

Accessing Your Payroll Vouchers

Horizon School Division employee payroll vouchers is only available for staff via the web from the Horizon Home Page. The procedure to follow to access the vouchers are listed below however, **please note that FIRST TIME ACCESS must be done from a computer located at a Horizon “SCHOOL”. First time access will not work from a “Home” computer.**

1. Log in using the following guidelines:
 - a. Username: **firstname.lastname**
 - b. Password: *********



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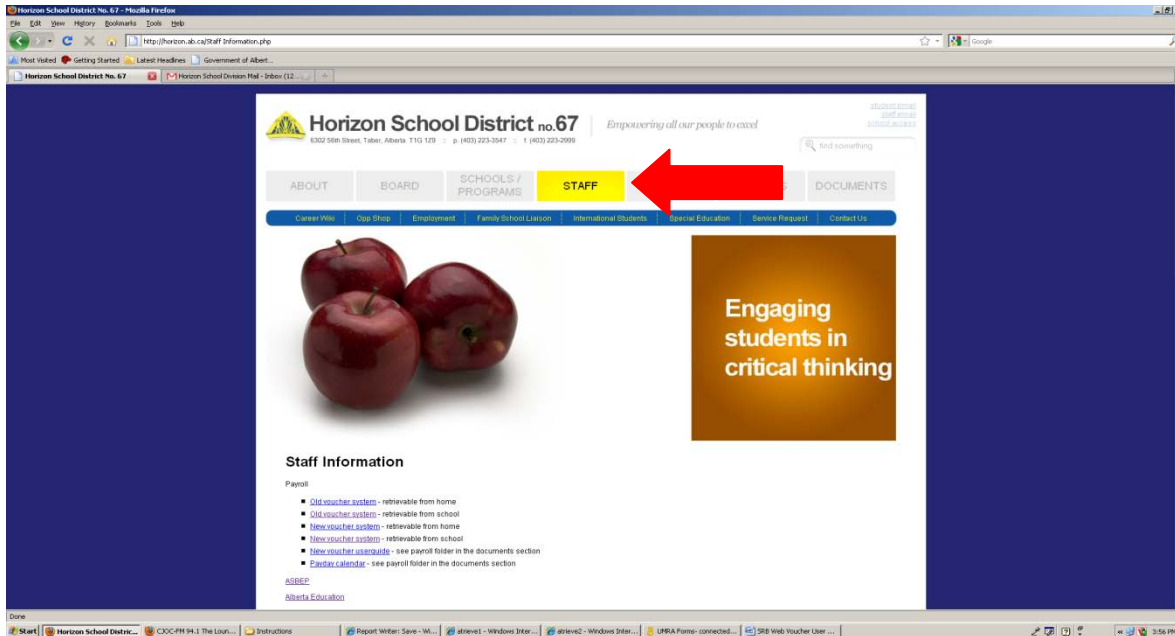
2. Upon login, you will be prompted to **change** this individually assigned password to one of your own choice.



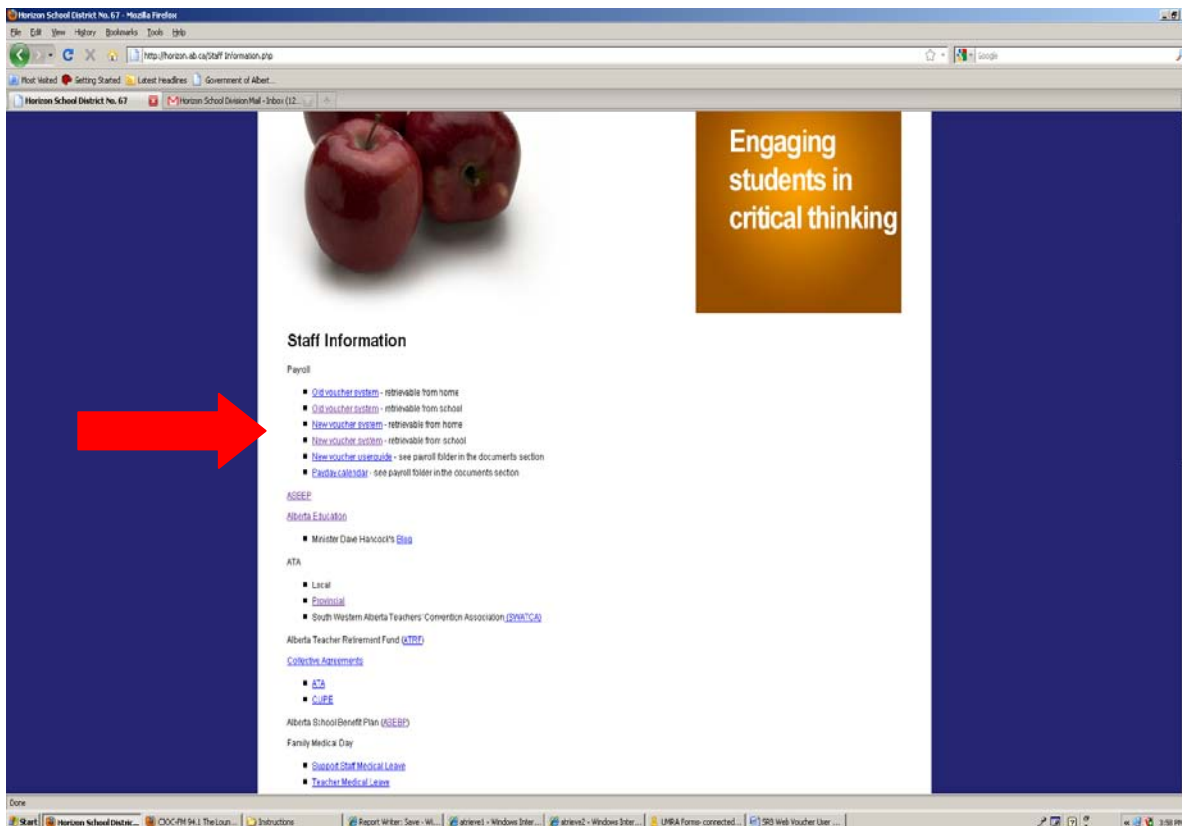
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3. Open the Horizon School Division web page: www.horizon.ab.ca

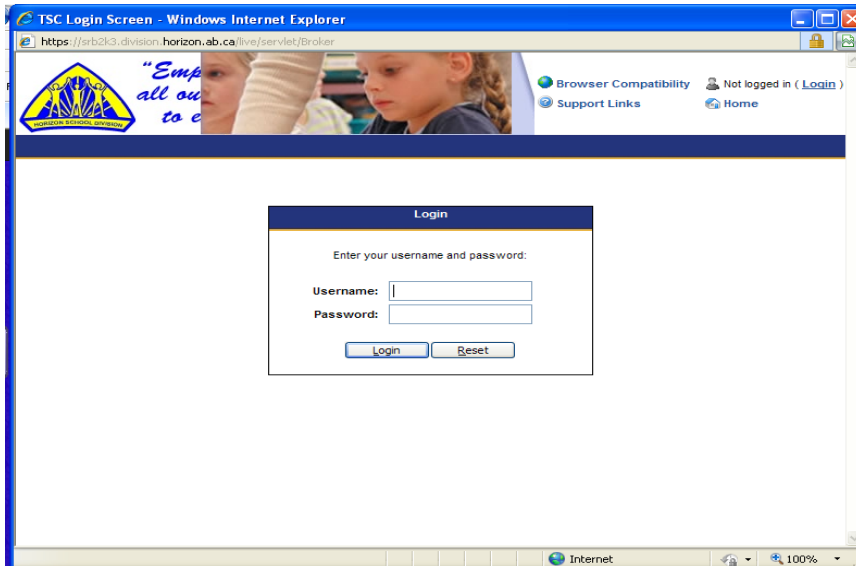
4. On the Horizon Home Page click on "Staff".



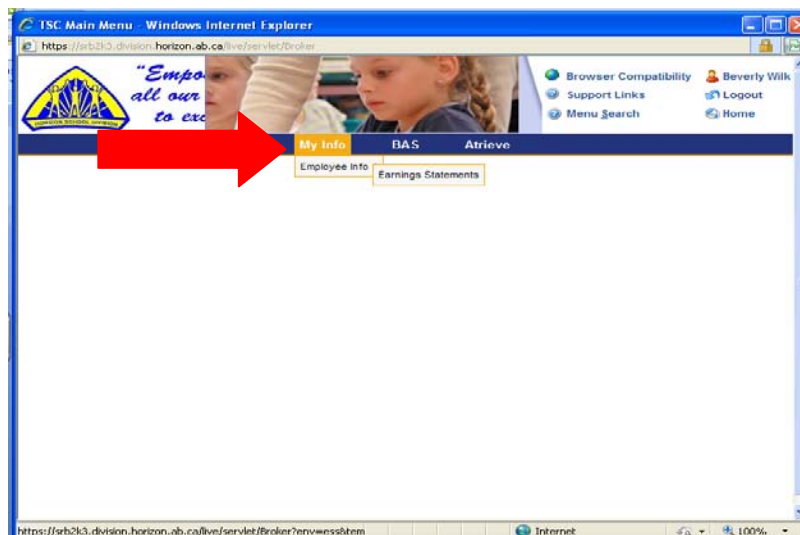
5. The 2009 Voucher tabs refer to 2009 Pay vouchers. **New Vouchers** refer to this year's (2010) vouchers. Click on " **New Voucher System – retrievable from school**" .



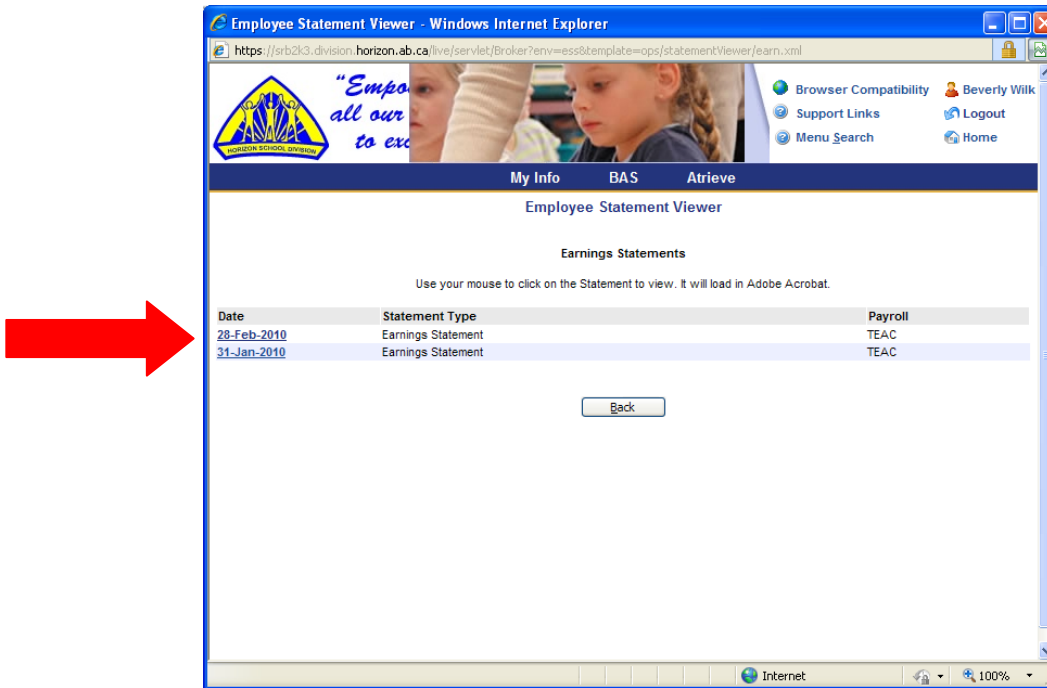
6. Log in using the following guidelines:
 - a. Username: **firstname.last name**
 - b. Password: **xxxxx (use the new password from step No. 2)**



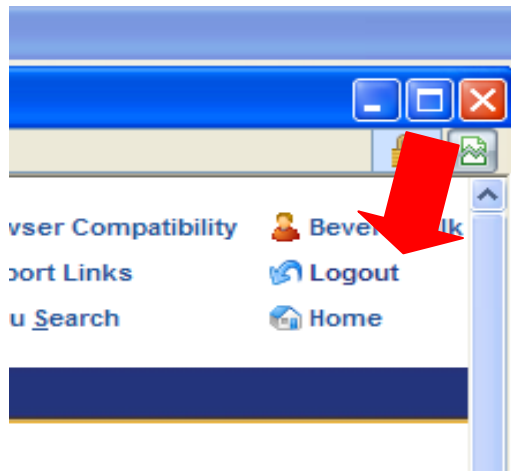
7. **MOVE (DO NOT CLICK)** the mouse over the **"My Info"**. It will bring up the options **"Earning Statements"** or **"T4 Statements"**. Click on **"Earnings Statements"**.



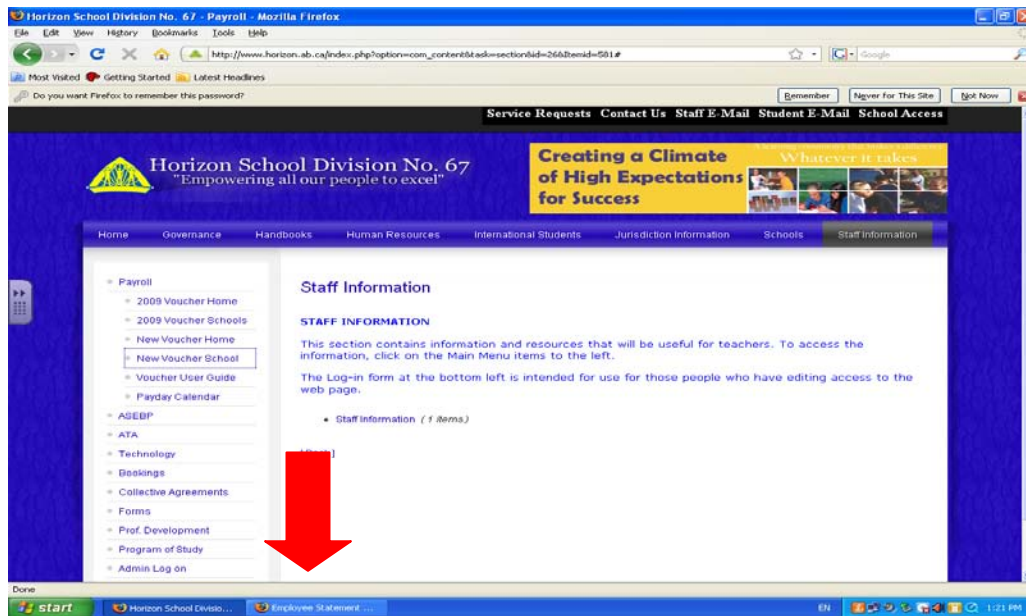
8. A screen providing the dates of your earning statements will appear. Click on the “Earning Statement” you wish to view. A new window containing PDF will open. When you are done viewing or printing the statement **close** the PDF window.



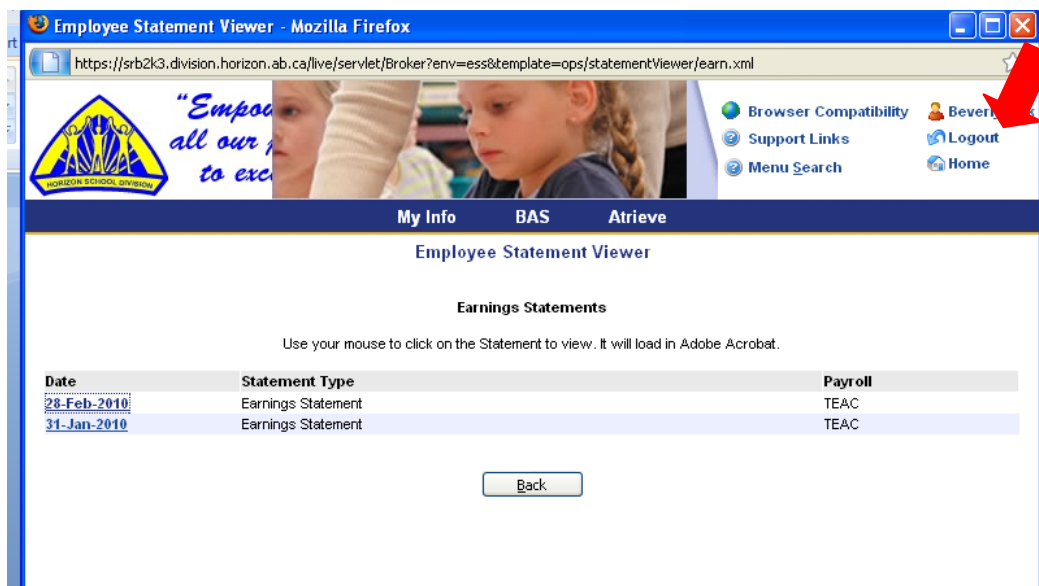
9. You should return to the screen in Step 5. In the top right hand corner, click “Log Out”. **THIS IS A VERY IMPORTANT STEP!!**



10. If you are using **Mozilla Firefox** you will return to the screen in Step 6 but will not be logged out. To **log out**, click on the tab titled **“Employee Statement”** at the bottom of the screen.



11. A screen will open, where you will then log out by clicking on **“Logout”** found in the top right hand corner. **THIS IS A VERY IMPORTANT STEP!!**



NOTE: From next month and on you can access either from school or home