Employee Self-Service

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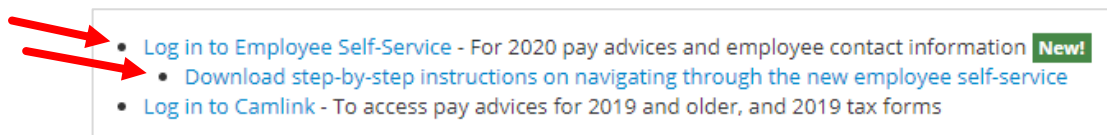- ✓ Views for position and stipend information

> ❖ 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

2. **Open:** 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 **New!**
     - 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':

   ### Employees - WebAdvisor for Employees Menu

   Please access **Employee Self-Service** for current employee information.

   Use Employee Camlink for 2019 and earlier pay advices and tax forms.

   Payroll: Employees can access additional useful information at Payroll

   Human Resources: Employees will find a wide range of information, forms, and more on the HR intranet

   The following links may display confidential information.

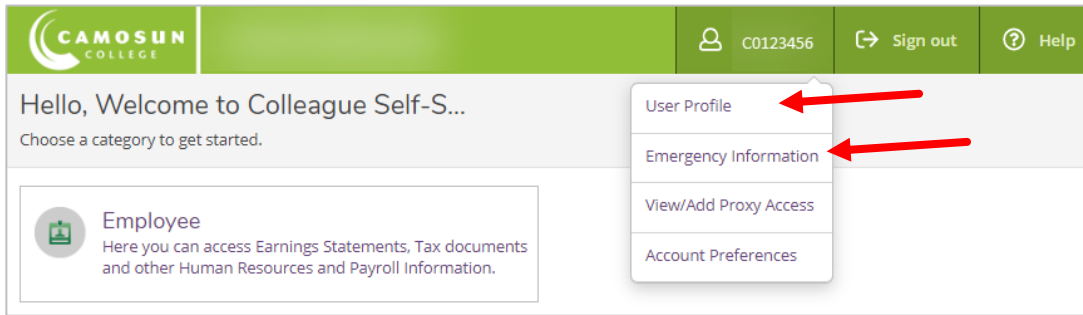   Note: You will need your CamLink password to access Employee pages within CamLink.

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.

C0123456   Sign out   Help

Hello, Welcome to Colleague Self-S…
Choose a category to get started.

Employee
Here you can access Earnings Statements, Tax documents and other Human Resources and Payroll Information.
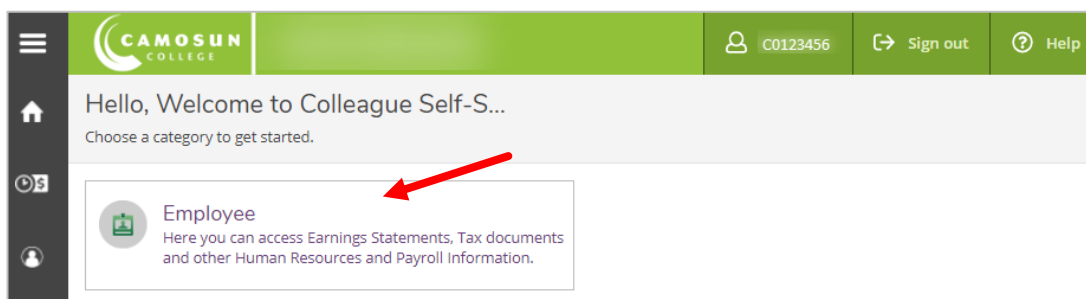
View and Update Personal and Emergency Information

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

User Profile

- Select [+ Change Personal Address] [+ Change Personal Email] or [+ Add New Phone] 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 [Confirm] to update your record.
- Confirmation will appear in the upper right corner of the screen:
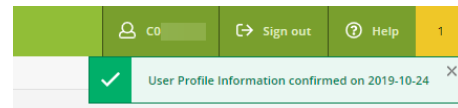
Emergency Information

- Select [+ Add New Contact]
- Complete the popup screen. Review the information.
- Select to edit or remove.
- Select [Confirm] to update your record.
- Confirmation of changes will appear in the upper right corner of the screen: