



On-Line Pay Statements

The TDSB has begun the transition away from printed pay statements to on-line pay statements. This move supports our move towards a paperless environment and renews our commitment to going green. Principals, vice-principals, non-union staff and trustees have already transitioned to on-line pay statements.

Beginning with the June 2, 2016 pay, **all teachers, all PSSP members and all MCSTC members** will no longer be provided with a printed pay statement on pay day. Your pay statement will be available on the Wednesday before pay day on **myINFO**. This applies to elementary and secondary contract teachers, all occasional teachers all skilled trades workers and all Professional School Services Personnel.

Since April 2015 all employee pay statements have been available on **myINFO**. Employees are able to access all of their pay statements and T4's since 2010 on **myINFO**. Pay Statements and T4's can be viewed or printed from the site.

myINFO is available from any computer inside or outside of the TDSB network. Below are instructions on how to access

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| <p>Log in to myINFO from home: website address: myINFO.tdsb.on.ca Select: myINFO Enter your TDSB user ID and password</p> | <p>Log in to myINFO from inside the TDSB network: Go to TDSBweb home page Select: myINFO banner Enter your TDSB user ID and password</p> |
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We encourage all staff to log in to **myINFO** and become familiar with the site.

myINFO provides access to many other features:

- View personal information
- Change your address
- View your sick leave, STLDP, vacation and lieu time allotments and usage
- View your benefit elections
- Access to Managers' Self Service

Should you have difficulty with the log in procedure or require additional assistance, please contact the **myINFO Support Team** by email at myINFOhelp@tdsb.on.ca or call 416-338-4747 – Option 4 (Hours: 8:00 AM – 4:00 PM, Monday to Friday)

Compensation Services

Compensation How-To



View & Print Your Earnings Statement

1. Navigate to **Payment > Employee Earnings Statement**. 2. View your most recent Earnings Statement in PDF format in the **Salary Statement** panel.

OR

3. Click on **Overview and Selection**, then click on the Earnings Statement which you would like to view.
4. Hover over the Earnings Statement to activate the PDF Menu, then click to print.

Opt-Out of Printed Pay Statements

1. Navigate to **Personal Information > My Personal Profile**.

2. Click under **Do Not Print & Mail Statement**.

3. Select the checkbox next to **Employee Uses ESS – Do Not Print & Mail Pay Statement**.
Checkbox appears as when selected.

4. Click .

View & Print Your T4s

1. Navigate to **Payment > T4/T4A Tax Form Reprint**

2. View your most recent T4/T4A in PDF format in the **Tax Form** panel.

OR

3. Click next to **Tax Year** under the **Overview and Selection** panel, then select the year you would like to view.
4. Hover over the T4/T4A to activate the PDF Menu, then click to print.

View Benefits Information

1. Navigate to **Benefits > Benefits Enrollment Overview > Benefits Participation Overview**.

2. View the details of your **current** Benefits elections.

OR

3. Click next to **Participation Overview as of:** to select an effective date from the calendar, then click.

4. Click on a **Plan Name** to view further details about a specific benefit plan.