

Vancouver Island University





Human Resources / Payroll

Accessing Information Through the Employee Portal




The Employee Portal website is at <https://isweb.mala.bc.ca/hrisess/> and you may wish to add this to your Favorites. You will be prompted to enter your employee number (found on your Vancouver Island University staff card; include all the zeros) and your Personal Identification Number (PIN), which has been initially set as your social insurance number (with no spaces).

The following topics are listed:

Personal

1. *Basic Info* – Displays employee name, employment status, email address.
2. *Address* – Displays the address on your file with Human Resources/Payroll. You can change your address on-line through this screen. After you have changed your address, you **must** click the green arrow  (at the top right of the window) to update the changes.
3. *Positions Inquiry* - Defaults to display your current positions. Click on the small arrow  to the left of the position number to view the details of a position. Use the drop down arrow beside “current” if applicable, to view any upcoming positions labeled “Future” and any previous positions labeled “History.” You can also view all positions at once by clicking on the “All” button. Click on the binoculars  to perform the search
4. *Relations Inquiry* – Provides details about your beneficiaries and dependents under your benefits plans (if applicable) and emergency contacts.
5. *Certificates Inquiry* – Displays the certificates you currently hold, i.e. WHIMIS.
6. *Personal Identification Number (PIN) Change* - After you have changed your PIN, you **must** click on the green arrow  to update the change.
7. *Notices* – Check this area for special notices/alerts from Human Resources and Payroll.

Payroll

1. *Pay Advice Inquiry* – Your **Electronic Pay Stub** provides biweekly pay information commencing January 1998 to the most recently completed pay period. Click the small arrow  to the left of the “period end date” to view details for a specific biweekly pay.
2. *Pay Dates Inquiry* – Lists biweekly pay dates for the current calendar year.
3. *Balance Inquiry SICK LEAVE/VACATION/OVERTIME BANKED* – Displays balances at the most recently completed pay period. Click the small arrow  to the left of a balance for accrual and usage by pay period. The information will default to the current year. To view information for previous years, select the appropriate year from the drop down box (blue arrow at upper right of window), then click on the binoculars to search.
 - VI represents vacation hours in and VO represents vacation hours out (used)
 - SLI represents sick hours in and SLO represents sick hours out (used)
 - OTO represents overtime hours out (used)
 - OT1 represents overtime banked at straight time
 - OT15 represents overtime banked at time and one-half
 - OT2 represents overtime banked at double timeNote: Balances reflect accruals to most recent pay period. Recent usage may not yet be recorded. Please contact the Payroll Department to confirm current information.
4. *Accruals Inquiry* – Displays information on your accrual entitlement for vacation (and sick leave for CUPE).
5. *Benefits Inquiry* – Displays all current benefits. You can view previous and future coverage by clicking on the drop down menu and then the binoculars  above the benefits list.
6. *Direct Deposit* – Allows you to view your deposit information for your pay.
7. *YTD Earnings* – Use the drop down menus to access Year to Date Fiscal, Calendar, Academic and Vacation earnings.
8. *YTD Deductions* – Use the drop down menus to access Year to Date Fiscal, Calendar, Academic and Vacation deductions.

Log Out

Use the log out button at any time to exit properly from the system. You should receive the message, “Goodbye”