

Guide to












New Online Pay Statements



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January 2020

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Finding your Employee ID Number

Find a copy of your last pay statement (not valid before Jan 2020)
See the image below for where to find your unique 6-digit Employee ID Number.

Your Pay Statement

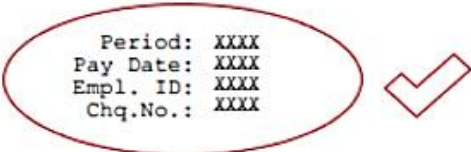
Payroll Advice

Diocese of New Westminster
1410 Nanton Avenue
Vancouver, BC V6H 2E2

Your Name
Your Address

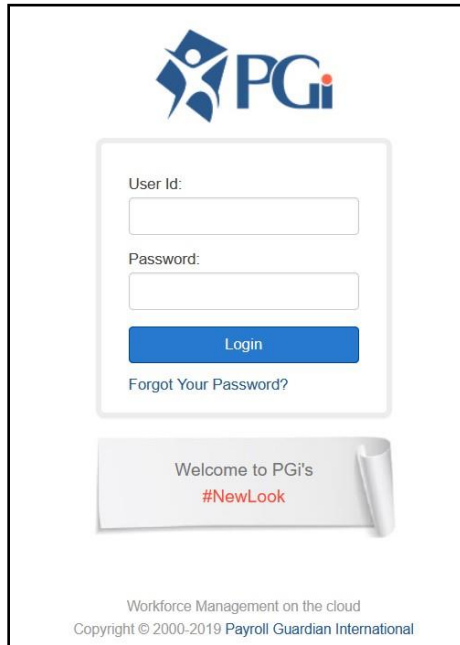
Period: XXXX
Pay Date: XXXX
Empl. ID: XXXX
Chq.No.: XXXX

Earnings ----- Hours Rate ThisPeriod YearToDate



Signing On

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



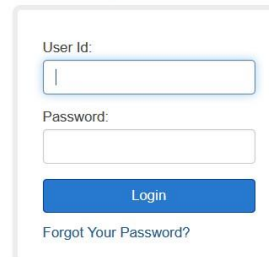
The screenshot shows the PGI login interface. At the top is the PGI logo. Below it is a login form with two input fields: 'User Id:' and 'Password:'. A blue 'Login' button is positioned below the password field. A link labeled 'Forgot Your Password?' is located below the login button. At the bottom of the form area, there is a banner that says 'Welcome to PGI's #NewLook'. The footer of the page contains the text 'Workforce Management on the cloud' and 'Copyright © 2000-2019 Payroll Guardian International'.

User ID is DONW followed by your 6-digit employee id number.
For example: If your employee ID is 123456, then your User ID will be DONW123456 (If your employee ID is less than 6 digits, please use zero's in front of your ID).

Temporary Password is your 4 digits birth year and your 2 letter initials (not case sensitive)

For example: If your birth year is 1988 and name is John William Doe, then your temporary password will be: 1988JD

Employee Password is invalid.



This is a smaller version of the PGI login form. It features the PGI logo at the top, followed by 'User Id:' and 'Password:' input fields. A blue 'Login' button is below the password field, and a 'Forgot Your Password?' link is at the bottom of the form area.

Welcome to PGI's
#NewLook

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



9999


Demo Test

- My Profile
- Request Time Off
- My Accruals
- My Direct Deposit Info
- My Emergency Contacts
- My T4s
- My Pay Statements
- Year to Date Totals
- My Saved Reports

- ✓ My Profile – view and edit your personal contact information.
- ✓ My Direct Deposit Info – shows you where your cheques are being deposited to.
- ✓ My Emergency Contacts – view and edit your emergency contacts.
- ✓ My Pay Statements – view your pay statements to print.
- ✓ My T4's – view your T4's to save or print.
- ✓ Year to Date Totals – View Year to Date pay details
- ✓ 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. Please note that this section is in no way related to Diocesan records, it is for payroll only, changing your address on this site will not change your address at the Diocese and you will still need to contact the Diocese and advise them of any change of personal information.




9999

Demo Test

- My Profile
- Request Time Off
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- My Saved Reports

My Profile

 Edit

Name:	Employee, Test	Phone (Home) :	(416) 523-9856	Ext
Address:	5639 Main Street	Phone (Alternate) :		Ext
Suite/Apt:		Phone (Work) :		Ext
City:	Toronto	Email:	testemp@yahoo.com	
Province (Home):	Ontario	Email:		
Postal Code:	K2A 4G2			
Country:	Canada			

My Direct Deposit Info



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- My Profile
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My Direct Deposit Info

Bank Code	Branch	Account Number	Item Rate	Cycle	Begin Date	End Date	Suspended
010	11352	236589654	0.00000	-	-	-	no

My Emergency Contacts

Please note that this section is in no way related to Diocesan records, it is for payroll only, changing your address on this site will not change your address at the Diocese and you will still need to contact the Diocese and advise them of any change of personal information.



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Demo Test

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My Emergency Contacts

[Edit](#)

Contact 1

Name:	Steve Diputs	Relationship:	Spouse
Address Line 1:	400-998 Justin Street	Phone:	(604) 596-8547
Address Line 2:		Phone (Mobile) :	(604) 640-1234
City:	Vancouver	Phone (Business) :	(604) 452-653 Ext
Province:	British Columbia	Phone (International):	
Country:		Notes:	
Postal Code:	V9H 1J6	Notes:	
Email:	steve@email.com		

Contact 2

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 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
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My Saved Reports

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

My Saved Reports

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

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...

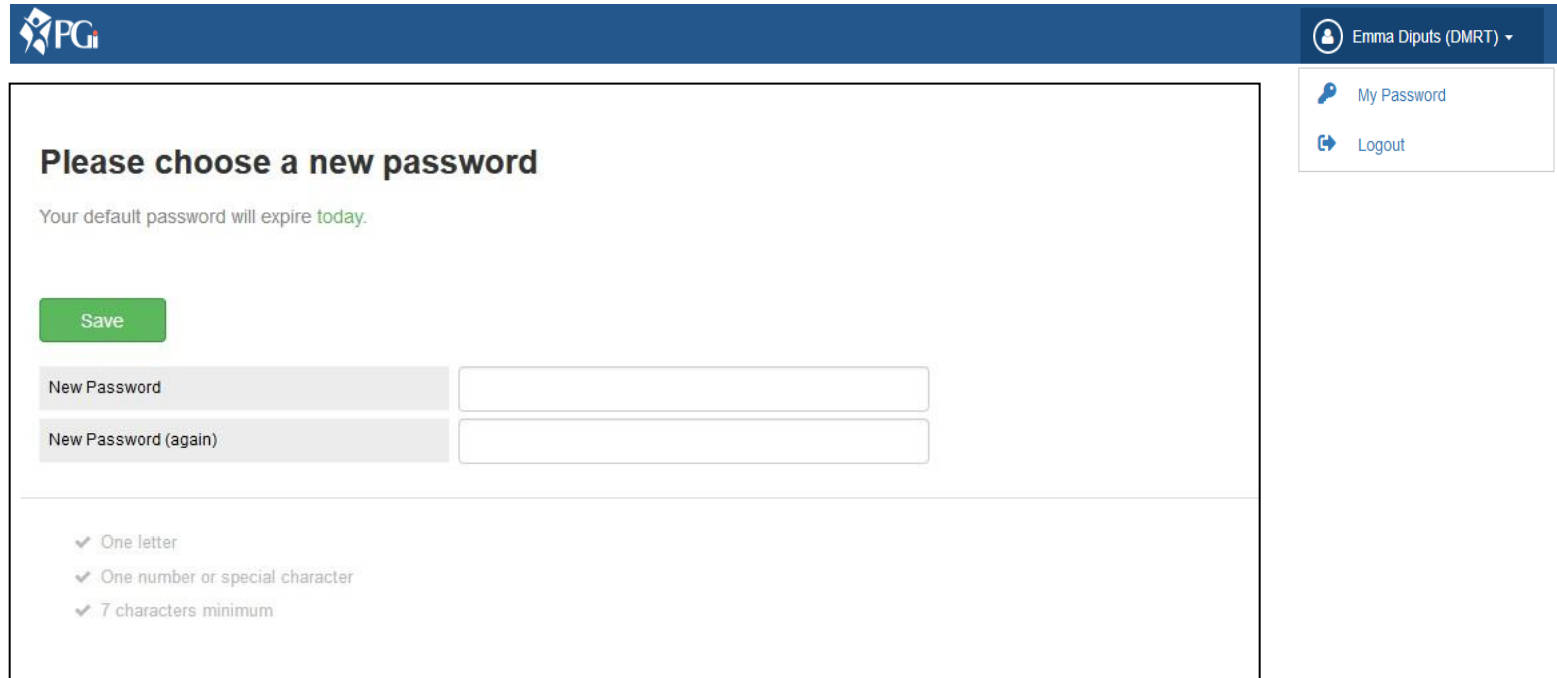
Year to Date Earnings, Deductions and Benefits will display.

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

Logging Out/Changing Password

Click your name in the top right corner of the screen.

You can Logout from here or change your password



The screenshot shows a web application interface. At the top, there is a dark blue header bar. On the left side of the header is the PGI logo. On the right side, there is a user profile dropdown menu for 'Emma Diputs (DMRT)' with two options: 'My Password' and 'Logout'. The main content area is white and contains a form titled 'Please choose a new password'. Below the title, a message states 'Your default password will expire today.' There is a green 'Save' button. Below the button are two input fields: 'New Password' and 'New Password (again)'. At the bottom of the form, there are three checkmarks indicating password requirements: 'One letter', 'One number or special character', and '7 characters minimum'.

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