



**Campus Wide Login (CWL) Instructions
&
Paystub Viewing Instructions**

What's in this manual

This manual provides an overview of how to get a Campus Wide Login (CWL), and how to use your CWL account to access your pay statement online. It includes the following:

1. Who do you contact for more information
2. Preparation for Campus Wide Login (CWL) Setup
3. How to get a Campus Wide Login
4. How to access Employee Self Service
5. View Paycheque

Who do you contact for more information?

For questions regarding CWL, please contact **Shirley Tang** in TRIUMF Human Resources at local 7360.

Preparation for Campus Wide Login (CWL) Setup

You will need the following information to sign up for CWL:

- Birthdate (yyyy/mm/dd)
- UBC Payroll Employee ID and PIN – will be sent to you via e-mail from TRIUMF Human Resources
- Social Insurance Number (SIN)

This information is known and stored in the UBC Payroll system. You will need to enter it to prove your identity.

Choose a Login Name and Password:

Pick words that you will remember.

Your Login name can be anything you want, but:

- The first two characters must be letters
- It must be lower case
- Be between 2 and 8 characters.

Your password must:

- be at least 8 characters long, but can be longer
- have at least one number
- have no spaces or periods, but can have symbols

Examples:

- johnny1 – only 7 characters, so it is too short
- frankenstein – needs a number
- donatello5 – perfect
- \$uperman39 – perfect

Three Questions

If you forget your password, you will be asked three questions that only you will know the answers to.

How to Get a Campus Wide Login (CWL)

Campus Wide Login is a single name and password that allows you to get into many UBC services.

1. To get your Campus Wide Login – enter this address into your web browser:

<https://www.msp.ubc.ca/>

2. It will take you to a screen that looks like this:

Security
Please Note: If you are accessing the MSP from off-campus or from the UBC Wireless Network, you must be logged into the UBC VPN. Click [here](#) for VPN instructions.

PROTECT YOUR CWL ACCOUNT!

- Watch out for sites or emails that **pretend to be legitimate** and ask for your CWL username and password.
- **Please report** any suspicious requests for your CWL username and password.
- **Learn more** about how to protect your computer.

Getting Help
If you are having trouble logging

3. Follow the online instructions as prompted.

4. When you get to this page, select “Staff” – All TRIUMF employees need to choose this option.

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Campus-Wide Login CWL Sign Up

> Step 1 > **Step 2** > Step 3 > Step 4 [Help](#) | [Cancel](#)

[Main Page](#)

Create your CWL Account

To create your CWL account, first determine your relationship with UBC and then click on the **continue** button.

- ☐ **Faculty** - You are currently employed by UBC in an academic role
- ☐ **Guest** - You have been sponsored by a UBC Faculty or Staff member to create a CWL account
- ☒ **Staff** - You are currently employed by UBC in a non-academic role
- ☐ **Student & Alumni** - You are currently eligible for registration in a program at UBC or you are a UBC alumnus

If you are applying for admission to UBC, you must go to the Student Service Centre (SSC) to create a CWL account. [Take me to the SSC](#)

- ☐ **Continuing Studies** - You are a Continuing Studies student in a CWL eligible course. To find out if you are in a CWL eligible course, [go here](#)
- ☐ **Basic Account** - You do not have a UBC issued student number or UBC issued employee number (for Faculty or Staff). Note: If you are sponsored by a UBC Faculty or Staff member as a guest, you should create a Guest account

[continue](#)

All TRIUMF employees should select "STAFF"

5. **The next page will ask you to fill in a number of fields** – including your Social Insurance Number and your Employee ID. This is also where you will be required to create your user name and password and answer your three questions in case you forget your password.

If you have entered any information incorrectly, or have missed anything, when you click “continue”, you will get an error and be asked to fill in the missing or incorrect fields.

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Campus-Wide Login CWL Sign Up

> Step 1 > Step 2 > **Step 3** > Step 4 [Help](#) | [Cancel](#)

[Main Page](#)

Identification Information and Login Creation

Please provide the following identification information, then click on **Continue**.
All fields are required.


First Name:

Last Name:

Date of Birth (yyyy-mm-dd): ?

Employee Number (eg. 1234567): ?

Verify your registration ?
This ensures that a person, not an automated program, is creating this account

Validation Code: 

Please enter the characters that appear in the above image:

How to Access Employee Self Service

You can access Employee Self Service by entering this address into the web browser:

www.msp.ubc.ca

1. You should see this page:

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UBC a place of mind THE UNIVERSITY OF BRITISH COLUMBIA CAMPUS-WIDE LOGIN

Campus-Wide Login CWL simple and secure

Please enter your UBC Campus Wide Login (CWL) account details to access Enterprise Systems Portal.

Access to this application is for UBC Faculty, Staff, Students and authorized users.

ENTERPRISE SYSTEMS PORTAL

CWL Login Name:

CWL Password:

Continue >

[Forgot your CWL password?](#)

What is CWL? [Find out here.](#)

Don't have a CWL account? [Create one now.](#)

Security

Please Note: If you are accessing the MSP from off-campus or from the UBC Wireless Network, you must be logged into the UBC VPN service first. Click [here](#) for VPN setup documents.

PROTECT YOUR CWL ACCOUNT!

- Watch out for sites or emails that **pretend to be legitimate** and ask for your CWL username and password.
- Please report** any suspicious requests for your CWL username and password.
- Learn more** about how to protect your computer.

Getting Help

If you are having trouble logging

2. Next you should see the screen below:

UBC THE UNIVERSITY OF BRITISH COLUMBIA Finance and Human Resources Management Systems Portal Wed, Jul 6, 11

Self Service Personalize: Content Layout

myMessages myPay myBenefits

View Paycheque Review current or prior paystub details.

Direct Deposit Review UBC direct deposit information.

myPersonal Info

Personal Summary Review a summary of your personal information.

Home and Mailing Address Review and update your home and mailing addresses.

Phone Numbers Add and update phone numbers. Designate your primary phone number.

Email Addresses Add and update your email addresses.

myPension View your basic pension information and estimate future retirement income.

myPDR View your PDR information.

myTotal Compensation See the value and scope of your total compensation package from UBC at a glance.

myCareer View faculty career information.

myLearning

To view your pay statement, click the "View Paycheque" link

Select the "Personal Summary" link to view your home address and phone numbers. If you want to change any information on this online system, please contact Shirley Tang or Josie Farrell in TRIUMF Human resources

From this page you can also view your pay history, your banking information, your benefits and pension information, and much more.

View Paycheque

When you click "View Pay Cheque", your **most recent** paycheque is displayed:

-SAMPLE-

[View a Different Paycheque](#)

Company:
University of British Columbia

Pay Begin Date: 06/16/2011
Pay End Date: 06/30/2011

Net Pay:
Cheque Date: 07/08/2011

Click here to
view other
(earlier)
paycheques

General

Business Unit: UBC01
Employee ID:
Address:
Pay Group: Hourly
Department: TRMF - TRIUMF
Business Title: TRIUMF (xTech)
Pay Rate: Hourly

Summary of your
cheque and
summary of your
Year to Date
(YTD) cheques

Tax Data

Fed Net Claim:
Fed Addl Amount:
BC Net Claim:

Note: To **PRINT**
your paycheque,
move your mouse
over any part of
the screen and
right click, then
select "Print" from
the menu that
appears

Paycheque Summary

	Gross Earnings	CIT Taxable Gross	Total Taxes	Total Deductions
Current				
YTD				

Earnings

Description	Hours	Rate	Amount	YTD Amount
Regular				
Total:				

Taxes

Description	Amount
Income Tax	
CPP	
EI	
Total:	

Before-Tax Deductions

Description	Amount	YTD Amount
Total:		

After Tax Deductions

Description	Amount	YTD Amount
Total:		

Employer Paid Benefits

Description	Amount	YTD Amount
WCB		
* Taxable		
Total:		

Net Pay Distribution

Payment Type	Paycheque Number	Account Type	Account Number	Amount

Leave Balances (Current period not included)

Description	YTD Amount
VACMAP	