

# Accessing Personnel Info & Payslips

*Agresso web services*

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## 1. Logging In

1. In the Internet Explorer address bar type: <http://agresso.bowvalleycollege.ca/> and press Enter key.



One or both of the following login pages will display.

2. For each login dialog box enter your information as follow:
  - a. *User name* = bowvalley\your windows account username (e.g. bowvalley\bwayne)  
*Password* = your windows account password

NOTE: If you do not have a windows account, or do not remember your windows account user name and password, contact the Help Desk: [helpdesk@bowvalleycollege.ca](mailto:helpdesk@bowvalleycollege.ca).

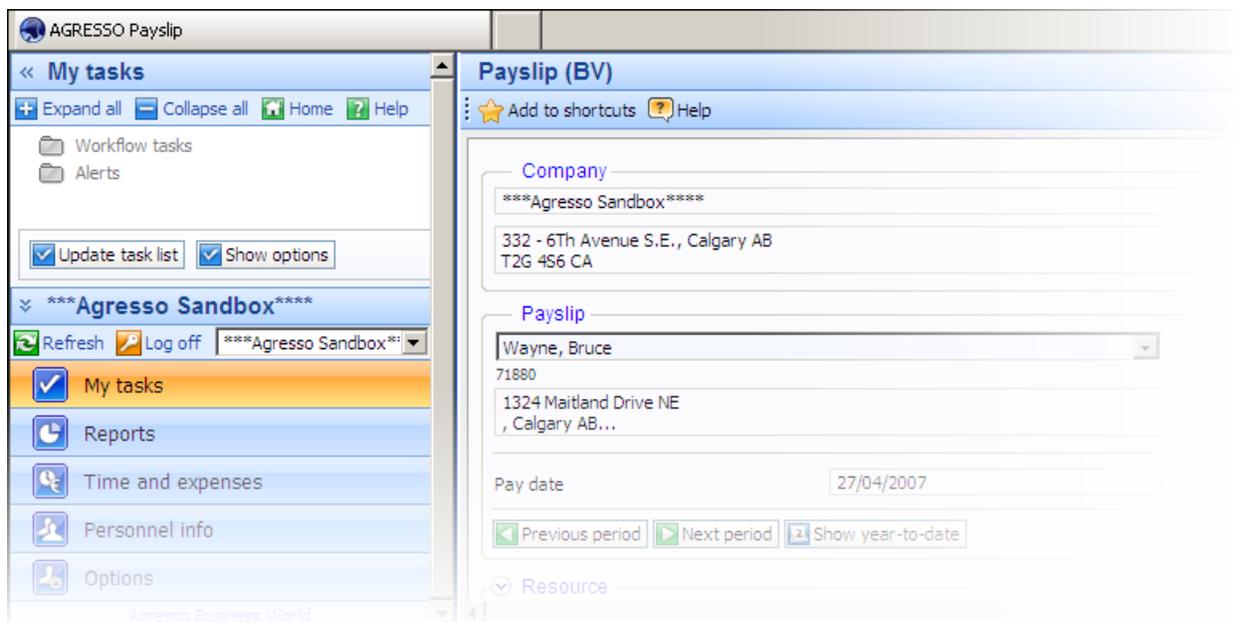


- b. *Name* = Your windows account username  
*Client* = BV  
*Password* = your windows account password



3. Click on *OK* or *Login* button.

Your Agresso Web Services homepage will open. This page will look like the following image.

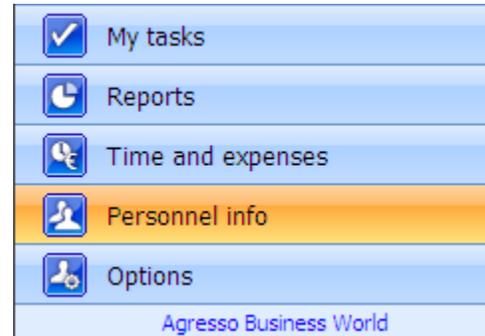


Depending on the type of permission you are granted in Agresso, you may not have access to all the buttons in the menu pane on the left side of the screen.

## 2. Viewing Personnel Information

To view personnel information you need to be in *Personnel information (BV)* screen. This is the default screen when you log into Agresso Web Services; however, if you need to navigate to this screen, here is how to do it.

1. Select *Personnel info* button from the menu pane on the left of the screen.



2. In the top section of the menu pane, navigate to and select *Personnel information* screen as shown.



The *Personnel information (BV)* screen will open.

3. You can click on either one of the tabs along the top of the page to view that particular section. This information include: *Resource, Contact information, Employment, Next of Kin and Rates/Balances*.

**Personnel information (BV)**

Save Documents Add to shortcuts Help

**Resource** Contact information Employment Next of kin Rates/Balances

Name

Wayne, Bruce  
71880

Address

123 Wayne Manor, Calgary AB  
T2G 4S6 CA

### 3. Viewing Payslips

Log into the Agresso Web Services; see 1. *Logging In* section above.

1. Select *Personnel info* button from the menu pane on the left of the screen.



2. In the top section of the menu pane, navigate to and select *Payslip* screen as shown.



The *Payslip (BV)* screen will open. The following information and options are available in this screen.

**Payslip (BV)**

★ Add to shortcuts    ? Help

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**Company**

\*\*\*Agresso Sandbox\*\*\*  
 332 - 6Th Avenue S.E., Calgary AB  
 T2G 4S6 CA

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**Payslip**

Wayne, Bruce

71880  
 1324 Maitland Drive NE  
 , Calgary AB...

Pay date: 27/04/2007

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**Resource**

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**Position**

Position	Description	Pay grid	
AC65	Scheduling Officer	O15	19/01/2004
EC46	Systems Analyst	EX2	01/01/2006
FC1	Education Assistant MaxPace	EA5	19/01/2004
FC8	Education Assistant	EA4	19/01/2004

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**Payroll**

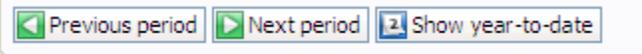
Description	No/Base	
Total working days per period		0.00
Regular Earnings		0.00
Regular Earnings		0.00
Adj. Vacation Pay - Lump Sum		0.00
Tax		0.00

From top to bottom:

- a. Name and address of your company (i.e. Bow Valley College).
- b. Your name, resource id, and primary address.
- c. *Pay date*, i.e. the date of payment being displayed.

- d. Buttons to navigate between payslips

The *Show year-to-date* button will display the sum of payments and deductions from the beginning of the current year to the last pay period.



- e. *Resource* and *Position* sections provide more details about you and your employment at Bow Valley College.

**Resource**

Resource	Employee	Date from	19/01/2004
Supplier ID	71880	PR Bank Acct.	7133672
PR Bank/Tran#	00105909		

**Position**

Position	Description	Pay grid	Date from
AC65	Scheduling Officer	O15	19/01/2004
EC46	Systems Analyst	EX2	01/01/2006
FC1	Education Assistant MaxPace	EA5	19/01/2004
FC8	Education Assistant	EA4	19/01/2004

These sections can be expanded or collapsed by clicking on the arrows to their left.

- f. The *Payroll* table provides all details that you would find on a paper-based payslip.

**Payroll**

Description	No/Base	Amount
Total working days per period	0.00	11.00
Regular Earnings	0.00	0.00
Regular Total working days per period	0.00	1,606.75
Adj. Vacation Pay - Lump Sum	0.00	1,852.95
Tax	0.00	-315.11
Tax	0.00	-210.01
EI Employee	0.00	-33.35
EI Employee	0.00	-28.92
CPP Employee	0.00	-91.72
CPP Employee	0.00	-72.32
Alberta Health Care - Single	0.00	0.00
Alberta Health Care - Single	0.00	-22.00

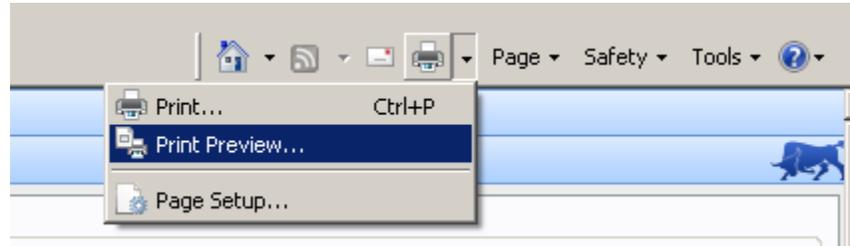
## 4. Printing Payslips

To print a payslip, you should be in the *Payslip (BV)* screen and have the required payslip displaying.

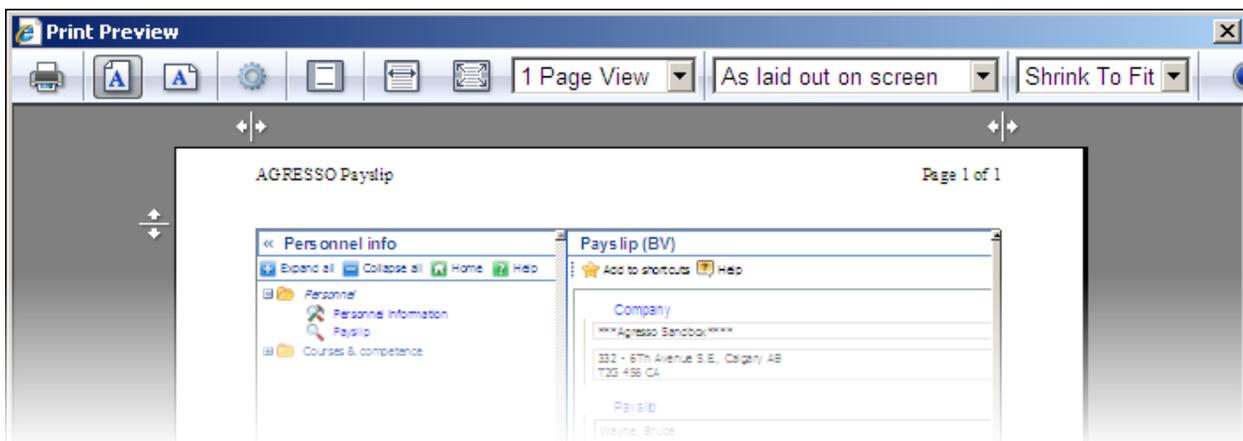
1. Click next to the *Payslip (BV)* title to make sure this is the selected pane.



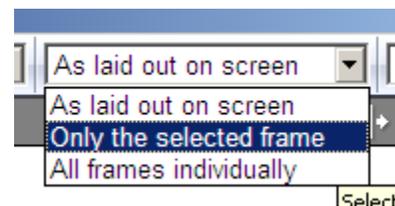
2. From the tools options on the upper right of the screen click on the printer icon and choose *Print Preview...* option.



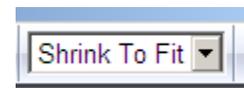
The *Print Preview* window will open. In this window:



3. Select the *Only the selected frame* option from the middle drop down list.



4. Make sure *Shrink to fit* option is selected in the last drop down list.



The print preview should look like the following.

AGRESSO Business World
Page 1 of 1

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Payslip (BV)

Add to shortcuts
 Help

**Company**

\*\*\*Agresso Services\*\*\*

333 - 87th Avenue S.E., Calgary AB  
T2C 4S6 CA

**Payslip**

Wayne Bruce

71680

1324 Mad and Drive NE  
Calgary AB...

Pay date: 27/04/2007

Previous period
Next period
Show year-to-date

**Resource**

**Position**

**Payroll**

Description	No/Rate	Amount
Total working days per period	0.00	11.00
Regular Earnings	0.00	0.00
Regular Earnings	0.00	1,808.75
Adj. Vacation Pay - Lump Sum	0.00	1,808.75
	0.00	3,617.50

- Click on printer icon on the upper left corner of the window.



In the *Print* dialog box, make sure the correct printer is selected and other settings are as you need and then click the *Print* or *OK* button.