



Employee Portal User Guide

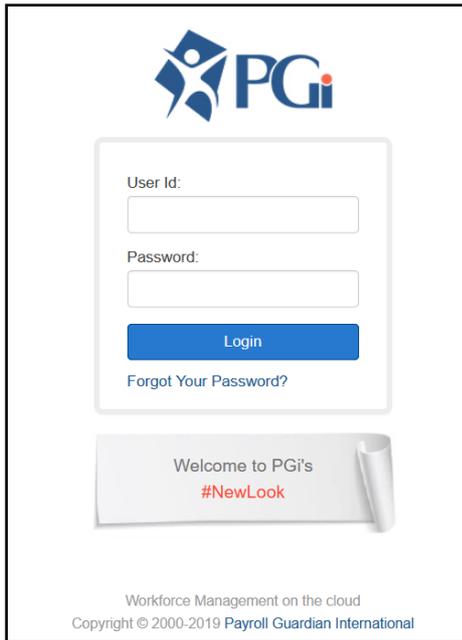
Providence Health Care Research Ins

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Signing On

Go to <https://fp6.payrollguardian.com/cgi-bin/fp6/login.htm>



The image shows a screenshot of the PGi login page. At the top left is the PGi logo, which consists of a blue stylized human figure with arms raised, followed by the letters 'PGi' in a blue sans-serif font. Below the logo is a white rectangular login form. Inside the form, there are two input fields: the first is labeled 'User Id:' and the second is labeled 'Password:'. Below these fields is a blue button with the word 'Login' in white text. Underneath the button is a blue link that says 'Forgot Your Password?'. Below the login form is a white banner with a rolled-up paper effect on the right side. The banner contains the text 'Welcome to PGi's' in grey and '#NewLook' in red. At the bottom of the page, there is small grey text that reads 'Workforce Management on the cloud' and 'Copyright © 2000-2019 Payroll Guardian International'.

User id is PHCR followed by your full employee id number.
For example: If your employee ID is 123, then your User ID will be PHCR123 (If your employee ID is less than 3 digits, please use zero's in front of your ID).

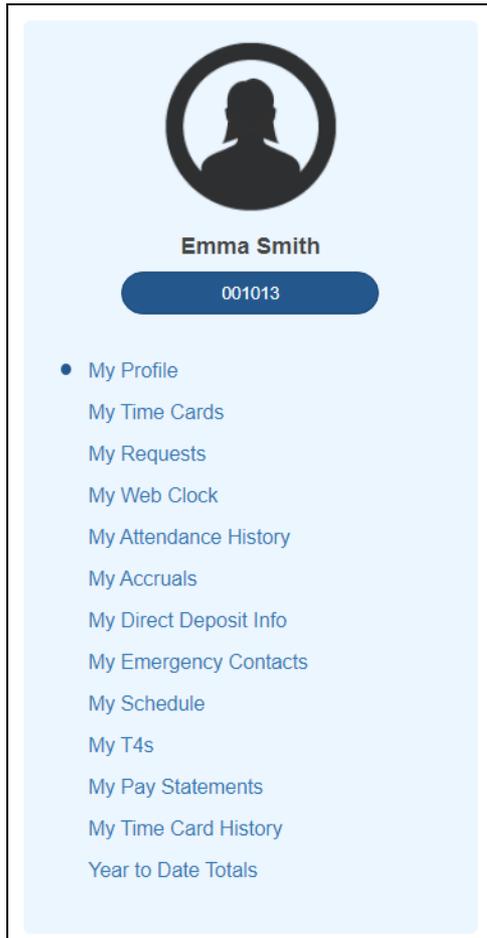
Another example: If your employee ID is 1234, then your User ID will be PHCR1234

Temporary Password is your SIN (without dashes). For example: 123456789. Once you log in the first time you will be prompted to change your password.

Forgot your password?

Click on the “Forgot your password?” link and enter your User ID. Then click on “Reset password”.

What you can see in the Portal



- ✓ My Profile – view and edit your personal contact information.
- ✓ My Time Cards – enter hours and/or expense reimbursements for payroll.
- ✓ My Direct Deposit Info – shows you where your cheques are being deposited to.
- ✓ My Emergency Contacts – view and edit your emergency contacts.
- ✓ My T4's – view your T4's to save or print.
- ✓ My Time Card History – shows historical time card history
- ✓ Year to Date Totals – View Year to Date pay details.
- ✓ My Pay Statements – view your pay statements to print.
- ✓ My Saved Reports – access reports and pay statements.

My Profile

Here you can edit your contact information.
Be sure to click save when you are done.



Emma Smith

001013

- My Profile
- My Time Cards
- My Requests
- My Web Clock
- My Attendance History
- My Accruals
- My Direct Deposit Info
- My Emergency Contacts
- My Schedule
- My T4s
- My Pay Statements
- My Time Card History
- Year to Date Totals

My Profile

[✎ Edit](#)

Contact Info

Name:	Smith, Emma D	Address:	145 Sherwood Park Street	
Suite/Apt:	124	City:	Vancouver	
Province (Home):	British Columbia	Postal Code:	V9V 6G7	
Country:	Canada	Phone (Home) :	(604) 451-9812	Ext : 350
Phone (Alternate) :	(602) 349-7865	Ext :	Phone (Work) :	(604) 562-9852 Ext :
Email:	slago@payrollguardian.com	Email:		



Workforce Management on the cloud

My Time Cards

To enter your hours for Payroll select Add a Time Card

My Time Cards

[+ New Time Card](#)

Search... (All Columns) Showing 152 records

	Item Date	Day	Item Code	Task ID	Branch	Department	Occupation	Work Group	Work Crew	Units	Memo
1	02Nov2020	Monday	EXPR		BC	PCPQ	TLD		X	200.00	
2	02Nov2020	Monday	RT		BC	PCPQ	TLD		X	2.00	155215 Cherry Lane
3	22Oct2020	Thursday	RT		BC	PCPQ	TLD		X	8.00	
4	21Oct2020	Wednesday	BRVT		BC	PCPQ	TLD		X	8.00	
5	20Oct2020	Tuesday	RT		BC	PCPQ	TLD		X	8.50	
6	19Oct2020	Monday	RT		BC	PCPQ	TLD		X	8.00	
7	08Oct2020	Thursday	RT		BC	PCPQ	TLD		X	7.58	
8	07Oct2020	Wednesday	RT		BC	PCPQ	TLD		X	9.00	
9	06Oct2020	Tuesday	RT		BC	PCPQ	TLD		X	8.50	
10	05Oct2020	Monday	RT		BC	PCPQ	TLD		X	7.50	

My Time Cards – con't

My Time Cards

Save Cancel

Search... (All Columns) Showing 153 records

Item	Date	Day	Item Code	Task ID	Branch	Department	Occupation	Work Group	Work Crew	Units	Memo
1	11/10/2020										
2	02Nov2020	Monday	RT						X	200.00	
3	02Nov2020	Monday	SCKH						X	2.00	155215 Cherry Lane
4	22Oct2020	Thursday	STWN						X	8.00	
5	21Oct2020	Wednesday	ULOA						X	8.00	
6	20Oct2020	Tuesday	VAC						X	8.50	
7	19Oct2020	Monday							X	8.00	
8	08Oct2020	Thursday	RT		BC	PCPQ	TLD		X	7.58	
9	07Oct2020	Wednesday	RT		BC	PCPQ	TLD		X	9.00	
10	06Oct2020	Tuesday	RT		BC	PCPQ	TLD		X	8.50	

A line appears with the current date. Select the appropriate Item Code from the drop down menu.

Edit the date if required.

My Time Cards

Save Cancel

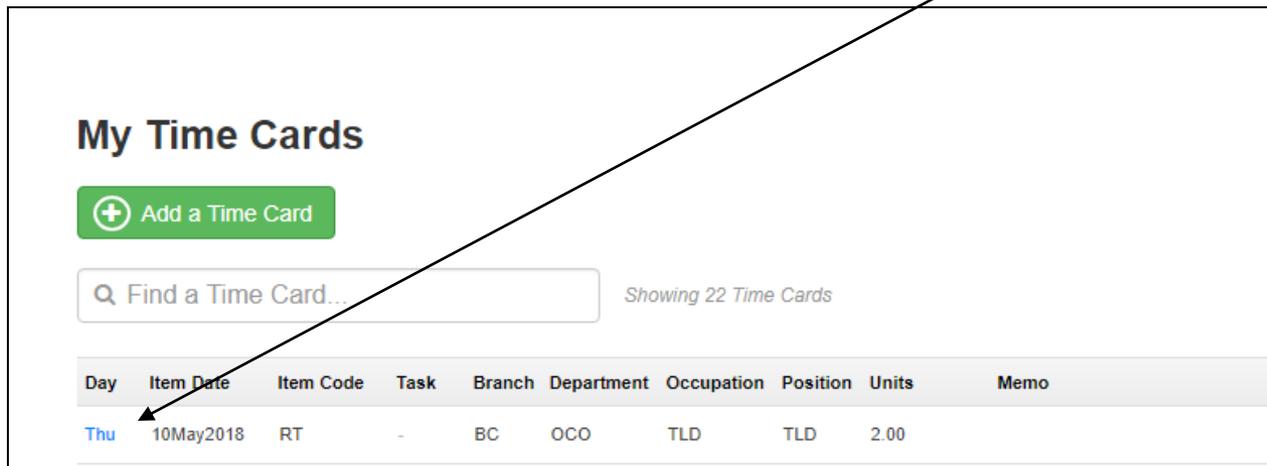
Search... (All Columns) Showing 153 records

Item	Date	Day	Item Code	Task ID	Branch	Department	Occupation	Work Group	Work Crew	Units	Memo
1	10Nov2020	Tuesday	RT	?	BC	PCPQ	TLD	DAY	x	8.00	Enter a memo...
2	02Nov2020	Monday	EXPR		BC	PCPQ	TLD		X	200.00	
3	02Nov2020	Monday	RT		BC	PCPQ	TLD		X	2.00	155215 Cherry Lane
4	22Oct2020	Thursday	RT		BC	PCPQ	TLD		X	8.00	
5	21Oct2020	Wednesday	BRVT		BC	PCPQ	TLD		X	8.00	
6	20Oct2020	Tuesday	RT		BC	PCPQ	TLD		X	8.50	
7	19Oct2020	Monday	RT		BC	PCPQ	TLD		X	8.00	
8	08Oct2020	Thursday	RT		BC	PCPQ	TLD		X	7.58	
9	07Oct2020	Wednesday	RT		BC	PCPQ	TLD		X	9.00	
10	06Oct2020	Tuesday	RT		BC	PCPQ	TLD		X	8.50	

Select from the appropriate Drop Down Menus the appropriate Department and Position. Enter the hours in Units field. Enter a Memo if desired. Select the Green Check Mark.

My Time Cards – con't

You can edit the Time Entry by selecting the Day (in blue).



My Time Cards

[+ Add a Time Card](#)

Find a Time Card... *Showing 22 Time Cards*

Day	Item Date	Item Code	Task	Branch	Department	Occupation	Position	Units	Memo
Thu	10May2018	RT	-	BC	OCO	TLD	TLD	2.00	

Remember to select the Green Check Mark after you have made your changes to save them.

My Direct Deposit Info



Emma Smith

001013

- My Profile
- My Time Cards
- My Requests
- My Web Clock
- My Attendance History
- My Accruals
- My Direct Deposit Info
- My Emergency Contacts
- My Schedule
- My T4s
- My Pay Statements
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- Year to Date Totals

My Direct Deposit Info

	Bank Code	Branch	Account Number	Item Rate	Cycle	Begin Date	End Date	Suspended
1	010	13596	253658758	250.00000				no
2	004	10472	124758462	0.00000				no



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My Emergency Contacts

You can edit this information as required.
Be sure to click save when you are done.



Emma Smith
001013

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My Emergency Contacts

[Edit](#)

Emergency Contact #1

Name:	Steve Smith	Address Line 1:	400-998 Justiny Avenue		
Address Line 2:		City:	Vancouver		
Province:	British Columbia	Country:			
Postal Code:	V9H 1J8	Phone:	(604) 596-8542		
Phone (Mobile):	(604) 640-1234	Phone (Business):	(604) 452-6533	Ext:	
Phone (International):		Email:	steve@email.com		
Relationship:	Spouse	Notes:			
Notes:					

Emergency Contact #2

Name:	Donna Brownin	Address Line 1:	6385 West 1st Avenue
Address Line 2:		City:	Prince Rupert
Province:		Country:	

My T4s

Click on the year you would like to view. The T4 will display on screen for you to print or save.

My T4s

Year	Form	Province	Employer Name	O/A
------	------	----------	---------------	-----

My Pay Statements

Click on the year you would like to view and then click on the pay period. If you would like to print a copy, click Save as PDF and then go to My Saved Reports.

My Pay Statements

Year

2017

2016

My Pay Statements

 Save as PDF

Pay Period	Pay Day	Pay Period End Date	Cheque Number	Net Amount	Gross Amount	Deduction Amount
4	24Feb2017	18Feb2017	99006398	852.18	996.84	144.66
3	10Feb2017	04Feb2017	99006400	802.26	926.64	124.38
2	27Jan2017	21Jan2017	99006399	581.28	631.80	50.52
1	13Jan2017	07Jan2017	99006397	1,291.66	1,600.56	308.90
TOTALS				3,527.38	4,155.84	628.46

My Time Card History

My Time Card History

Search... (All Columns) Showing 5 records

Year

2021

2020

2019

2018

2017

My Time Card History

Year: 2021

Back

Search... (All Columns) Showing 7 records

Week	Date Range
22	16May2021 - 22May2021
17	11Apr2021 - 17Apr2021
16	
12	
11	
9	
8	

My Time Card History

Back

Item	Date	Day	Item Code	Cancelled?	Completion Code	Project	Description	Work Crew	Work Group	Occupation	In	Out	Units	Memo
1	14Apr2021	Wednesday	RT		Unapproved			DEMO - Retail	Day Shift	TLD	0800	1500	7.00	
Total												7.00		

Select the Year, then the Week (in blue) to view your Time Card History.

Year to Date Totals

Click on the year you would like to view.

Year to Date Totals

Year

[2017](#)

[2016](#)

Year to Date Totals

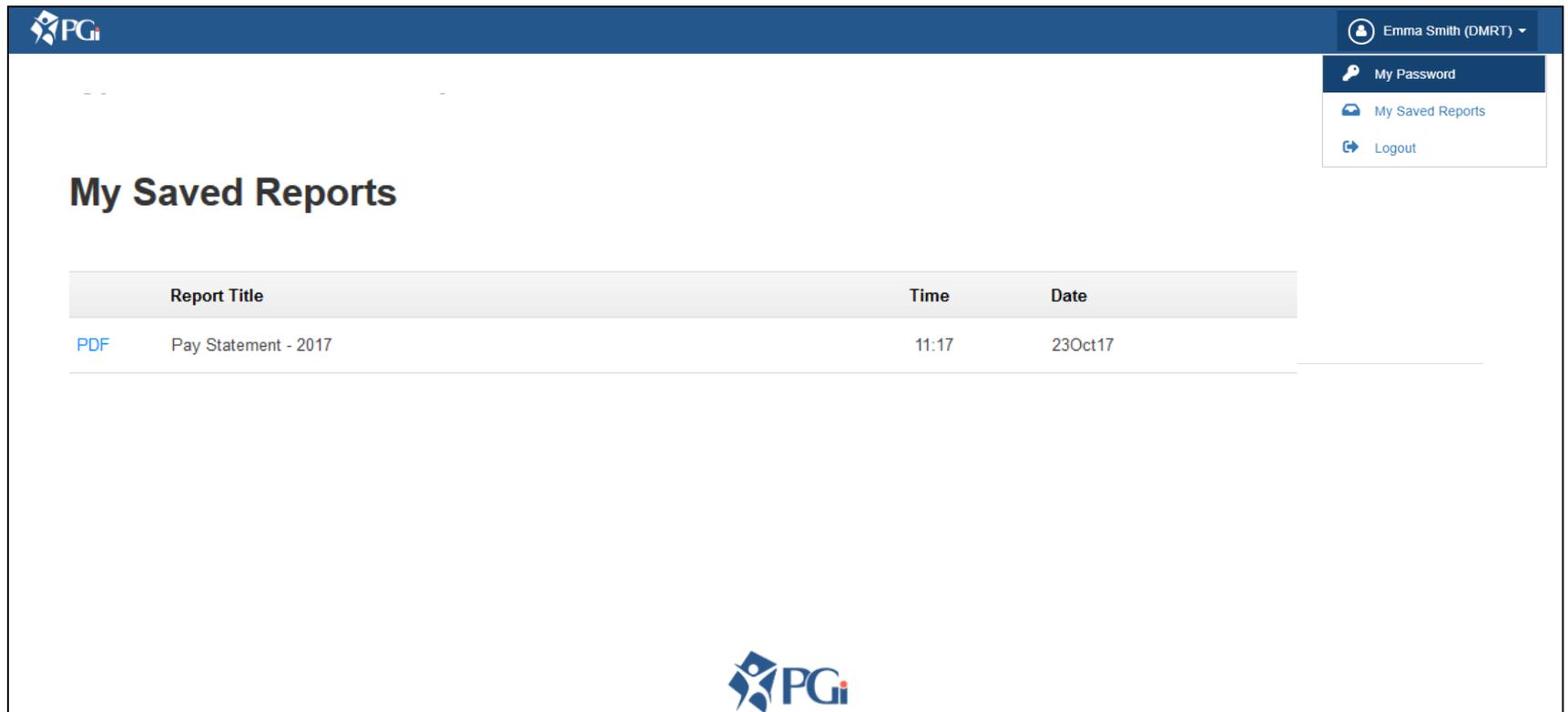
Year	Item Code	T4 Box	Name	Units	Amount	
2017	BON	Bonus			300.00	See details...
2017	CPPB	C.P.P. Benefit			187.84	See details...
2017	CPPD	CPP Premium			187.84	See details...
2017	DT	Double Time (30)		2.00	60.00	See details...
2017	DT	Double Time (27)		48.00	1,296.00	See details...
2017	EIB	EI Benefit		242.00	101.97	See details...
2017	EID	EI Premium		242.00	72.83	See details...
2017	FTX	Federal Tax			411.66	See details...
2017	OT	Overtime (22.5)		0.50	11.25	See details...
2017	OT	Overtime (20.25)		12.50	253.13	See details...
2017	RT	Regular Time (15)		38.00	570.00	See details...
2017	RT	Regular Time (13.5)		299.50	4,043.25	See details...
2017	SALH	Salary (in hours)		80.00	1,200.00	See details...
2017	VPE	Vacation Pay (Paid on each cheque)			171.84	See details...
2017	VPH	Vacation Pay (Hrs) (13.5)		7.50	101.25	See details...
2017	WCB	W.C.B.			75.80	See details...

Year to Date Earnings, Deductions and Benefits will display.

Click [See details...](#) to view the pay period breakdown

My Saved Reports

Click your name in the top right corner of the screen.
Click on 'My Saved Reports' and then on the pdf you would like to view.
The Statement will display on screen for you to print or save.



The screenshot displays the PGI user interface. At the top left is the PGI logo. In the top right corner, the user's name 'Emma Smith (DMRT)' is shown next to a dropdown menu. The dropdown menu is open, showing three options: 'My Password', 'My Saved Reports', and 'Logout'. Below the header, the main content area is titled 'My Saved Reports'. It contains a table with the following data:

Report Title	Time	Date
PDF Pay Statement - 2017	11:17	23Oct17

The PGI logo is also visible at the bottom center of the page.

Logging Out/Changing Password

Click your name in the top right corner of the screen.
You can Logout from here or change your password

PGI Emma Diputs (DMRT) ▾

Please choose a new password

Your default password will expire **today**.

[Save](#)

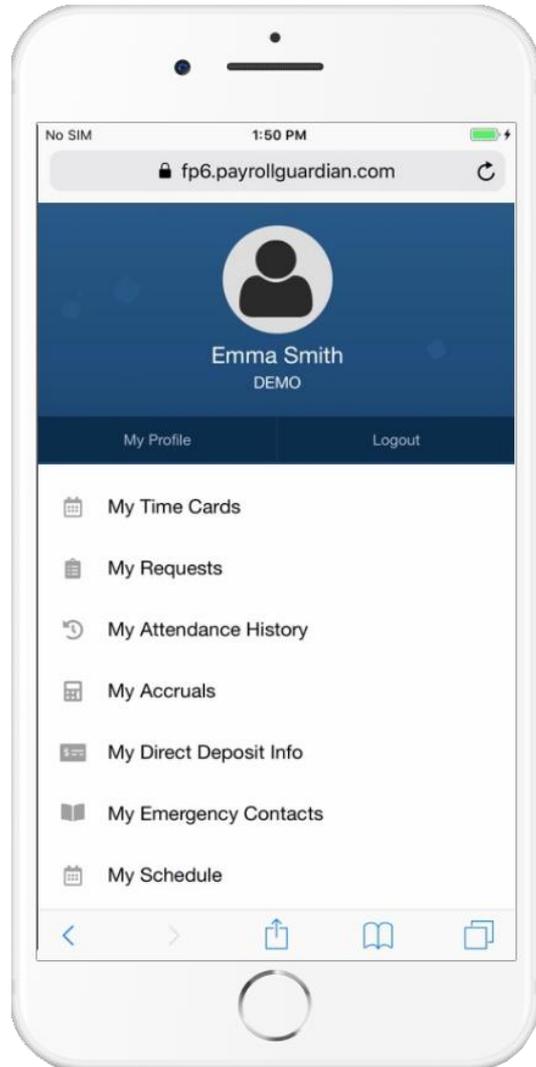
New Password

New Password (again)

- ✓ One letter
- ✓ One number or special character
- ✓ 7 characters minimum

Web App

Available for smart phones!



Follow the simple instructions provided in the link below

<https://spark.adobe.com/page/4mzlezNpsUg6h/>