

Payworks

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Payworks

General Info

Payworks is our payroll processing providers.

All staff members are given access to Payworks once they have handed in their New Employee Paperwork. Their access continues past their employment so they will always be able to get their paystubs or tax forms.


Any assistance or request regarding Payworks should be directed to CARSTAR's Payroll Administrator.

Payworks

Accessing Payworks

Website: <https://payroll.payworks.ca/loginscreen.asp>

- When your New Employee Paperwork is submitted you will receive two emails from Payworks with your login information and a temporary password.




Your Personal Payworks Web Account Information

Employee,

Here is your secure Payworks Account information to log into the Payworks website:

Customer ID	M02094
User Name	0000
Password	Sent in a separate email.



Your Personal Payworks Web Account Information

Employee,

Here is your secure Payworks Account information to log into the Payworks website:

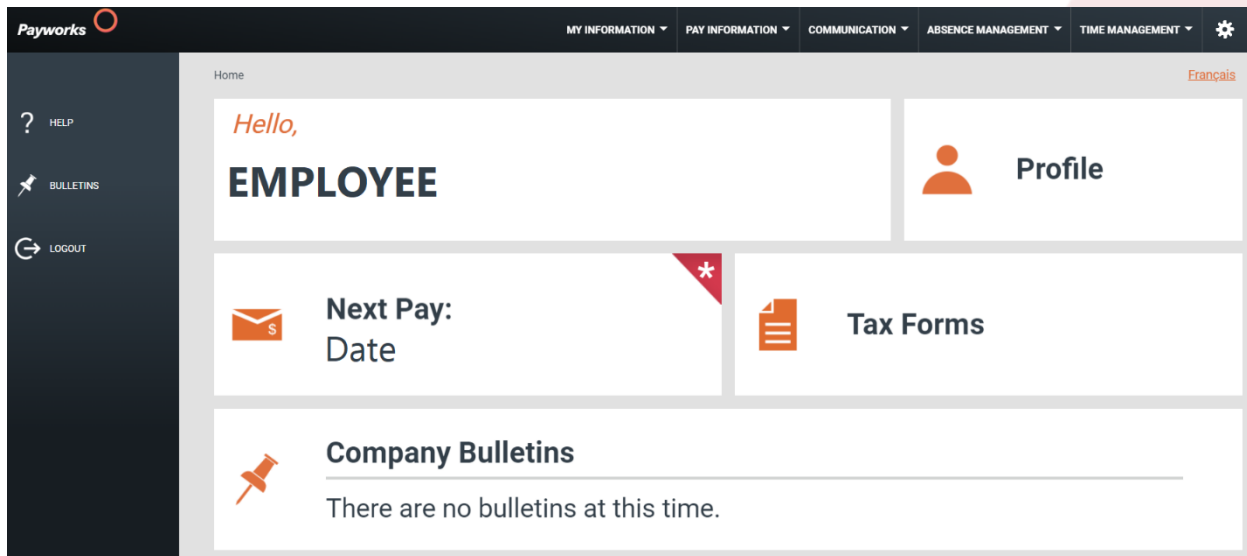
Customer ID	Sent in a separate email.
User Name	Sent in a separate email.
Password	ABC123efg

- Enter your “Customer ID”, “Username”, and temporary password.
- You will immediately be prompted to change your password. Note: If you lose this password a reset link can be accessed from the login page. If you lose all three pieces of information, contact your Payroll Administrator.

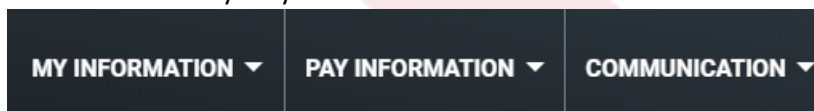
Payworks

Navigating Payworks

- Once you are logged in you will be taken to the main home page. This home page gives you a snapshot of your employee information.



- There are currently only three tabs available for access.



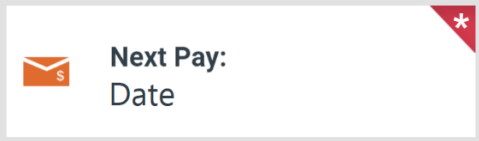
- “My Information” shows you the current data as per your New Employee Paperwork.
- “Pay Information” shows you past pay statements and pas T4s.
- “Communication” shows you company information.
- If any information needs to be updated please contact your Payroll Administrator.

Payworks

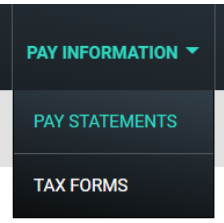
Reading Pay Stubs

Pay stubs are made available as soon as payroll processing has been completed. You will receive an email from Payworks once it has been completed.

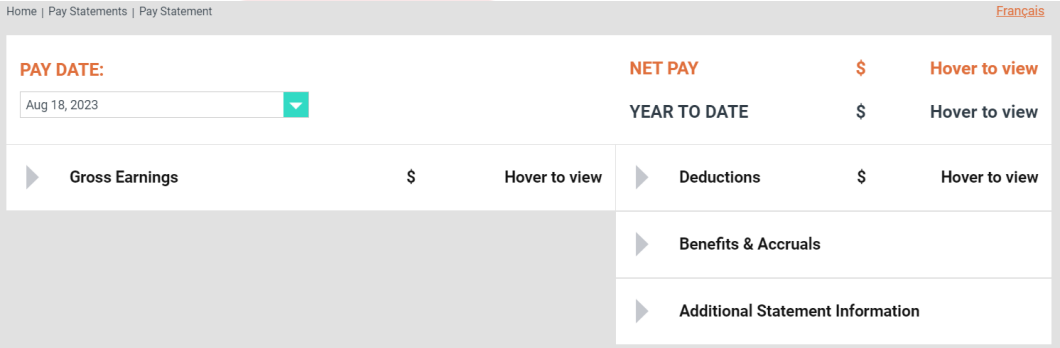
- Click on the “Next Pay” box of the home page.



- Or click on the “Pay Information” and “Pay Statements” tab at the top of the page. And select the most recent Pay Period.



- The pay period’s information will be listed. You will need to move your mouse over the “Hover to view” sections to view the numbers.



- Selecting the drop-down arrows by each heading will give you more details of each category. This includes current pay period hours worked, year-to-date hours worked, pay rate, current earnings, and year-to-date earnings.
- Your pay statements are broken into the following categories:
 - **Gross Earnings:** dollars earned before any deductions are taken.
 - **Net Pay:** dollars deposited into your bank account(s) once all required deductions are taken.
 - **Deductions:** Include federal/provincial taxes, CPP (Canadian Pension Plan), EI (Employment Insurance), RRSP contributions, and benefit premiums. Taxes, CPP, and EI are mandatory deductions.
 - **Benefits & Accruals:** Taxable benefit, company RRSP match, and vacation accruals.
 - Note: Vacation Accrual year-to-date (YTD) shows the current balance of vacation pay you can take! Divide this total by your hourly/daily rate to calculate the number of days you have.

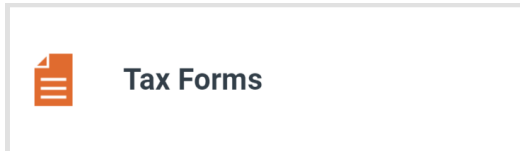
**** ALL PAY STUBS HAVE A BREAK DOWN OF THE CURRENT PAY PERIOD TOTALS AND YEAR TO DATE TOTALS FOR ALL CATEGORIES****

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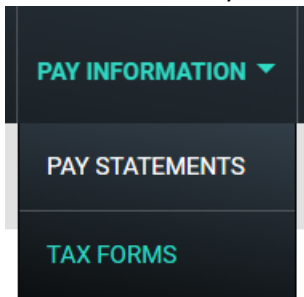
Accessing Tax Forms

Employee T4s are mailed out to everyone by the end of February of the new year. Digital versions of your T4 are accessible to all employees (current and old) at all times. This digital version is also automatically submitted to the Government but may be delayed in appearing on your CRA account page.

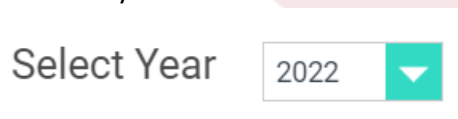
- Click on the “Tax Forms” box of the home page.



- Or click on the “Pay Information” and “Tax Forms” tab at the top of the page.



- Select the year.



Note: If you do not see the current year in this list the form has not been submitted yet.

- Click on the “T4” option.

