



ONLINE ACCESS TO YOUR PAY AND INCOME TAX SLIPS

Your pay and income tax slips are now available through the Internet on the website: "Employees Services—Performa". You can access this secure website from any computer, e-tablet or smartphone. This service is offered in both French and English.

In order to access it, you must first register in the board's "Employees Services" system.

Once registered :

You can access your pay slip on the Monday preceding the date of the bank deposit.

You will also have access to your tax slips faster thanks to the avoided postal delay of 3 to 6 days.

Your previous pay slips (starting from October 2003) as well as your tax forms (from 2012 onwards) are all available online.

In the email that you will receive from the school board, you will find the hyperlink allowing you to access directly the website for the "Services to the Employee" system.

REGISTRATION PROCEDURE AND ACCESS TO SERVICE

Open your browser and enter the following address:

<https://webcq.appgrics.ca/Performa/Pages/Front/Accueil.aspx>

Welcome to the *Employees Services* site

Login

Services available for employees

- ✓ Salary statements
- ✓ Schedule
- ✓ Tax slips

Forgot your login data?

You're not registered? Click here

FIRST ACCESS TO THE SERVICE:
"You're not registered? Click here".

If you are already registered: Enter your file number and password and click "Login".

Employees Services
CENTRAL QUEBEC SCHOOL BOARD

Registration


To register, you must provide certain information
Fill out the following information, as written on your salary statement or your paycheck
If you are unable to complete the information, please call the human resources department.

File number:

Date of birth:

Social Insurance Number:

Text from the image below:



Enter the required information as shown. Your Employee number is the 9-digit number that appears on your pay slips, in the "Identification" section.

Click "Send".

Confirmation of registration

Welcome *Rose Lafleur*

To complete your registration, it is necessary to provide some additional information
Complete or check your e-mail address. You will receive messages from your human resources department to this email address.

E-mail address:

You can login...

i Your file no. is 21538027
Your password must have at least 8 characters

Password:

Password confirmation:

REQUIRED
Please use your personal email address to create your Performa account. This way you can access your documents, even in the event of loss of link with the employer.

You must choose a password and enter it in both boxes in order to validate it.

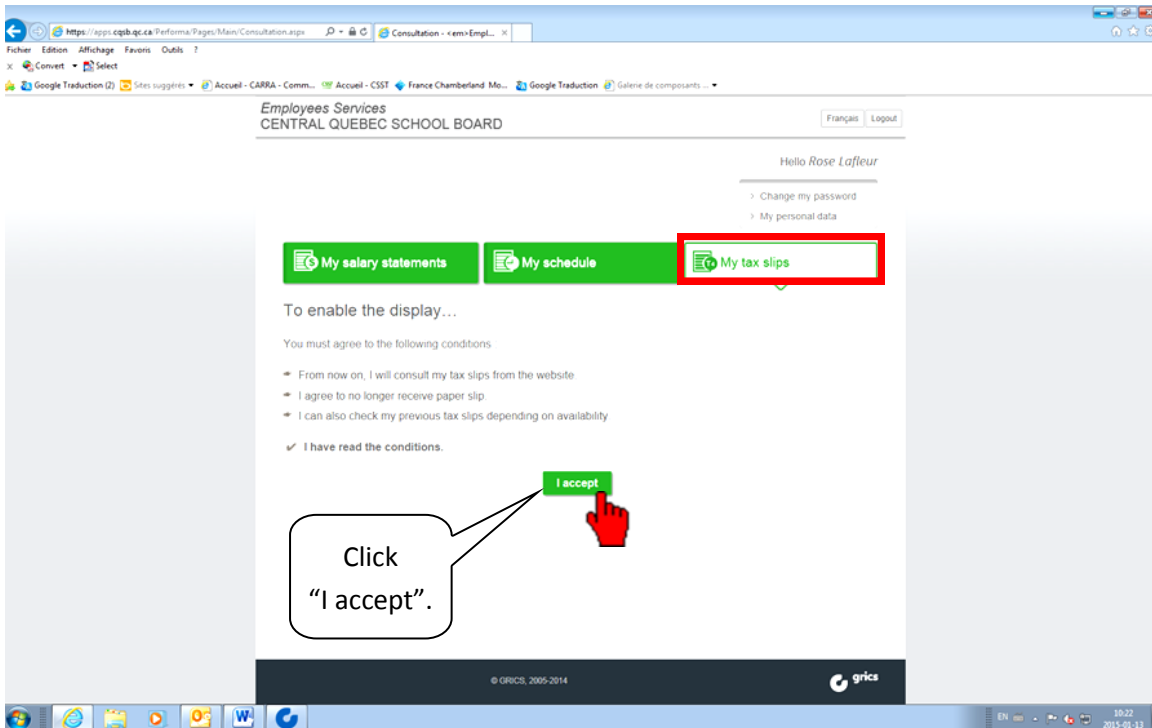
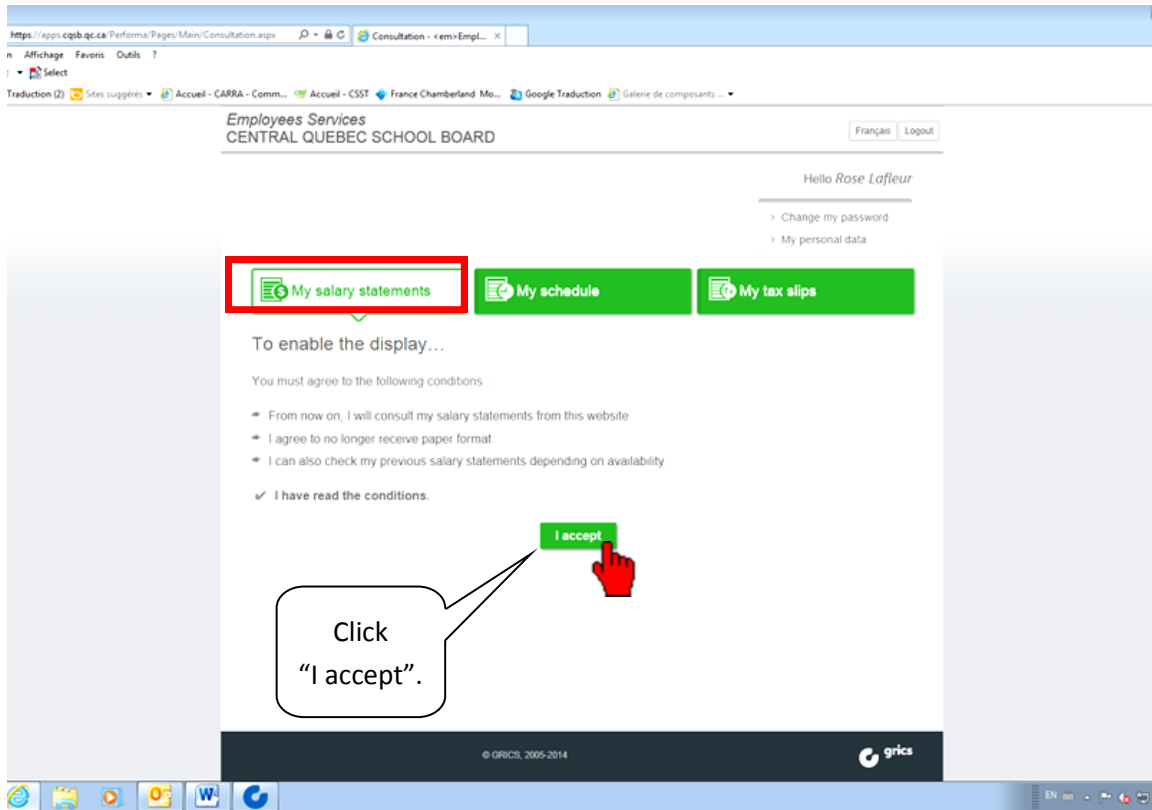
Your password must have a minimum of 8 characters and you must use letters and numbers. Warning: uppercase and lowercase letters are important.

Click "Send".

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Note: If you change your email address, you will need to modify this information in order to continue receiving our emails.

You must read and accept the registration terms to the online pay and tax slips system.



Under the “My salary statement” tab, you will find all available pay slips, starting with the most recent.

Employees Services
CENTRAL QUEBEC SCHOOL BOARD

Hello

> Change my password
> My personal data

My salary statements My schedule My tax slips

Recent statements Current year Previous year Other years

> Jan. 4, 2015 to Jan. 17, 15 (Payroll period no.15) New

> Dec. 21, 2014 to Jan. 3, 2015 (Payroll period no.14)

> Dec. 7, 2014 to Dec. 20, 14 (Payroll period no.13)

> Nov. 23, 2014 to Dec. 6, 2014 (Payroll period no.12)

Click on the “Other years” tab to see a list of your older pay slips.

The “My schedule” is not yet active. You will find all available tax slips under the corresponding year tab, under “My tax slips”.

Employees Services
CENTRAL QUEBEC SCHOOL BOARD

Hello

> Change my password
> My personal data

My salary statements My schedule **My tax slips**

2013 2012

> Combiné (R1 & T4) - AE Réduit - Original

Click on this link **IF** you want to change your password.

Click on this link **IF** you wish to change the email address where notifications are sent.

The following window should appear in a new tab. You can then check your slip, save a copy in the location of your choice or print it.

The process is similar for the documents found under “My tax slips”.

Commission Scolaire Central Québec
Central Québec School Board
2046, Chemin St-Louis
Québec (Québec) G1T 1P4

(5-030) - 19

Page 1

Identification		Rémunération de la période - Earnings of period			Deductions - Deductions		
Payé / Paiement le Période ending		Unités Units	Taux Rate	Montant Amount	Periodique Periodic	Cumul. fin de YTD total	
Régulier Regular	2013-03-16	10,000,000	266,389	2 663,89	Fonds de pension RRQ / QPP	188,51 / 1 131,88	
Non régulier Non-regular					RDAP	129,12 / 774,72	
No période Period no	Date d'émission Issue date				Ass. col. P.N.E.	14,89 / 89,34	
19	2013-03-14				Assurance-chômage	133,91 / 789,18	
No chèque Cheque no	Membre Employee no				Cotisations synd.	40,49 / 242,94	
0295393					Club social	41,29 / 247,74	
Employé - Employee					Remb. ordinaire	2,00 / 12,00	
Institution Branch no	815				Impôt provincial	28,85 / 173,10	
Service Board Office	(5-030)				Impôt fédéral	345,44 / 2 072,64	
Impôt fédéral Federal tax	Credit 110269						
Impôt prov. Prov. tax	Credit 111958						
	Deduction 08						
	Deduction 08						

Banques - Bank		
	No	Solde Balance
Solde vacances Maladie monnayable	01	32,00 / 5,78

Sommaires - Summaries		
	Periodique Periodic	Cumul. fin de YTD total
Jours payés - No. days paid	10	
Tot. imposable - Tot. taxable	2 663,89	15 983,34
Tot. non-imp. - Tot. non-tax.	0,00	0,00
Deductions - Deductions	1 199,27	7 175,36
Total net - Net amount	1 466,82	8 807,98

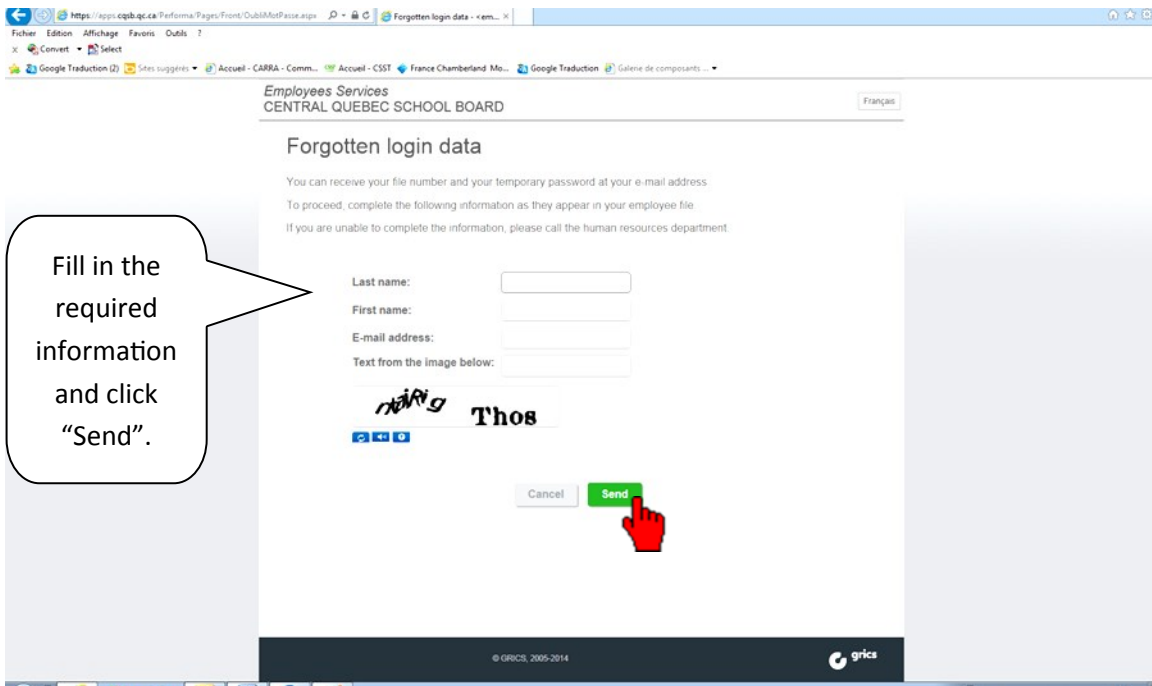
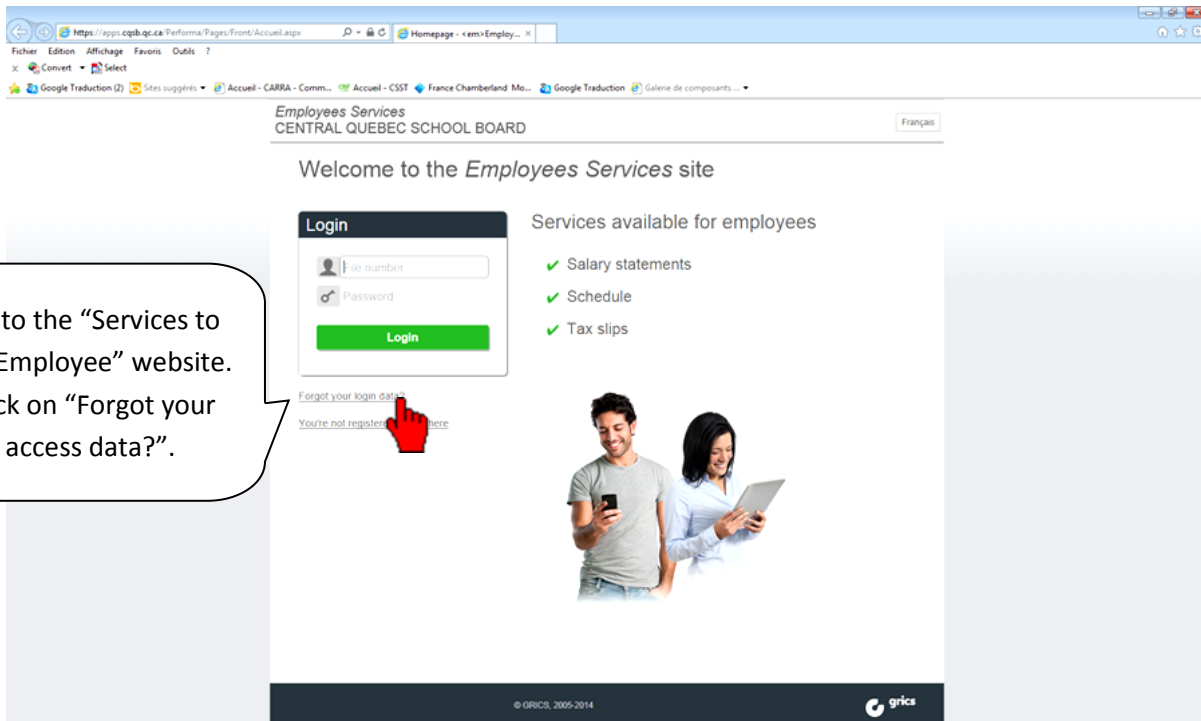
Messages

**IF YOU HAVE ANY PROBLEMS WITH
YOUR ONLINE REGISTRATION**

For administrative questions, please contact:
hr-payroll@cqsbc.qc.ca or call at 418-688-8730, ext 3073.

For technical questions, please open a ticket on C2. The
IT team will be happy to respond to your request:
<https://cqsbc.p03.c2atom.com/portal#/portal-home>

HAVE YOU FORGOTTEN YOUR ACCESS DATA?



An email including new access data will be sent to you:

Your new access data is:

File Number: 123456789

Password: adgrsdju

You must use this new information to log onto the site. You then need to set a new password.