

## FAQs: My Business and Infor paystubs

### 1. What's different on My Business?

The main update is that your paystubs and vacation and lieu balance have been consolidated in Employee Self-Serve:



The screenshot shows the 'My Business' section of the St. Michael's portal. It features a navigation bar with 'HOME', 'MY WORK', 'MY BUSINESS', 'CAREER & LIFE', 'SMH A TO Z', and 'PEOPLE FINDER'. The main content area is divided into three sections: 'Quick Links', 'Our People', and 'Finance & Procurement'. Callouts provide details on new capabilities:

- Managers can view HR reports** (pointing to Reporting (LBI))
- Managers can view: payroll actuals; payroll with G/L adjustments; and finance reports** (pointing to Reporting (Compass))
- Click on Employee Self-Serve to access: pay stubs, and vacation and lieu balances** (pointing to Employee Self-Serve)
- Time entry for staff and manager approval** (pointing to Time Entry & Approval)
- Create job postings; track applications** (pointing to Recruitment (HRsoft))

Related links are provided for each section, including 'Employee Self-Serve', 'Reporting (LBI)', 'Reporting (Compass)', 'Time Entry & Approval', 'Recruitment (HRsoft)', and 'Manager Self-Serve (coming Summer 2020)'.

### 2. What will the new paystub look like?

All paystub information will be consolidated into a single view that includes your pay information, vacation and lieu balances, and the ability to print your paystub.

All paystub information consolidated into single view; page layout is simpler and more intuitive to navigate

Paystubs Logout

Vacation & Lieu Balances Print Paystub Print Time Records

Date	Gross	Net
10/04/2019	2512.50	1566.70
09/06/2019	2270.30	1592.23
08/23/2019	2270.30	1592.23
08/09/2019	2270.30	1463.59
07/26/2019	2270.30	1592.23
07/12/2019	2270.30	1487.02
06/28/2019	2270.30	1592.23
06/14/2019	2270.30	1463.59
05/31/20	2270.30	1592.23
	0	1465.22
	0	1592.23
04/19/2019	2270.30	1465.22
04/05/2019	2270.30	1592.23
03/22/2019	2270.30	1592.23
03/08/2019	2270.30	1465.22
02/22/2019	2270.30	1592.23
02/08/2019	2270.30	1465.22
01/25/2019	2270.30	1592.23
01/11/2019	2270.30	1465.22
12/28/2018	2270.30	1653.18

Paystubs history

**UNITY HEALTH TORONTO**  
30 Bond St., H.R. Department  
Toronto, ON M5B 1W8, Canada

Number: 7001905  
Cheque Date: 10/04/2019

VOID VOID VOID VOID VOID VOID VOID VOID VOID

Pay to the order of  
Mitch Marner  
44 Leafs Lane  
Toronto, ON L1S 6Y7  
CA

Net Pay 1566.70  
NON-NEGOTIABLE

Description	Amount	Year to Date
Dental ER	99.50	895.50
Employee Assistance Program ER		16.38
Extended Health ER		2070.00

Company contributions added to paystub

Date	Description	Pay Rate	Hours/Units	Amount
09/16/2019	Regular Pay	33.2300	7.50	249.23
09/17/2019	Regular Pay	33.2300	7.50	249.23
09/18/2019	Regular Pay	33.2300	7.50	249.23
09/19/2019	Regular Pay	33.2300	7.50	249.23

Time records added

### 3. Why does my pay seem different?

There are a couple of things that may seem different:

- The first pay of the calendar year, if you had previously reached your maximum annual contributions for Canada Pension Plan and Employment Insurance, these deductions will restart this pay as they do each year at this time.
- There are also a number of policy and other changes that came into effect on Dec. 21 that may impact your pay moving forward. These include: [shift premium](#), [overtime](#), [vacation and parking](#). You can find these on Twice a Week at [tw.unityhealth.to/2019/10/28/new-policies/](http://tw.unityhealth.to/2019/10/28/new-policies/) and will be published on each site's policies area early in the New Year.
- In order to balance withholding for Benefits (Health and Dental), we have split deductions. Extended Health will be deducted off the first pay of the month and Dental will be taken off the second pay period.

### 4. How do I change my personal or emergency contact information?

If you would like to change your person or emergency contact information, please email it to HR Employee Shared Services Centre at [hr@unityhealth.to](mailto:hr@unityhealth.to).

### 5. How do staff request a leave or how do I begin a resignation or termination process?

Staff who are requesting a leave of absence should contact their manager. Managers are to provide details of the leave to [hrcoordinator@unityhealth.to](mailto:hrcoordinator@unityhealth.to). Similarly, if you have staff who are resigning or terminating, please provide details to [hrcoordinator@unityhealth.to](mailto:hrcoordinator@unityhealth.to)

### 6. What to do when staff are returning from a leave?

The system notifies your manager six weeks prior to you returning and will continue to provide reminders. So please be sure to contact your manager of your anticipated return date. Managers are to provide these details to [hrcoordinator@unityhealth.to](mailto:hrcoordinator@unityhealth.to).

### 7. Who can I contact for help or more information?

- For payroll related inquiries, contact [payroll@unityhealth.to](mailto:payroll@unityhealth.to).
- For all other HR-related questions, contact our HR Employee Shared Services Centre via [hr@unityhealth.to](mailto:hr@unityhealth.to).
- For any finance questions related to your compass reports, contact your [Financial Business Partner](#).

*Not for distribution*