

## guide

# pay stubs, tax documents (T4 & RL-1), and record of employment (ROE)

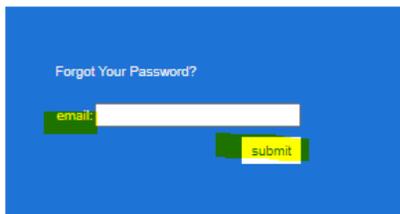
Please follow the steps below to access your administrative documents.

### 1. Pay stubs and tax slips (T4 & RL-1)

Access is available through the Randstad management platform: [time.randstad.ca](http://time.randstad.ca)

Login information:

- Username: This was sent to you via email at the start of your assignment. Generally, it consists of the first letter of your first name followed by your last name.
- Forgot Password? If you no longer have your password, please follow this procedure:
  - On the home page, click "Forgot Password."
  - Enter your email address and click "Submit."



- You will receive an email from **Business Support** (be sure to check your **spam/junk** folder).

BS

Business Support &lt;noreply@randstad.ca&gt;

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For security reasons, you must change your password immediately.

User Name		Use if link doesnot work
alessard7	<a href="#">click here</a>	<a href="http://time.randstad.ca/auth/trstd_chgpwd.aspx?ticket=B225A208-9CC3-44A8-ACB7-44D44A04388F">http://time.randstad.ca/auth/trstd_chgpwd.aspx?ticket=B225A208-9CC3-44A8-ACB7-44D44A04388F</a>

### Resetting & accessing:

- In the email you receive: find your username (on the left) and click the "Click here" link.
- Create a new password, confirm it, and then click "Change Password."



new password:

confirm new password:

- Return to the login page, enter your credentials, and click "Log in."

### Finding your documents:

Once logged in, go to the "Documents" tab.

timesheets | **documents**

personal information

**name:**  
Lessard, Andréanne

**email:**

online timesheets > edit timesheet > edit timesheet

0 timesheets

- Your pay slips are located under: "Pay Stubs."
- Your tax slips are located under: "Tax Documents."

**documents > documents**

<p><b>Documents</b></p> <p>Randstad's Alcohol &amp; Drug Policy</p>	<p><b>Pay Statements</b></p> <p>10/10/2019 - 4716823</p> <p>03/10/2019 - 4707325</p> <p>26/09/2019 - 4688766</p> <p>19/09/2019 - 4676855</p> <p>12/09/2019 - 4660734</p> <p>05/09/2019 - 4645069</p> <p>29/08/2019 - 4627095</p> <p>22/08/2019 - 4612830</p> <p>15/08/2019 - 4600936</p> <p>01/08/2019 - 4567983</p> <p>more</p>
<p><b>Tax Documents</b></p> <p>2019 - T4</p> <p>2019 - R1</p>	<p><b>Reports</b></p> <p>Time Details</p>

*Language tip:* To change the interface to English, click "Preferences" (top right) and select your preferred language from the dropdown menu.

## 2. Record of employment (ROE)

Randstad submits Records of Employment (ROE) electronically directly to the government.

- To view or print your record, you must log in to your My Service Canada Account.
- If you do not have an account, you will need to create one on the [Service Canada](#) website to access it.