Employee Self-Service

✓ Online real time data
✓ Update personal information
✓ Update contact information
✓ Update emergency information
✓ Views for position and stipend information

❖ Payroll information will be available January 2020 after your first payroll deposit.
❖ Historical Pay Advices and T4’s up to the 2019 tax year can be accessed on CamLink.

Access to Employee Self-Service

When logging on, enter your C# (use CAPITAL ‘C’) and your Camosun account password.

Three options to access Employee Self-Service Login:

1. **Web address**: [https://colss-prod.ec.camosun.ca/Student](https://colss-prod.ec.camosun.ca/Student)

2. **Open**: [http://camosun.ca/employees/](http://camosun.ca/employees/)
   - Select ‘Log in to Employee Self-Service’ and ‘Download step-by-step instructions...’:

   - Log in to Employee Self-Service - For 2020 pay advices and employee contact information
   - Download step-by-step instructions on navigating through the new employee self-service
   - Log in to CamLink - To access pay advices for 2019 and older, and 2019 tax forms

3. **Login to CamLink**. Select ‘Employees’, then select ‘Employee Self-Service’:

   ![Login to CamLink](image)

   - Employees - WebAdvisor for Employees Menu

   Note: You will need your CamLink password to access Employee pages within CamLink.

**Familiarize yourself** with Employee Self-Service. Select ‘Employee’, then select from available options on the next screen. Change screens by using the menu buttons on the left. Close Employee Self-Service using the ‘Sign out’ button.
View and Update Personal and Emergency Information

Select your C#, then select ‘User Profile’ or ‘Emergency Information’ from the dropdown.

**User Profile**
- Select or to open popup screen.
- Complete the popup screen. Review the information.
- Use the edit and remove buttons to make changes.
- Note: When changing an address, the default ‘Type’ will be ‘Web Address’ until approved by HR.
- Select to update your record.
- Confirmation will appear in the upper right corner of the screen:

**Emergency Information**
- Select to add new contact.
- Complete the popup screen. Review the information.
- Select to edit or remove.
- Select to update your record.
- Confirmation of changes will appear in the upper right corner of the screen: