

Please read the following important instructions:

The Employee Center area is now accessible from anywhere with the internet. Please see the following login instructions.

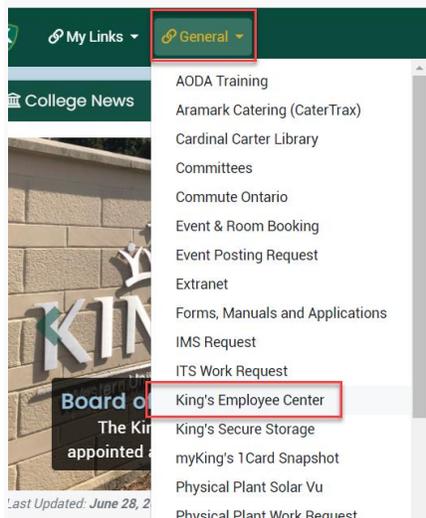
If you are having any difficulties, please submit an [IT Work Request](#) and choose:

Request/Problem type

SUPPORT - Finance / Employee Center / Navision

HOW TO LOGIN AND NAVIGATE TO THE EMPLOYEE CENTER:

1. Login to myKing's.
2. Click on General and then the "King's Employee Center" link.



3. Login using your UWO email username (windows ID) and password.



King's Employee Center

Windows Account:

Password:

Remember me next time

Sign In

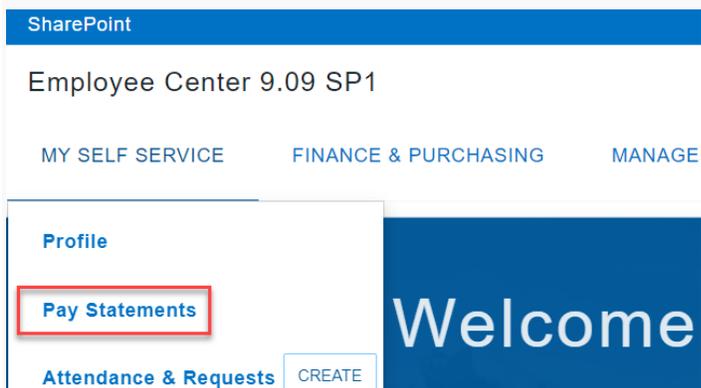
4. Click the "King's Employee Center" link:



5. This will bring you to your personal employee portal where you can view things such as your paystub, general information, pdf balance and research grant balance and much, much more!

HOW TO VIEW YOUR PAYSTUBS IN YOUR EMPLOYEE PORTAL:

1. To see a list of your paystubs, click "Pay Statements".

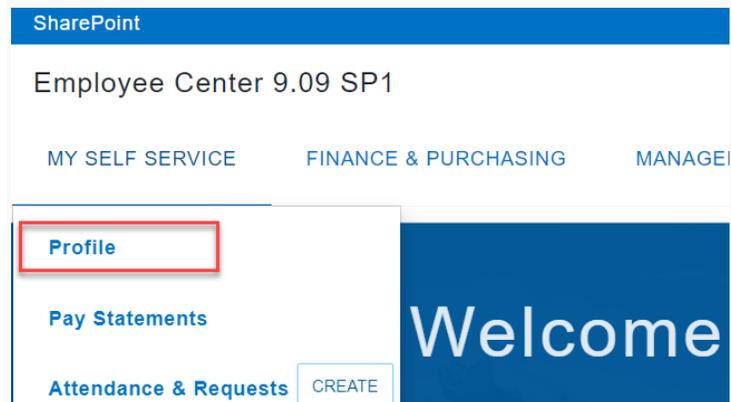


2. Locate the paystub you would like to see and click "view" to the right.

Note - The NEW Employee Center will contain all paystubs starting February 2013. If you can't find a paystub, please contact payroll for a hardcopy.

HOW TO VIEW YOUR PROFILE IN YOUR EMPLOYEE PORTAL:

1. To see your personal employee information, click "My Profile".



2. Click on the various tabs to see your current information on file.

3. If you notice any issues, please feel free to update the information and click the Request Changes button. If you have any questions/issues with the information on your profile please email: hr@kings.uwo.ca.