

E-SERVICE FOR YESNET USERS

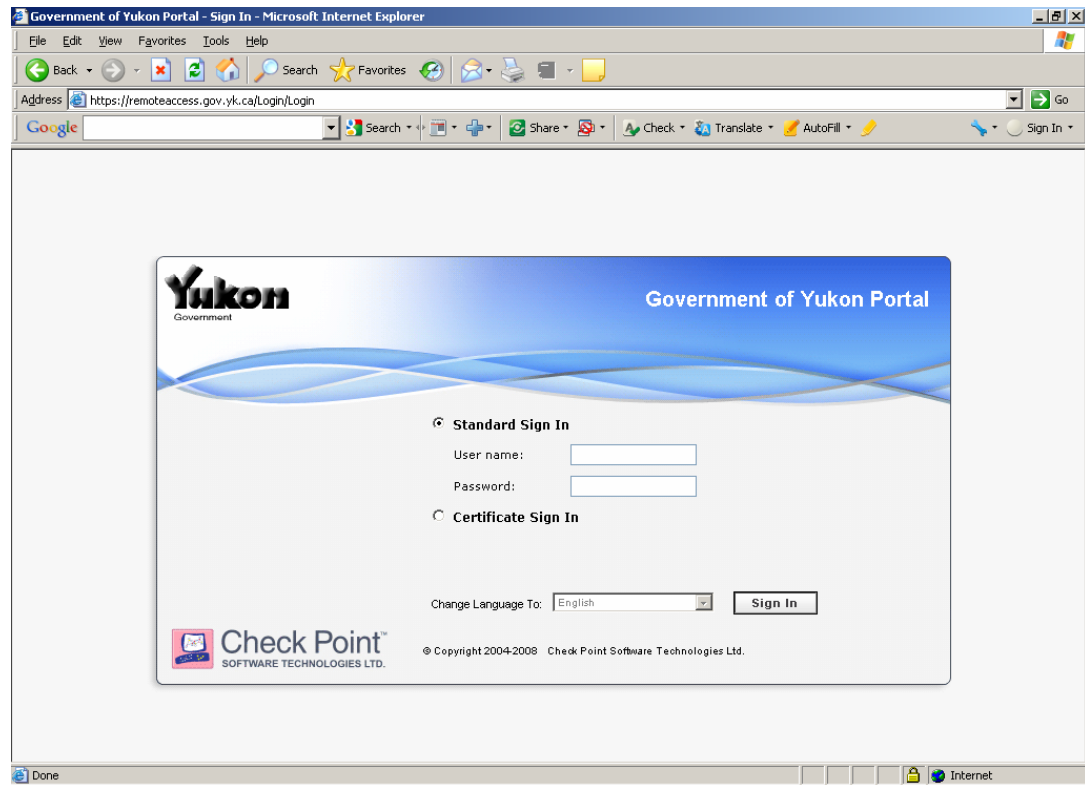
VIEWING LEAVE BALANCES AND BUILDING REPORTS ONLINE

1. Go to the following website address: <https://remoteaccess.gov.yk.ca>
(Copy & Paste into the 'Address' line in the browser window OR 'Ctrl' & 'Click' on the link)
2. You should see the Government of Yukon Portal.

Enter your username in the following format: Firstname.Lastname@yesnet.yk.ca

Password: Use the password from your web filter account information. If you don't have a web filter account, email service@yesnet.yk.ca to request one.

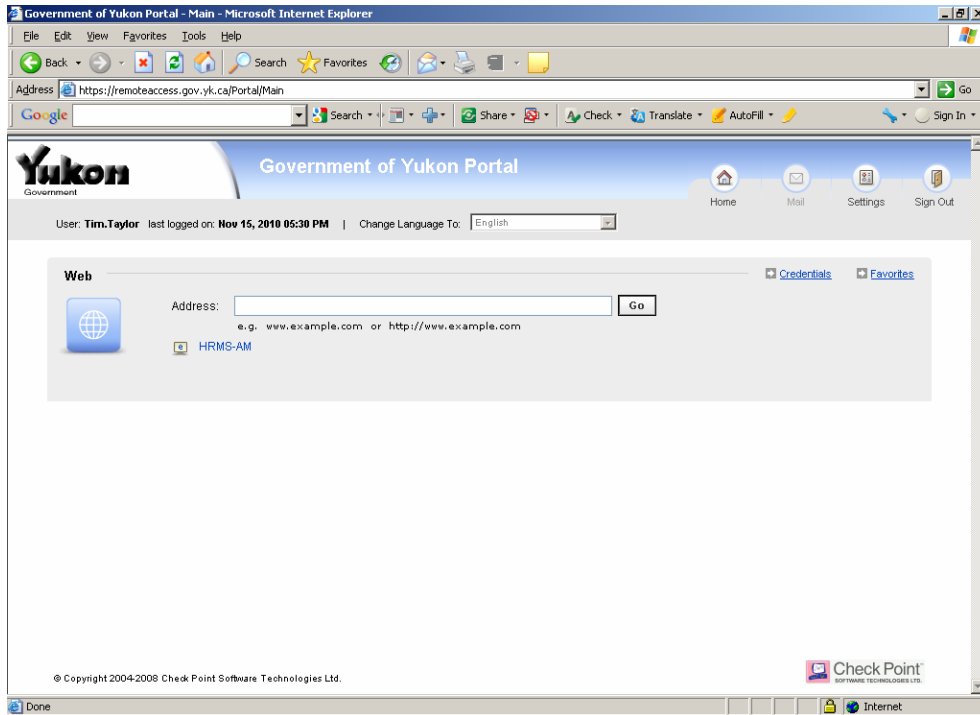
Click "Sign in"



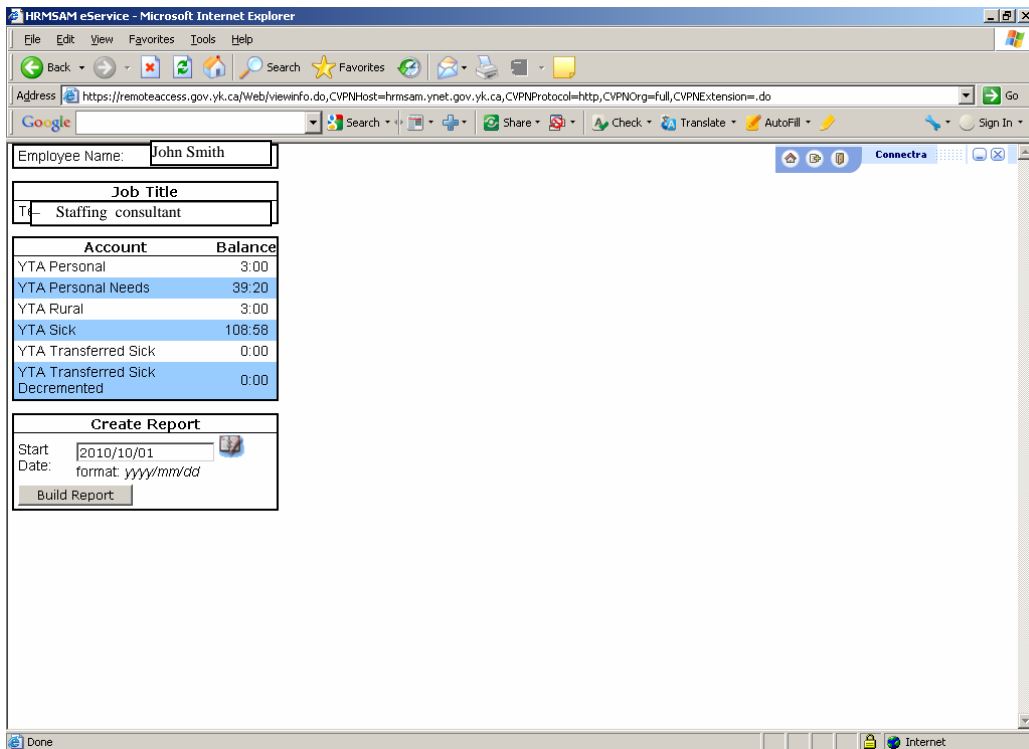
The screenshot shows a Microsoft Internet Explorer browser window displaying the Government of Yukon Portal Sign In page. The address bar shows the URL <https://remoteaccess.gov.yk.ca/Login/Login>. The page features the Yukon Government logo and the text "Government of Yukon Portal". There are two sign-in options: "Standard Sign In" and "Certificate Sign In". The "Standard Sign In" option is selected, showing input fields for "User name:" and "Password:". Below these fields is a "Change Language To:" dropdown menu set to "English" and a "Sign In" button. At the bottom left, there is a "Check Point" logo and the text "SOFTWARE TECHNOLOGIES LTD.". At the bottom right, there is a copyright notice: "© Copyright 2004-2008 Check Point Software Technologies Ltd." The browser's status bar at the bottom shows "Done" and "Internet".

3. View your balances on line.

Click on HRMS- AM to view your leave balances on line.



The leave balance box includes leave account and amount

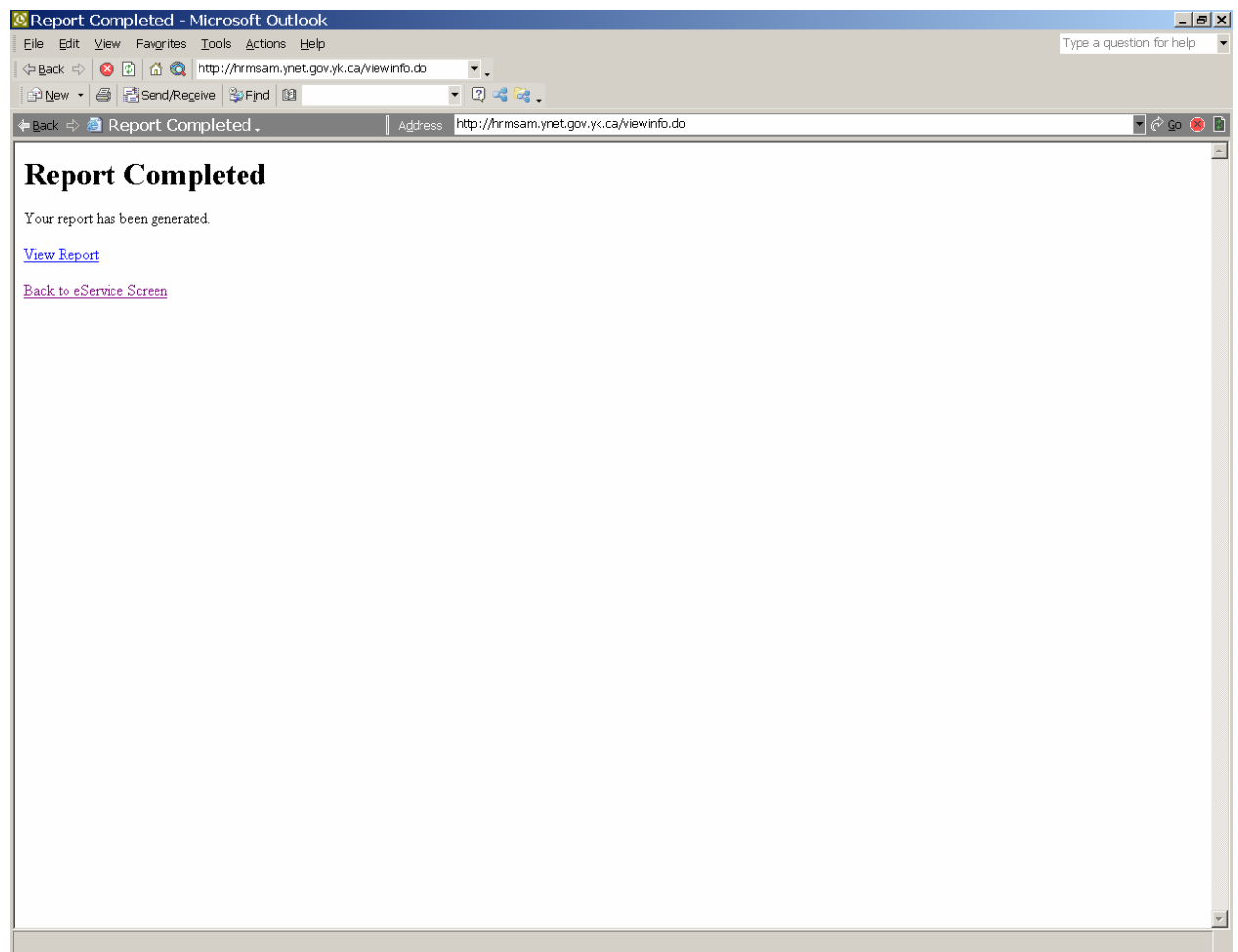


Note – Some account balances will display in the ‘hh:mm:ss’ format while others will just show ‘hh:mm’, depending on the accrual rate and/or the amount of leave taken.

The balance for each account type will reflect current totals based on leave forms submitted and the information having been entered into the Attendance Management system. For example, future transactions not yet entered will not display on the balance section or on the report.

To see more than just balances (ie. what has or hasn't been posted to your account) simply choose a start date and click on “Build Report”. If the correct date does not appear in the start date field click on the “date book” icon in the ‘Create a Report’ section and this will bring up a calendar and from here you can choose the correct date. The default report will show leave taken and accrued for the current school year.

4. Build Report.
Click on “View Report”.



The report shows the AM system transactions entered in current school year.

John Smith
DCRSS

Government of Yukon
Leave Transaction Report

From 01-Oct-2010 to 31-DEC-9999
10:38 Tuesday, November 16, 2010

Leave Plan	Account	Cover From (yy-mm-dd)	Cover To	Comments	Accruals Taken	Running Balance
YTA	Personal			Balance Forward		3:00
						3:00
	Personal Needs			Balance Forward		39:20
						39:20
	Rural			Balance Forward		3:00
						3:00
	Sick			Balance Forward		99:58
		10-10-01	10-10-31	Oct. accrual	4:30	104:28
		10-11-01	10-11-30	Nov. accrual	4:30	108:58

5. Close the report window and click ["Back to E-service Screen"](#) if you want to run a report with another date.

6. Sign out. It's important to close your web browse when done

