



ADVANTAGE
SOLUTIONS

Process for Canada Former Team Member Access to Payslip, T4 and RL1




Create My Account


Process to Create Account


- The former team member will be routed to the Welcome page after selecting the Oracle URL prompted to select a forgot password question with the option to provide a phone number for password reset or to unlock the account. Select the 'Create My Account' to proceed to Oracle.



Welcome to Advantage Solutions, Sherry!
Create your Advantage Solutions account

 Choose a forgot password question
What is the food you least liked as a child?
Answer

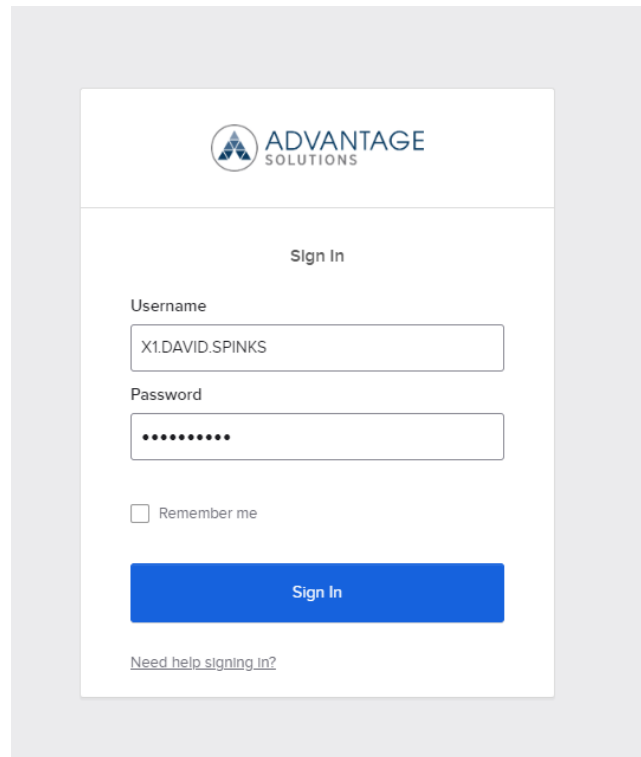
 Add a phone number for resetting your password or unlocking your account using SMS (optional)
Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

 Add a phone number for resetting your password or unlocking your account using Voice Call (optional)
Okta can call you and provide a recovery code. This feature is useful when you don't have access to your email.

User Authentication Sign-In Process

User Authentication Sign-In

- The former team member will be routed to the user authentication sign-in page after selecting the Oracle URL and prompted to enter the username and password provided in the welcome email.

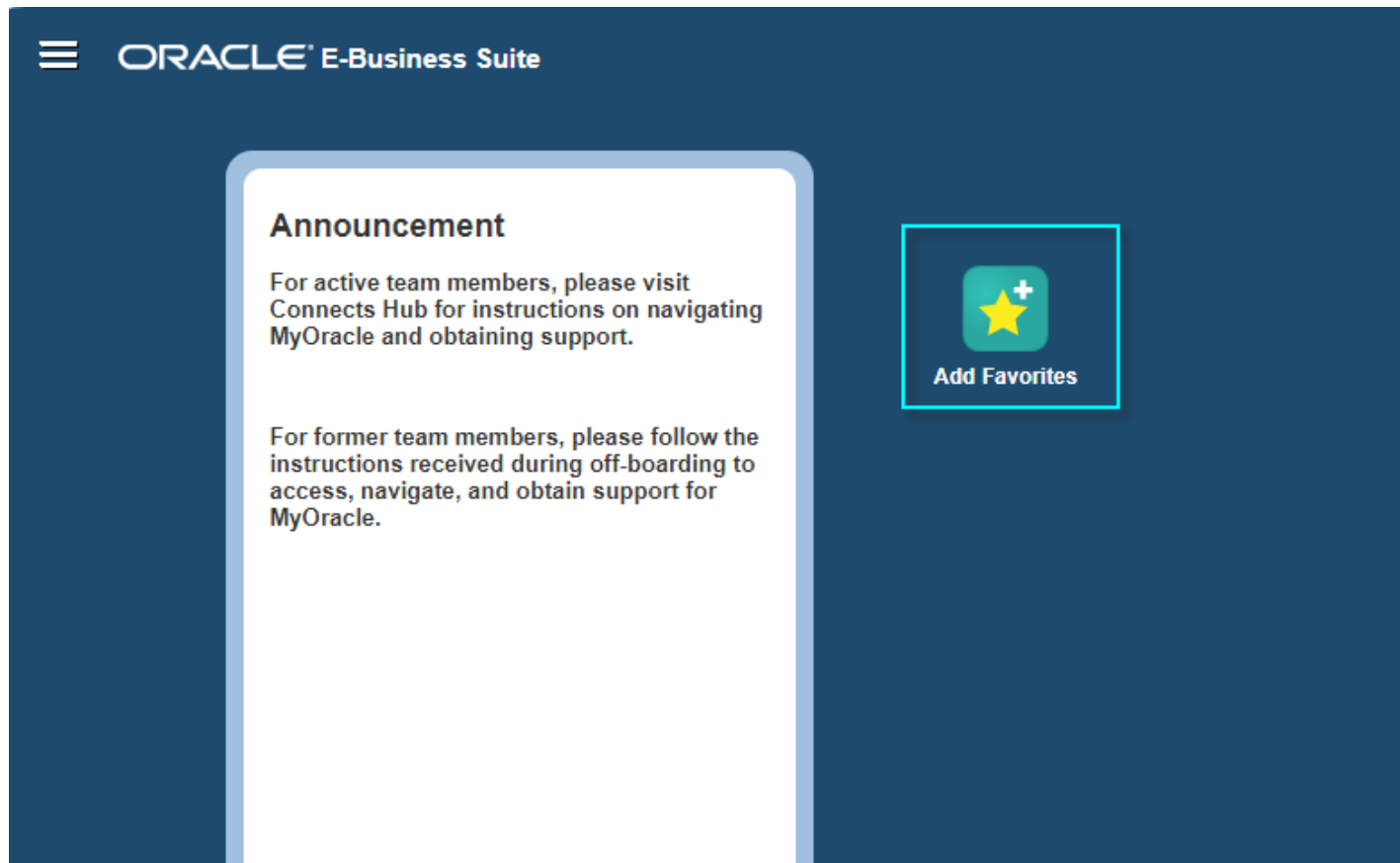


The screenshot shows a web form for signing in to Advantage Solutions. At the top left is the Advantage Solutions logo. Below it, the text "Sign In" is centered. There are two input fields: "Username" with the value "X1.DAVID.SPINKS" and "Password" with masked characters. Below the password field is a checkbox labeled "Remember me" which is unchecked. A blue "Sign In" button is positioned below the checkbox. At the bottom left, there is a link that says "Need help signing in?".

Oracle Landing Page and Add Favorites

Oracle Landing Page and Roles

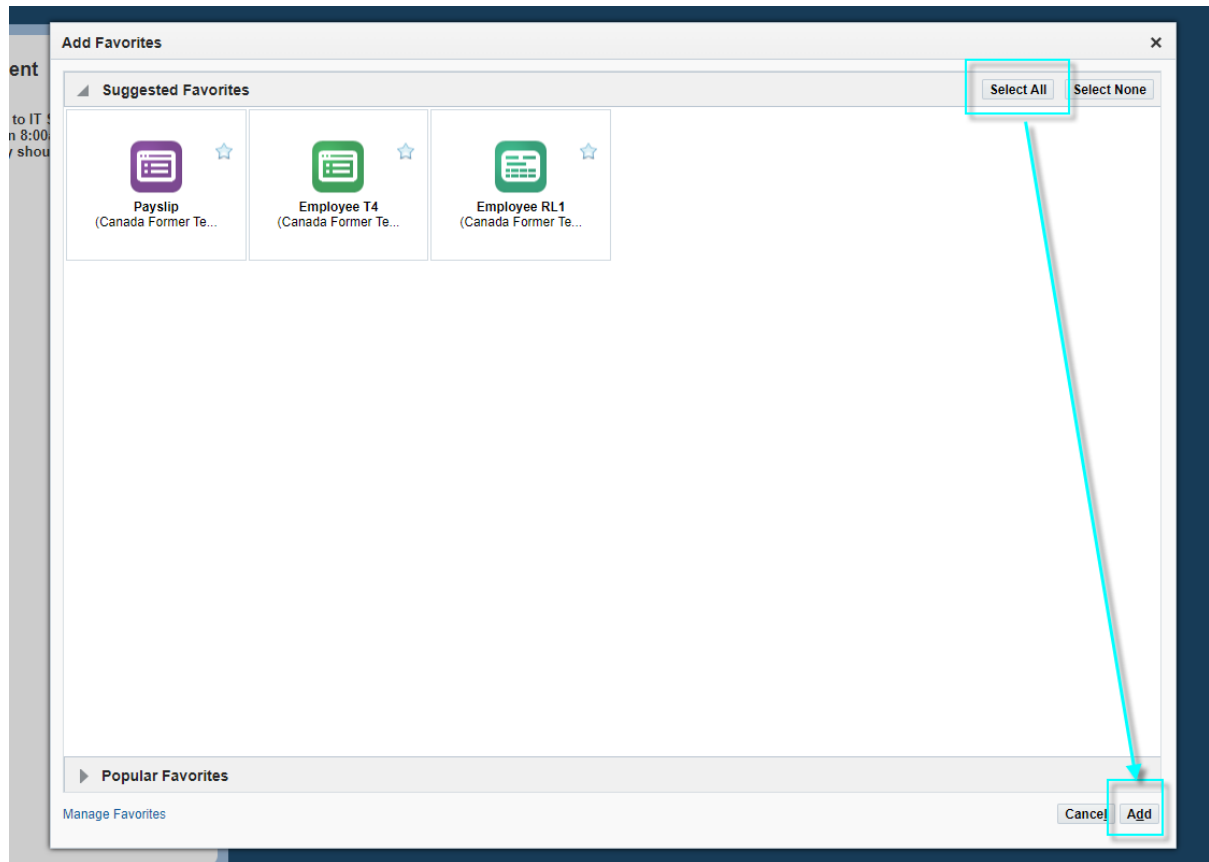
- Select the 'Add Favorites' icon to add the 'Payslip', 'Employee T4' and 'Employee RL1' icons as a shortcut.



Oracle Landing Page and Access

Add Favorites

- Select the 'Select All' and 'Add' buttons to enable the 'Payslip', 'Employee T4' and 'Employee RL1' icons as a shortcut to the home page.



Oracle Landing Page and Access

Oracle Landing Page and Roles


- For Canada – The former team member can access payroll data by selecting the 'Payslip', 'Employee T4' and 'Employee RL1' icons


☰ ORACLE E-Business Suite


Announcement


For active team members, please visit Connects Hub for instructions on navigating MyOracle and obtaining support.

For former team members, please follow the instructions received during off-boarding to access, navigate, and obtain support for MyOracle.

 **Payslip**
(Canada Former Te...

 **Employee T4**
(Canada Former Te...

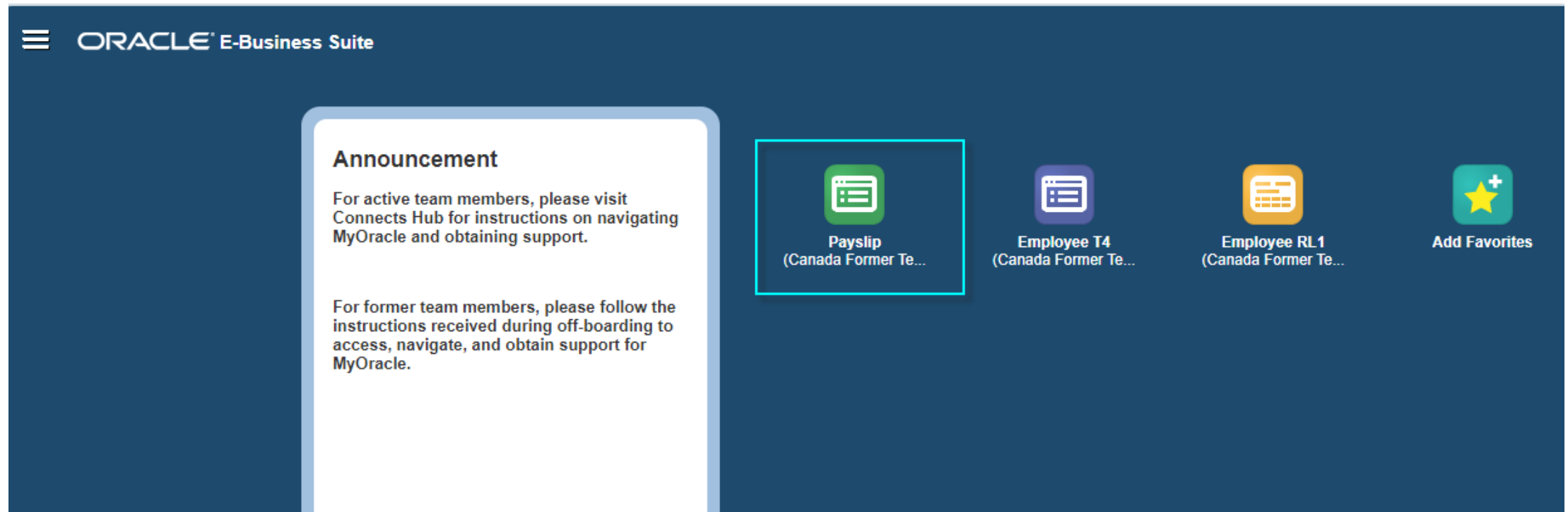
 **Employee RL1**
(Canada Former Te...

 **Add Favorites**

Accessing the Oracle Payslip

Oracle Employee Payslip

- For Canada – Select the 'Payslip' icon to access payslips.



The screenshot displays the Oracle E-Business Suite dashboard. At the top left, there is a hamburger menu icon followed by the text "ORACLE E-Business Suite". The main content area features a white "Announcement" box on the left and a row of four icons on the right. The "Payslip" icon, which is a green square with a white document icon, is highlighted with a red rectangular border. Below the icons, the text "(Canada Former Te..." is visible.

Announcement

For active team members, please visit Connects Hub for instructions on navigating MyOracle and obtaining support.

For former team members, please follow the instructions received during off-boarding to access, navigate, and obtain support for MyOracle.

Payslip
(Canada Former Te...)

Employee T4
(Canada Former Te...)

Employee RL1
(Canada Former Te...)

Add Favorites

View and download the Oracle Employee Payslip

Oracle Employee Payslip

- Select the PDF icon to view and download Payslips.
- Historical Payslips can be access by selecting the 'Choose a Payslip' filed.
- Select the Home icon to navigate back to the home page to access the 'Employee T4' and 'Employee RL1' or the Logout icon to exit Oracle.

ORACLE Canada Former Team Member Self-Service

Home Star Settings Notifications | Logged In As X1J

Payslip

Employee Name Employee Number
Personal Email

Pay Information

Choose a Payslip 29-AUG-2023 - Job 800409471 - Cheque 1

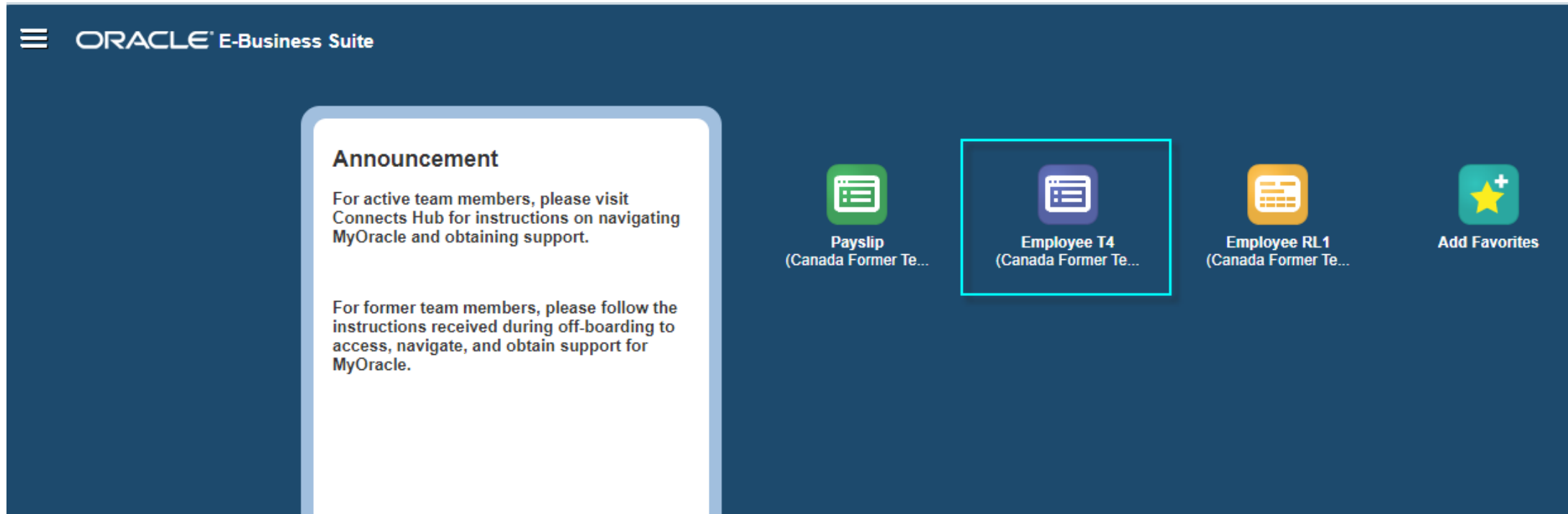
Quick Select Payslip (click on PDF icon below)

29-AUG-2023 - Cheque 1 Job 800409471	15-AUG-2023 - Cheque 1 Job 800409471	01-AUG-2023 - Cheque 1 Job 800409471	18-JUL-2023 - Cheque 1 Job 800409471	04-JUL-2023 - Cheque 1 Job 800409471	20-JUN-2023 - Cheque 1 Job 800409471
06-JUN-2023 - Cheque 1 Job 800409471	23-MAY-2023 - Cheque 1 Job 800409471	09-MAY-2023 - Cheque 1 Job 800409471	25-APR-2023 - Cheque 1 Job 800409471		

Accessing the Oracle T4

Oracle Employee Payslip

- For Canada – Select the 'Employee T4' icon to access T4s.



The screenshot displays the Oracle E-Business Suite interface. At the top left, there is a hamburger menu icon followed by the text "ORACLE E-Business Suite". Below this, on the left side, is a white rounded rectangle containing an "Announcement" section. The announcement text reads: "For active team members, please visit Connects Hub for instructions on navigating MyOracle and obtaining support." and "For former team members, please follow the instructions received during off-boarding to access, navigate, and obtain support for MyOracle." To the right of the announcement are four icons arranged horizontally. From left to right: a green icon labeled "Payslip (Canada Former Te...", a purple icon labeled "Employee T4 (Canada Former Te..." which is highlighted with a red border, an orange icon labeled "Employee RL1 (Canada Former Te...", and a teal icon with a yellow star and plus sign labeled "Add Favorites".

View and download the Oracle T4

Oracle Payslip

- Select the PDF icon to view and download the T4.
- Select the Home icon to navigate back to the home page to access the Payslips and RL1.

ORACLE Canada Former Team Member Self-Service

T4 - Statement of Remuneration Paid

Employee Name Employee Number
Organization Email Address

T4 Information

Federal

Category	2023	2022
Income (Box 14)	~6,500	~10,000
Tax (Box 22)	~1,500	~2,500

View or Download T4 (click on PDF icon below)

T4 PDF-SK Daymon Worldwide Canada Inc 2023

T4 PDF-SK Daymon Worldwide Canada Inc 2022