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

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

1. Point your browser to the following address: https://easi.its.utoronto.ca/administrative-management-systems/employee-self-service-ess/

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.

1. 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.**

Source URL (modified on May 9

2025):https://www.utfa.org/content/how-obtain-your-recent-pay-stubs-through-hr-employee-self-service-website