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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-es/s/>
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 health 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.**

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