

2 January 2020 - Selkirk College Has Officially Launched Unit4 Payroll Module!



Payroll is accessed by logging in to Unit4. Review [step-by-step instructions](#) here.

WHAT THIS MEANS TO YOU:

- The College will no longer be processing employee pay with our previous system, StarGarden.
- There is a new process to access to your payslips on Unit4.

IMPORTANT:

You will notice that your January pay is significantly lower than it was in December. This flux in your Gross Pay is not a system error, but is due to your CPP & EI payroll deductions. Each year our CPP and EI contributions max out in the Fall, which results in a noticeable increase in our Gross Pay. When the new tax year starts in January, the cycle resets and we see CPP & EI deductions taken from our Net Pay. For this reason, you will note a decrease in your January pay as compared to the latter months of the previous year.

CHECK YOUR PAYSリップ:

Please access the new system and review your January 3rd payslip for the period December 15 – 28, 2019.

STEP 1. Review the [FAQs](#), which may answer some of your initial questions.

STEP 2. Follow the [step-by-step instructions](#) to log-on to Unit4 and review your payslip.

QUESTIONS?

Please review the [Payroll FAQs](#) page for answers to most common questions.

- Submit a ticket to the [IT Helpdesk](#) if...
 - Your user name and/or password aren't working on the log-in page
 - You require password reset assistance

OR

- Contact Andrea Hall (ahall@selkirk.ca) if...
 - You identify any differences on your payslip that are **not** addressed in the [Payroll FAQs](#).
- Don't see a solution to your problem or having difficulty logging in? [Submit an IT Ticket](#).

Related Articles:

- [October 21, 2021 - Changes to the Expense Module](#)
- [12 October 2021 - Selkirk College Has Officially Launched Unit4 Schedule D Overload Form](#)
- [25 May 2020 - Selkirk College Has Officially Launched Unit4 Absence Module!](#)
- [22 August 2020 - Notice of Service Outage - Unit4](#)
- [21 July 2020 - Finance Department Blackout 20 July - 9 August](#)
- [29 June - Finance Department Blackout Period July 20 - August 9](#)
- [10 August 2020 - Selkirk College Has Officially Launched Unit4 Finance!](#)
- [24 June 2020 - Timesheets Phased Release](#)