

## Remote Employee Self-Serve Paystub Login

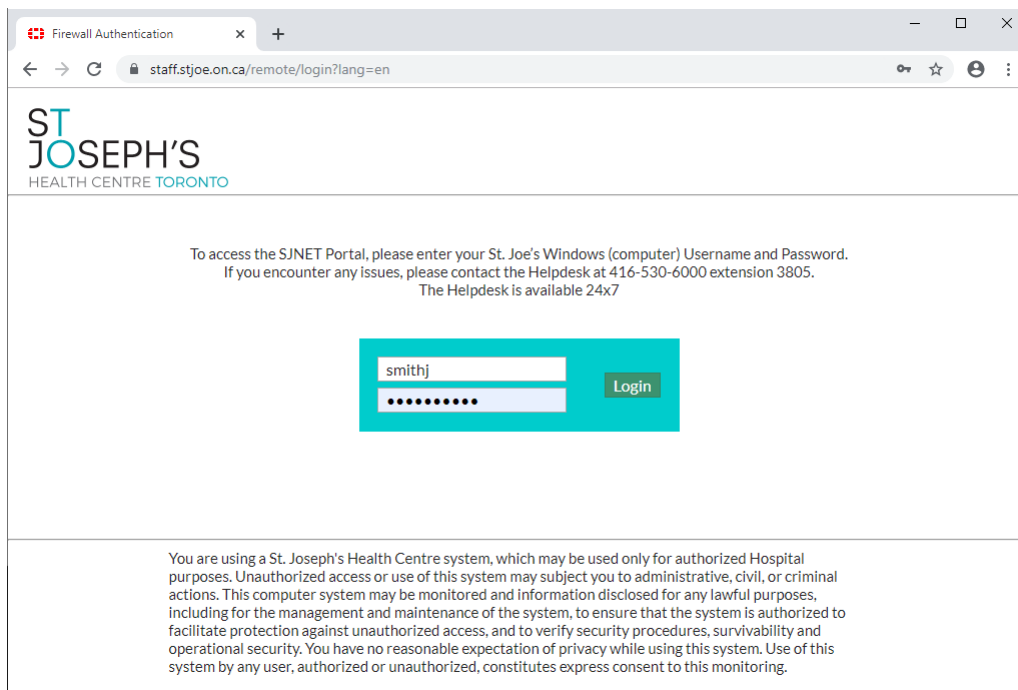
Please use the following instructions to access the **Infor Human Resources Employee Self-Serve** application for Paystubs.



### Microsoft Edge

**NOTE: Microsoft Edge** (the standard internet browser delivered with Microsoft Windows 10) is the recommended browser for accessing the Infor Human Resources Employee Self-Serve. You will experience issues if trying to access on any other browser. Please use Microsoft Edge only for remote access.

**Step 1:** From a remote computer open Microsoft Edge and access the St. Joseph's SJNET Portal (<https://staff.stjoe.on.ca>). Log in with your St. Joseph's network account. This is the same account you use to log into your Windows Desktop when you're at work.



Firewall Authentication x +

← → ↻ [staff.stjoe.on.ca/remote/login?lang=en](https://staff.stjoe.on.ca/remote/login?lang=en) 🔑 ☆ 🌐 ⋮

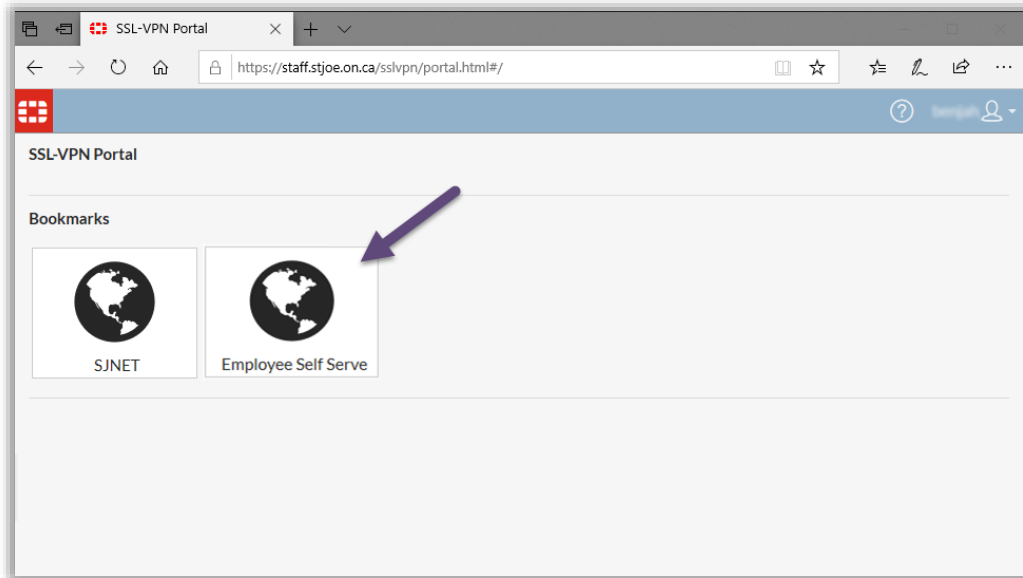
**ST JOSEPH'S**  
HEALTH CENTRE TORONTO

To access the SJNET Portal, please enter your St. Joe's Windows (computer) Username and Password.  
If you encounter any issues, please contact the Helpdesk at 416-530-6000 extension 3805.  
The Helpdesk is available 24x7

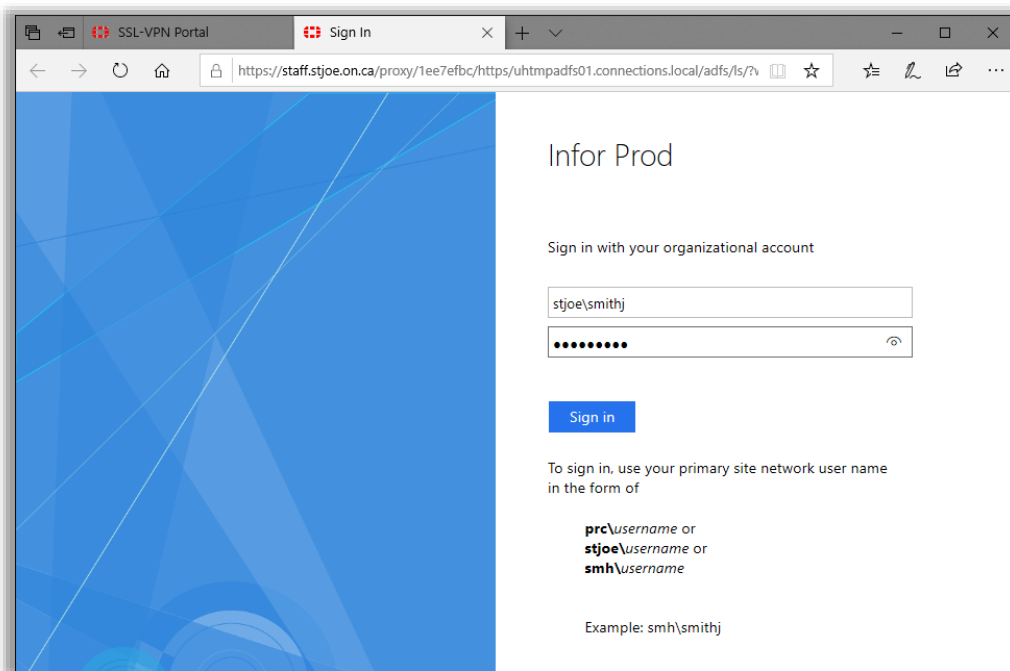
smithj  
•••••••• Login

You are using a St. Joseph's Health Centre system, which may be used only for authorized Hospital purposes. Unauthorized access or use of this system may subject you to administrative, civil, or criminal actions. This computer system may be monitored and information disclosed for any lawful purposes, including for the management and maintenance of the system, to ensure that the system is authorized to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. You have no reasonable expectation of privacy while using this system. Use of this system by any user, authorized or unauthorized, constitutes express consent to this monitoring.

**Step 2:** On the St. Joseph's SSL-VPN Portal click once on the Employee Self Service icon.



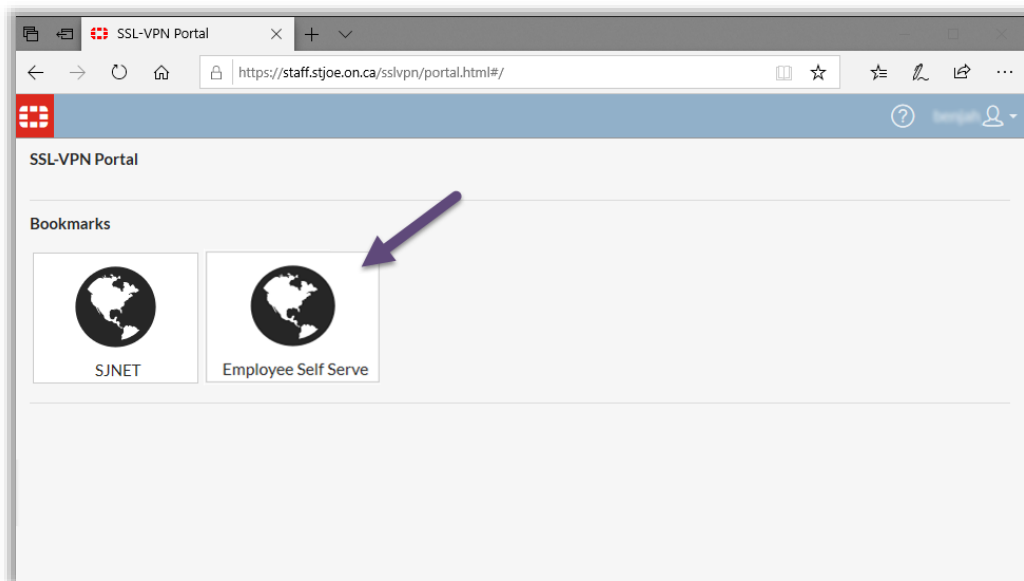
**Step 3:** You should be presented with the following login page. Enter your username in the form of stjoe\username (example: stjoe\smithj). Enter your password and then click Sign in.



**Step 4:** After successfully logging in you may encounter the following error. If you encounter this error, simply click on the previous SSL-VPN Portal tab (encircled in red)

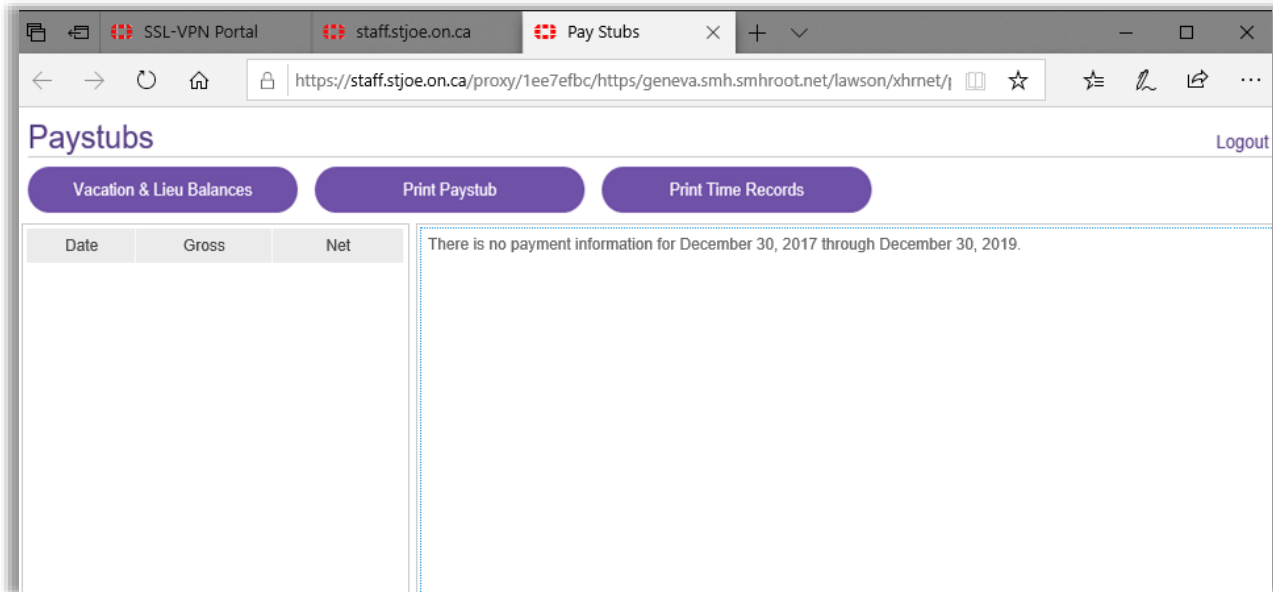


**Step 5:** Click once on the Employee Self Service icon.

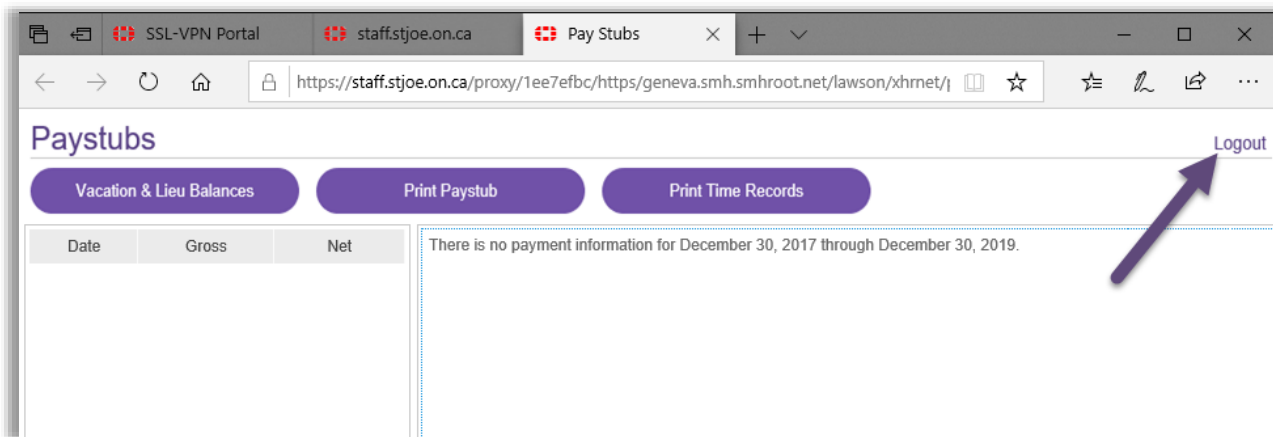


**Step 6:** You will be presented with a view of your paystubs.

**NOTE:** In the example below the employee has not yet received any payments in the Infor Payroll system and therefore receives the message “There is no payment information for December 30, 2017 through December 30 2019”.



**Step 7:** To completely logout of the Employee Self-Serve application click on the Logout button at the top right.



**Step 8:** Close all of the tabs until you return to the SSL-VPN Portal tab. On the SSL-VPN Portal tab click on your user name in the top right and then click on Logout. Finally, close Microsoft Edge.

