

## Communication Update March 16, 2020

### Payroll, Adjustments & ROE's

#### PGi Hourly Employee Portal

Hourly employees are now able to sign into PGI to view pay statement details. Functionality is limited at this time; however you can update your profile and view the details of your pay statement.

#### 1. **Signing on:**

Go to: <https://fp6.payrollguardian.com>

- Your user id is PXPR followed by your PGI employee ID#. This is on your most recent paystub. For example: PXPR12345. If you cannot find your PGI ID#, please contact your scheduler, payroll or human resources.
- Your initial password is your SIN number, without dashes. You will then be prompted to immediately change your password.

#### 2. **Updating your profile:**

- To update your profile, click on **My Profile** and click on **“Edit”**



- You should view and edit your personal contact information such as:
  - Mailing address
  - Email (you can use work email, personal or both)
  - Emergency Contacts

### 3. Viewing your pay statements:

- To view your pay statement detail, click on **My Pay Statements**.



## 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.



The screenshot displays a table of pay statements for the year 2017. A 'Save as PDF' button is located at the top left of the table area.

Pay Period	Pay Day	Pay Period End Date	Cheque Number	Net Amount	Gross Amount	Deduction Amount
4	24Feb2017	18Feb2017	99006298	852.18	996.84	144.65
3	10Feb2017	04Feb2017	99006400	802.26	926.64	124.38
2	27Jan2017	21Jan2017	99006399	581.28	631.80	50.52
1	13Jan2017	07Jan2017	99006397	1,251.66	1,600.56	308.90
TOTALS				3,527.38	4,155.84	628.46

## **PGI – Frequently asked questions:**

### ***Q: I forgot my password. How do I reset it?***

You can reset your password via email:

1. Enter your user ID and a dummy password (do not leave blank)
2. Click “Login”
3. Click “Forgot my password” to reset your password via email

### ***Q: “Forgot my password” does not appear?***

1. You have not logged in initially with your default SIN with no dashers, OR
2. When you logged in and attempted to change your password it did not meet the criteria, so it was not saved.

### ***Q: I haven’t received a reset password email?***

1. You must have an email address on your account to receive the password reset email. This can be updated in “My Profile”.
2. You can also request a temporary password by sending an email to [payroll@paperexcellence.com](mailto:payroll@paperexcellence.com)

When additional functions of PGI become available to you, a communication will be sent out.

---

## **Payroll Adjustments:**

Once you have viewed the details of your pay and you believe you have been paid incorrectly, please contact Cathy Lindenthaler via email ([cathy.lindenthaler@catalystpaper.com](mailto:cathy.lindenthaler@catalystpaper.com)) or phone (604-483-2830) only. Cathy will send any corrections directly to the Paper Excellence payroll department.

---

## **Employment Insurance (EI) Benefits while on curtailment & ROE’s:**

If you have been laid off, you should initiate your claim for EI benefits through the Service Canada website: [www.canada.ca](http://www.canada.ca) and select the Employment Insurance and Leave link.

The Company is limited in its ability to upload files to Service Canada for your ROE. For those employees applying for EI benefits, you will need to provide Human Resources with a copy of your final paystub from 2019 and your HSI paystub from February.

---

Thank you for your continued patience.