

Powerpay Employee Self Service

Welcome to Powerpay Self Service

Powerpay Self Service is a convenient way to view your Payroll and Human Resource information at any time, including address, contact and banking information, emergency contacts, pay statements and tax forms.

Accessing Self Service

To get started, you will receive a welcome email with a link (valid for 10 days) to access Powerpay Self Service. The email will be similar to the sample shown here. Click on the link provided within the email and follow the online prompt to access Self Service.

Important: You will require your employee number to complete the initial login process and access Self Service. This number should be provided to you by your employer. If you have not received your employee number, contact your employer.

Welcome Email:

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La version française suit l'anglaise.

Welcome to Powerpay Self Service!

Your initial set up must be performed on a full-size desktop/PC platform (not a mobile device) and in a browser window (not the app).

To get started and set up your account:

1. Click [here](#).
2. Enter your Employee Number.
3. Click **Submit**.
4. Complete the password set up process.
5. Click **Save**.
6. Once your password is set up, click **Continue** to log into Powerpay Self Service with your new password.
7. Enter your Username and password.
Your username will be delivered in a separate email.
* Passwords and Usernames are case sensitive.
8. Click **Login**.
9. Select and answer your Personal Verification Questions and agree to the Terms of User and Privacy Policy. These are required to complete your initial log in as additional security measures to assist in ensuring your data is secure and your privacy is protected.

You're done! It's that easy!

Use this [step-by-step guide](#) to Self Service for instructions on:

- Navigating in Self Service
- Viewing and printing your earning statements,
- Enabling your year-end tax forms in Self Service,
- Updating your emergency contacts and more.

Remember to bookmark the [Self Service home page \(https://clients.powerpay.ca/selfservice/login\)](https://clients.powerpay.ca/selfservice/login) or mark it as a favorite in your browser. This makes it easy to get back into Self Service in the future. You can also download our free app (see link below).

Contact your organization's payroll administrator with any questions.

[Download on the App Store](#) [Get it on Google Play](#)



*This email is an automated notification, which is unable to receive replies.

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You will need to create your permanent password and set up your Personal Verification questions. SelfService uses the answers to these questions to verify your identity when you use the *Forgot Password?* link to reset your password.

We advise you to complete this set up on a tablet, iPad or computer. Once your set up is complete you will be able to access Powerpay Self Service on your mobile phone.

[Click here](#) for additional information on how to navigate within Self Service, how to change your password, and how to view or print your Earnings Statements and Year End forms.