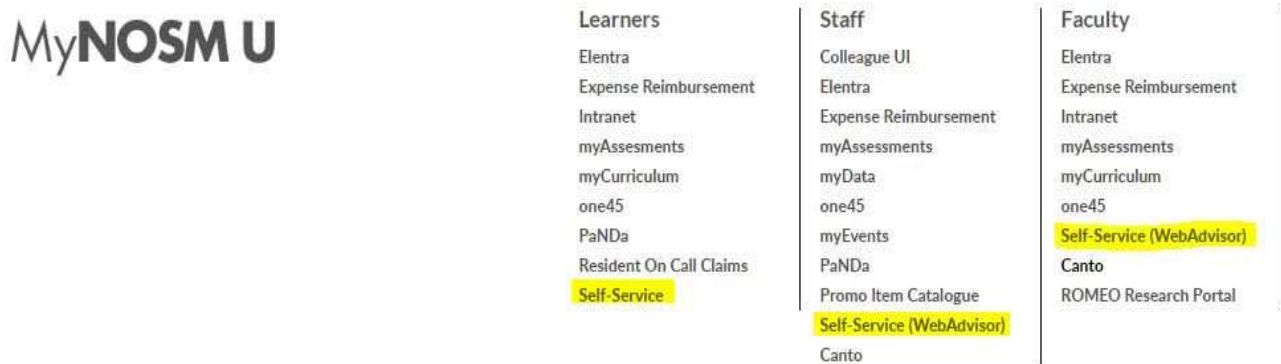


HOW TO VIEW YOUR EARNING STATEMENTS

1. Go to www.nosm.ca and click **myNOSM U**.



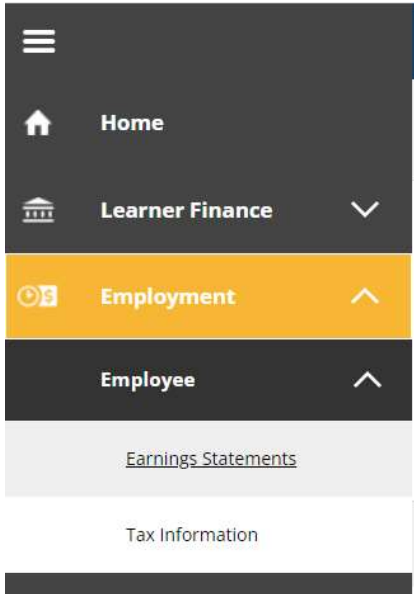
2. Under Learners, Staff or Faculty clock Self-Service (WebAdvisor)



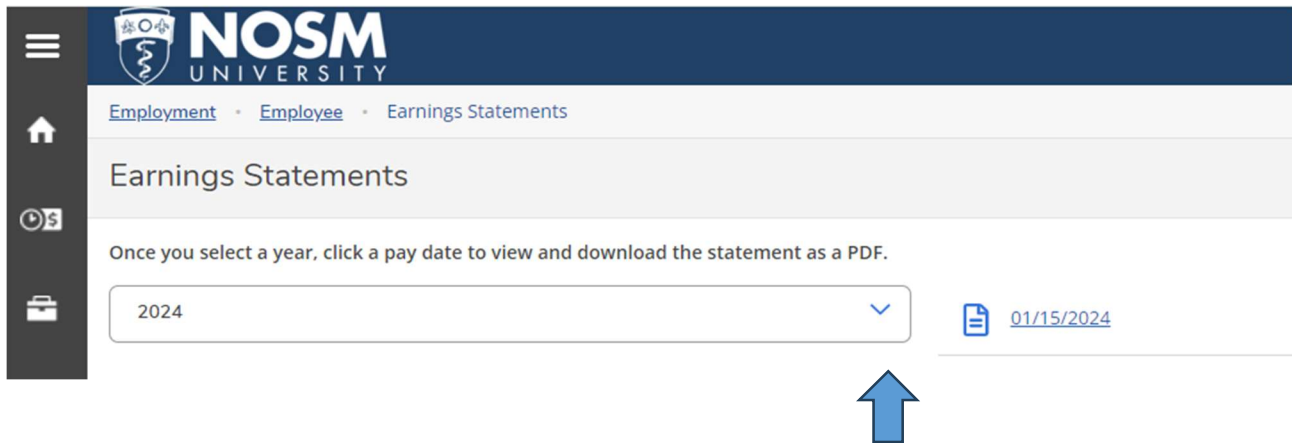
3. To access Self-Service, use your myNOSM U username and password.

We recommend that you change your password on your first login to ensure your information is kept confidential. If after following these instructions, you are unable to view your pay advice, please send an email to payroll@nosm.ca.

- Once logged in to Self-Service, Earning Statements will be available under the “Employment” heading in the menu on the left of your screen.



- All your Earnings Statements for the current year will be listed. To view your Earning Statements from previous years, click on the drop-down menu and select the year you wish.



HOW TO VIEW YOUR PAY ADVICE

1. Go to www.nosm.ca and click **myNOSM U**.



2. Under Staff or Faculty click Self-Service (WebAdvisor).

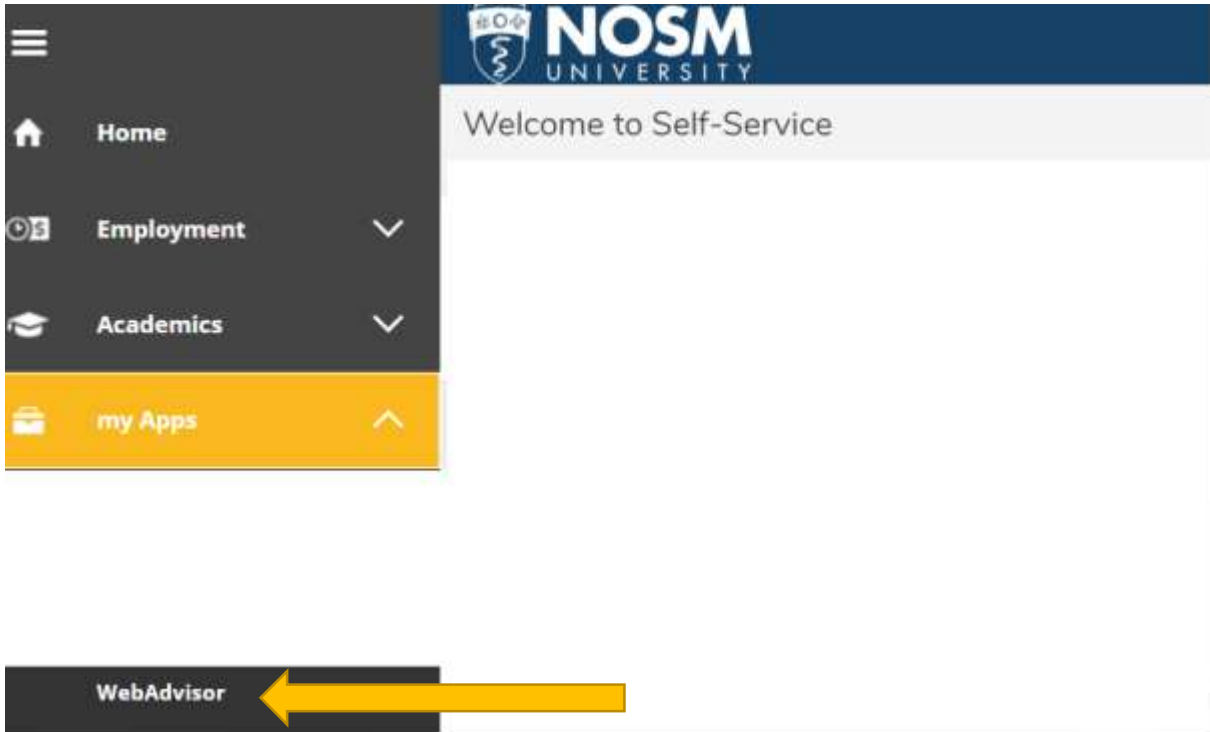
My**NOSM U**

Learners	Staff	Faculty	General
Elentra	Colleague UI	Elentra	Intranet
Expense Reimbursement	Elentra	Expense Reimbursement	myMail
Intranet	Expense Reimbursement	Intranet	WebEx
myAssesments	myAssesments	myAssesments	Directory
myCurriculum	myData	myCurriculum	Qualtrics
one45	one45	one45	Campus Maps
PaNDa	myEvents	Self-Service (WebAdvisor)	Human Resources
Resident On Call Claims	PaNDa	Canto	Library
Self-Service	Promo Item Catalogue	ROME0 Research Portal	Live & Archived Webcasts
	Self-Service (WebAdvisor)		IT Helpdesk
	Canto		

3. To access Self-Service, use your myNOSM U username and password.

We recommend that you change your password on your first login to ensure your information is kept confidential. If after following these instructions, you are unable to view your pay advice, please send an email to payroll@nosm.ca.

Once logged in to Self-Service, WebAdvisor will be available under the “my Apps” heading in the menu on the left of your screen.



4. Click on **Employees**.



5. Click on **Pay Advices**.



Welcome Julie Townsend!

All tax information slips have been migrated to Self-Service.

Please refer to the email notification of tax slips availability for further information.
The following links may display confidential information.

Employee Profile	Budgeting
Pay Advices ←	Budget selection
TimeOnline@NOSM	Purchasing
Time entry Time history Time approval (for supervisors) Employee history (for supervisors)	Approvals Required
	LeaveOnline@NOSM
	Leave Request Leave Online Report My To Do List

6. All your pay advices for the current year will be listed. To view your pay advices from previous years, click on **Select Other Year**, select the year from the drop down options, and then click **SUBMIT**.



Welcome Julie Townsend!

Pay Advices

If you are missing pay advices from prior years, please contact your payroll office for assistance.

Select Other Year ←

Current Year
2023/09/15
2023/08/31
2023/08/15
2023/07/31
2023/07/14
2023/08/30
2023/06/15
2023/05/31
2023/05/15
2023/04/28
2023/04/14
2023/03/31
2023/03/15

If you have any questions or if you need assistance, please contact NOSM Payroll (payroll@nosm.ca).