

Published on University of Toronto Faculty Association (https://www.utfa.org)

Home > How to Obtain Your Recent Pay Stubs Through the HR Employee Self Service Website

How to Obtain Your Recent Pay Stubs Through the HR Employee Self Service Website

- Point your browser to the following address: <u>https://easi.its.utoronto.ca/administrative-management-systems/employee-self-service-es</u> <u>s/</u>
- 2. Login with your UTORid.
- 3. Click: My HR Self Service.
- 4. Click **Pay and Benefits information**. And then click **Pay Statement.** You will see something like this:

×

Note that in the example above, the lower window has been scrolled down so that it shows the premiums paid for extended heath care, dental, and semi-private care. It is the total of these three that can be claimed against the HCSA.

In the above example these three items in the red box add up to \$142.79 a month.

 Once you have this figure, return to the Green Shield website and file a claim based on the premium amounts and the dates of your pay stubs. Depending on the amount of your unspent HCSA balance, you will need this figure for several pay stubs and you will have to enter separate claims for each month. 2025): https://www.utfa.org/content/how-obtain-your-recent-pay-stubs-through-hr-employee-self-service-website