

Manton, Kim FIN:EX

From: Manton, Kim FIN:EX
Sent: Thursday, October 26, 2017 9:09 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: Your Employee Number / Validating your IDIR

Hi Dawn-Lynn,

I was just trying to get into the system **s.22** and realized that I can't get into the Time and Pay site (at this link: <https://timepayhome.gov.bc.ca/>).

I get to this page:



But when I enter my IDIR number I get this message:



Is there someone I should call to help me through this.

Thanks
Kim

From: Phillips, Dawn-Lynn PSA:EX
Sent: Friday, October 13, 2017 12:11 PM
To: Manton, Kim FIN:EX
Subject: RE: Your Employee Number / Validating your IDIR

Hi Kim – I have you starting on **s.22** the pay period goes from **s.22** and is paid on **s.22**. You will be paid for **s.22**

Let me know if you still have issues next week with your access to the Time and Pay Portal.

Thank you.....d!

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Recruitment and Executive Support Services | Talent Management | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



From: Manton, Kim FIN:EX
Sent: Friday, October 13, 2017 11:57 AM

Manton, Kim FIN:EX

From: Manton, Kim FIN:EX
Sent: Tuesday, October 10, 2017 3:52 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Re: Your Employee Number / Validating your IDIR

Thank you :)

From: Phillips, Dawn-Lynn PSA:EX
Sent: Friday, October 06, 2017 4:56 PM
To: Manton, Kim FIN:EX
Subject: Your Employee Number / Validating your IDIR

Hi Kimberly – your employee number is **s.22** You will not be able to validate your IDIR until 11OCT17.

Here is a link to the information on MyHR - <http://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/new-employees/first-week>

This is the information closer to the bottom of that web page –

Your Government IDIR ID

What is an IDIR?

Your IDIR is the unique identifier you use to log on to your workstation and to access many government applications, including Employee Self Service, where your leave and pay information is located, and AskMyHR, where you can get answers for a variety of questions related to your employment.

Your branch administrator or supervisor will let you know your IDIR ID and your temporary password on or near your first day of work. You will have to change this password when you log on to your workstation for the first time.

It is recommended that you restart your computer after logging on for the first time. After you've successfully rebooted and logged back on to your workstation, you will have to validate your IDIR.

Validating Your IDIR

You won't be able to validate your IDIR on your first day of work if you are new to the BC Public Service.

Follow these steps:

- Start at the [Time & Pay Portal](#)
- Click on the Self Service (PeopleSoft) tab and launch the application by clicking the icon in the middle of the window
- Click on [Click here to begin ESS Validation](#)
- Enter your six digit employee number and use the drop-down calendar to enter your date of birth
- Click Submit. You should get a response that says, "You have successfully validated your IDIR"
- Wait 30 minutes
- Go back to Employee Self Service. When you launch the application this time you will be taken to the icons to view your pay, and other features
- If you don't see the icons, go to the [Time & Pay Portal](#), click on the Self Service (PeopleSoft) tab and follow the instructions in the yellow box to clear your cache

You will now have access to most government websites, but there are a few such as the Learning Centre and the Hiring Centre that will take an overnight refresh before you will be able to access them.

You will need your s.22 to validate.

Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Recruitment and Executive Support Services | Talent Management | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

Manton, Kim FIN:EX

From: Manton, Kim FIN:EX
Sent: Friday, October 27, 2017 5:41 PM
To: Henry, Molly FIN:EX; Butcher, Jared A LASS:EX
Subject: Aboriginal Youth Internship Program
Attachments: 20171027_172142_resized.jpg; 20171027_172002_resized.jpg; 20171027_171855_resized.jpg; 20171027_170202_resized.jpg

Hi, I have attached a few pics. Lighting isn't great and have been sat as far away from the stage as is possible. I hope to get a few more when the mingle haoens but wants to start with these. The fellow in the woven hat is Program Lead Bradley Dick. This is a completion ceremony and is the 10th anniversary of the program.

Sent from my Samsung Galaxy smartphone.

Manton, Kim FIN:EX

From: Manton, Kim FIN:EX
Sent: Tuesday, October 31, 2017 4:38 PM
To: Henry, Molly FIN:EX
Attachments: 20171031_161359.jpg

Sent from my Samsung Galaxy smartphone.

Manton, Kim FIN:EX

From: Manton, Kim FIN:EX
Sent: Tuesday, October 31, 2017 4:37 PM
To: Henry, Molly FIN:EX
Attachments: 20171031_162544.jpg

Sent from my Samsung Galaxy smartphone.

Page 07 to/à Page 13

Withheld pursuant to/removed as

NR