



Electronic Pay Advices – Frequently Asked Questions

February 2013

Q: What are electronic pay advices?

A: Electronic pay advices are digital copies of employees' pay advices. These are sent via email as PDF attachments, as opposed to paper copies.

Q: Why is SD62 switching to electronic pay advices?

A: With the growth in the district over the past several years, many of the manual processes that were in place have become inefficient. The use of paper in these processes has also become unreasonable. Electronic pay advices are the first step in a streamlining of processes to achieve a more efficient and environmentally friendly Payroll department.

Q: When will SD62 make the switch to electronic pay advices?

A: All employees will receive electronic pay advices beginning February 28, 2013.

Q: How will employees receive their electronic pay advices?

A: All employees will be provided with an SD62 email address. Electronic pay advices will be emailed to employees' SD62 email address. Each pay advice will require a five-digit PIN to open it. Each employee will have a unique PIN. The PIN will be sent in a separate email to employees' SD62 email address.

Q: Will paper copies of pay advices still be available?

A: No, paper copies will no longer be available after the switch to electronic pay advices. Employees can print the PDF at work or at home if a paper copy is required. The email with the PDF attachment can be retained by employees for as long as they wish.

Q: How do I access my SD62 email account?

A: You can access your SD62 email account through the SD62 Outlook WebMail application. A link to the SD62 Outlook WebMail application can be found on the SD62 public website at www.sd62.bc.ca in the top right corner of the main page. Login will require your SD62 user name (the first part of your email address that appears before @sd62.bc.ca) and password.

Q: Who do I contact if I do not know my SD62 user name and password?

A: Please contact the SD62 Help Desk by phone at (250) 474-9875 or by email at HelpDesk@sd62.bc.ca.

Q: Who do I contact if I do not know my five-digit PIN to view my electronic pay advice?

A: Please contact any member of the SD62 Payroll department.



Q: Can I have my electronic pay advice sent to a non-SD62 email address?

A: Electronic pay advices can only be sent to SD62 email addresses. If you would like your electronic pay advice to be sent to another email address, you can set up a redirect rule to automatically route your electronic pay advice to the email address of your choosing.

Q: How can I set up a redirect rule to route my electronic pay advice to a non-SD62 email address?

A: To set up a redirect rule, perform the following steps in the SD62 Outlook WebMail application:

1. Click *'Contacts'*
2. Click *'New'*
3. Complete the new contact form to add yourself as a contact. Be sure to enter the email that you would like to forward your electronic pay advice to.
4. Click *'Save and Close'*

You have now created a contact for yourself within Outlook. This contact can be used to redirect emails containing your electronic pay advices to. Proceed to the next steps below:

5. Click *'Mail'*
6. Right-click the email containing your electronic pay advice.
7. Click *'Create Rule...'*
8. In the *'New Inbox Rule'* window, check the boxes beside *'It was received from'* and *'It includes these words in the subject'*.
9. Click the blue text that begins *'Pay Advice for Deposit on...'*
10. In the *'Specify Words or Phrases'* window, click *'Remove'*
11. In the text box, type *'Pay Advice for Deposit'* and press Enter.
12. Click *'OK'* to close the *'Specify Words or Phrases'* window.
13. In the *'New Inbox Rule'* window, click the *'Do the following:'* dropdown list and select *'Redirect the message to...'*
14. In the *'Address Book'* window, beneath *'My Contacts'* in the left pane, click *'Contacts'*.
15. Locate the contact that you created for yourself in steps 1-4 and click it.
16. Click *'OK'* to close the *'Address Book'* window.
17. Click *'Save'* to save your rule.
18. Click *'Yes'* if you are asked *'Are you sure you want to proceed?'*

Your rule has now been saved. All future emails from payroll@sd62.bc.ca containing "Pay Advice for Deposit" in the subject line will be redirected to the email address specified in the contact that you created.