas.douglas.bc.ca> or click on the 'LOG IN TO myDouglas' icon on the Douglas College home page.
2. Log in to myDouglas using your User ID and current PIN.
3. On the **Online Self-Services** channel (right-hand section of the page), click the '**Click here to:**' link. A new window opens.
4. Click the Personal Information link.
5. Select Change PIN from the list.
6. Enter your old and new PIN in the text boxes provided.

7. Click *Change PIN*. Please note, changing your PIN in myDouglas also changes your PIN on the Registration System, and on Web for Faculty.

You can obtain your employee number from your employee photo ID card, at the CEIT Help Desk or at Employee Relations. Please bring photo identification with you.

Logging in causes difficulty for many users. If you have problems, contact the Help Desk (604 527 5330). You can also get help from CEIT:

- New Westminster - Room 6218 or 3100
- David Lam - Room B1250

## Log Out when you've finished

Click on the Logout icon on the top right-hand corner of the MyDouglas window. You should log out at the end of your session to make sure that nobody can access your account.

If you are logged into myDouglas at one computer and then log on at another computer, you will be logged out at the first computer, as you can only have one active log-on at a time.

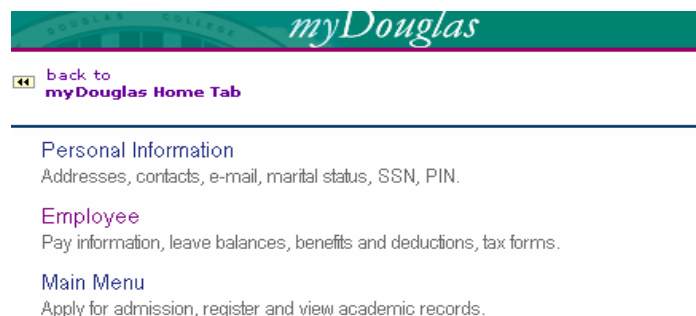
## Employee Self-Service

Employee Self-Service allows you to view and print your current and past Pay Advices, T4s, Benefit Statement, leave balances (if applicable) and Direct Deposit information through a secure login. You may also update your Address, Telephone and Emergency Contact information through Employee Self-Service.

Click on the Login to MyDouglas icon on the Douglas College home page. To access Employee Self-Service, you need your Employee ID (located on your employee Photo ID card, or Employee Relations) and your PIN.

\*If you have forgotten your PIN, click on the link below "How do I get a user ID and PIN", then click on the link "**Forgot your PIN?**" and follow the instructions.

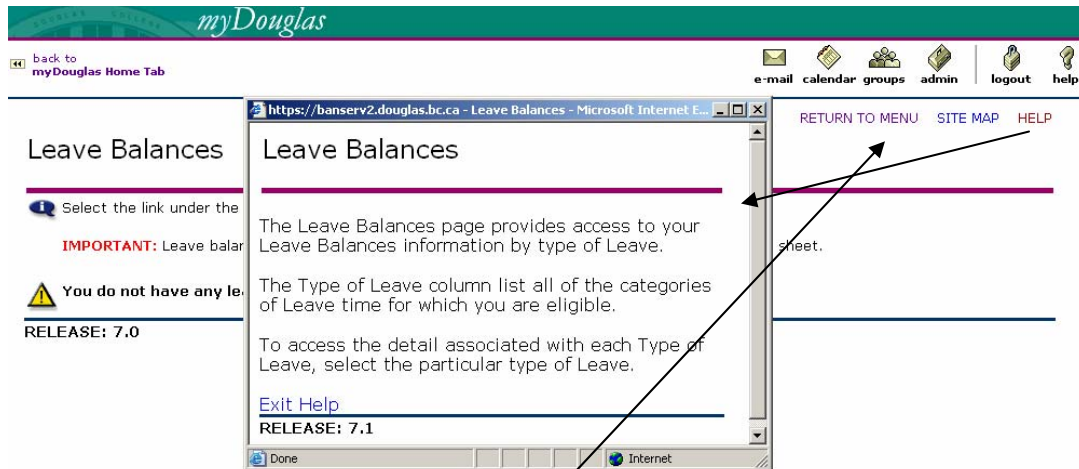
After logging into MyDouglas, on the right-hand side, click on "**Click here to:**" under Online Self-Services to access your information. Depending on your "roles" at the College, (you may be an employee, student and/or faculty member), you may have one or more menu options listed.



The screenshot shows the myDouglas website interface. At the top, there is a green banner with the "myDouglas" logo. Below the banner, there is a navigation bar with a "back to myDouglas Home Tab" link. The main content area is divided into three sections: "Personal Information" (Addresses, contacts, e-mail, marital status, SSN, PIN), "Employee" (Pay information, leave balances, benefits and deductions, tax forms), and "Main Menu" (Apply for admission, register and view academic records).

## Help Menu in Employee Self-Service

Click on the Help menu (not the Help icon) to view information pertaining to the screen you are accessing, such as Payroll contact information, or other explanations.



**Hint for navigating:** use the 'Return to Menu' text to return to the previous window. Click on the 'back to myDouglas Home Tab' to return to the main myDouglas window.

## Pay Advice

Commencing May 1, 2008, Payroll no longer distributes paper Pay Advices. An exception will be made for those employees who do not have access to a computer. Please contact Pam Kelly, Payroll Manager at local 5377 if you require a paper copy.

To access your Pay Advice online, click on the Employee link. Next, click on Pay Information, then Pay Stubs. Select the Pay Stub Year (default is current year) and click the Display icon. A list of the Pay dates displays. Clicking on the date will display the Pay Advice for that pay period, which can then be printed or saved.

Click on the RETURN TO MENU text to return to the previous screen.

## Leave Balances

Employee groups with recorded vacation and/or banked overtime may view their balances in this screen. **IMPORTANT:** Leave balance information is recorded in the pay period following receipt of your time sheet.

## Benefits and Deductions

- Benefit Statement - You can access your benefit statement, which lists current coverage for yourself and your dependents. Click on View Statement, the As of Date is always 'Current', click on the Select button to display your benefit statement

Click on the RETURN TO MENU text to return to the previous screen.

- Dependents and Beneficiaries -

Persons Covered By Your Policies and Benefits

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*Beneficiaries and Dependents Information*

Name	SIN	Relationship	Birth Date	Gender	College Status
[Redacted]					

*Benefit Coverage*

Name	Benefit Description and Status
[Redacted]	Employee and Family Assistance Plan has a status of Active Medical Services Plan has a status of Active No Coverage
[Redacted]	Employee and Family Assistance Plan has a status of Active Medical Services Plan has a status of Active Extended Health has a status of Active

Beneficiaries and Dependents Information - lists your dependents (active dependents display here as well as terminated dependents)

Benefit Coverage – lists the active coverage for each dependent

- Health Benefits, Miscellaneous and Retirement Plans list the Payroll deduction dates/coverage for various benefits.

### Tax Forms – T4

The Tax Forms window allows you to view your Douglas College T4s from 2006 onward (T4s are issued in February of each year). Click on Slips for Income Tax Return link, then select the year to view, then click on the T4 - Statement of Remuneration Paid to view the T4. The T4 may be printed or saved.