


Purpose	This fact sheet describes the new navigation and access for MyAGent version 9.0 functions.
Audience	This document is intended for all Government of Alberta employee users of MyAGent.
What has changed?	 <p>MyAGent in IMAGIS version 9.0 (https://www.myagent.gov.ab.ca) has a new and improved look and feel. The naming, navigation and access to MyAGent functions have changed. Access to all MyAGent functions (e.g. view your leave balances, pay deposits, etc.) is from the “Enterprise Menu” on My Page. The new Employee and Manager Toolboxes have been added to MyAGent and provide quick access to frequently-used functions.</p> <p>MyAGent self-service functions are subject to availability of the IMAGIS-HRMS system. Refer to Systems Availability on the MyAGent sign-on page for self-service hours.</p> <p><i>Employee Validation for Self-Service</i></p> <p>For those employees who have never signed on to MyAGent, you must validate your GoA ADS ID before you can access online timesheets, pay, benefits, personal and training information. If you are not sure if you have validated your GoA ADS ID, click on <u>Employee Validation</u> in the Enterprise Menu on My Page. If you have already validated the message ‘You have already validated’ will display.</p> <p>Steps to validate are:</p> <ul style="list-style-type: none">• Have your 7 digit employee number and birth date ready.• Click on <u>Employee Validation</u> in the Enterprise Menu on My Page, enter your information and click Submit to validate• Click on the Refresh button on your Internet browser and the MyAGent Enterprise Menu will change to include self service. <p><i>Employee Toolbox</i></p> <p>The Employee Toolbox is new to MyAGent and provides quick access to frequently-used functions such as Online Timesheets, Job and Pay information, Leave Balances and Personal Information. These functions are also available in the Enterprise Menu under Employee Tools > My Toolbox.</p> <p><i>Manage Direct Deposit Accounts</i></p> <p>Employees now have the option to set up three different accounts and allocate different amounts to each account totaling 100% of income. To access, from the Enterprise Menu click:</p> <ul style="list-style-type: none">• Employee Tools → My Toolbox → Pay Information → Direct Deposit

Receive Electronic Payroll T4/T4As

Now employees can view, save and print their payroll T4/T4As from MyAGent. You must first provide online consent or if you do not provide consent, or withdraw your consent, a paper payroll T4/T4A will be mailed to your home address. You cannot receive both paper and electronic copies. To access the payroll T4/T4s functions, from the Enterprise Menu, click:

- Employee Tools → My Toolbox → Pay Information → Payroll T4/T4A Consent

Set up Voluntary Deduction - United Way

Employees now have the ability to enter their own United Way deduction amount through MyAGent. Deductions can be set up as a percentage of earnings or a flat amount and are deducted on a bi-weekly pay schedule. United Way donations are based on a calendar year from January to December. (Watch for more details for the open window to setting up your United Way deductions online.) To access Voluntary Deductions, from the Enterprise Menu, click:

- Employee Tools → My Toolbox → Pay Information → Voluntary Deductions

Add Benefit Partner

In addition to all of the Benefit functions available, you can now add a Benefit Partner online. To do so, you will need to respond to a Yes/No questionnaire that determines whether or not the individual to be added qualifies as a benefit partner. To add a Benefit Partner, from the Enterprise Menu, click:

- Employee Tools → My Toolbox → Benefits → Life Events → Add/Remove Benefit Partner

Job/Compensation – Salary History Information

Employees currently have access via Self-Service to view Job/Compensation information. The upgrade has introduced an enhancement that enables you to view historical salary information. Note that history will include information only from October 1, 2009 forward. From the Enterprise Menu, click:

- Employee Tools → My Toolbox → Job and Personal Info → View Job Information

Career Home (Government of Alberta Jobs)

To view and apply for available Open and Limited job opportunities in the GoA from the Enterprise Menu click:

- Employee Tools → My Toolbox → Career Home → Career Home

Request Training (Current Training Opportunities)

To view and request available training opportunities from the Enterprise Menu click:

- Employee Tools → My Toolbox → Training → Request Training

Training requests that were not approved prior to September 29, 2009 at 5:00 pm were “denied” during the system conversion. If your request was denied, you will need to re-submit. To check the status of your request click:

- Employee Tools → My Toolbox → Training → View Training Summary

ID Cards (Available to specific ministries)

To access the [ID Card Request](#) and [ID Card Status](#) links from the Enterprise Menu click:

- Employee Tools → Passwords & IDs

ID Card requests that were not approved prior to September 29, 2009 at 5:00 pm were “denied” during the system conversion. If your request was denied, you will need to re-submit. To check the status of your request click:

- Employee Tools → Passwords & IDs → ID Card Status

Maintain GOA Password (GOA Password Maintenance)

Password options include resetting, changing, activating and testing your password. To perform any of these password options for your GoA ADS ID from the Enterprise Menu click:

- Employee Tools → Passwords & ID's → Maintain GOA Password

eLibrary (Benefit Information, Job Information and Xtras)

Available links include Benefits, Career Education, Employment Terms and Workplace Resources. To view and access websites, links and programs that provide information and resource materials for Government of Alberta employees from the Enterprise Menu click:

- Employee Tools → eLibrary

Corporate Purchase Programs (Employee Programs)

Available links include Cellular (special rates and services on select wireless products) and Microsoft (Home Use Program and the Employee Purchase Program). To view and access websites that offer programs for GoA employees from the Enterprise Menu click:

- Employee Tools → Corporate Purchase Programs

Travel & Expense (Expense Claims)

Resource links include the Accommodation Directory, Currency Converter, Subsistence Regulation, Travel Expense Guide and Vehicle Rental Schedule. To view and access the ExClaim

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system and other resources from the Enterprise Menu click:

- Employee Tools → Travel and Expense

Manager Toolbox

The **Manager Toolbox** is new to MyAGent and provides quick access to **frequently-used functions** such as Approve Time, Approve Training, Staff Leave Summaries and My Budget. Features displayed are subject to the approved roles being assigned to the user. For example, an assigned Time Approver may not have the ability to Approve Training. These functions are also available in the Enterprise Menu under Manager Tools → My Toolbox.

My Staff (Manager Self Service)

All Ministries will now have access to My Staff information. Supervisors and Managers that have been identified in the IMAGIS-HRMS system in a 'reports to' position will have the ability to see information of the staff that report to them. This includes a Leave Balance Summary list showing managers the employee's time remaining (by searching from a certain date until present) for a variety of types of leave. You can also generate a variety of leave summaries in chart format. To access My Staff functions, go to the Manager Toolbox, or from the Enterprise Menu click:

- Manager Tools → My Staff

Employee Termination Notification

This new functionality for Manager self service provides quicker communication to Payroll and Human Resources to ensure timelier termination/retirement administrative processing. This is a notification only – all termination documents, including online timesheets, must be completed and approved for the termination to be processed by Payroll.

- Manager Tools → My Staff → Employee Transactions → Terminate Employee

Approve Training Requests

The training approval process was adjusted to use one level of approval. To approve training requests you can access the page through the Manager Toolbox or through the Enterprise Menu, click:

- Manager Tools → Employee Training → Approve Training

**Where Can I
Get More
Information?**

IMAGIS Online Course Materials, Fact Sheets and Frequently-Asked Questions

MyAGent at <https://www.myagent.gov.ab.ca>

Service Alberta IMAGIS webpage at www.imagis.servicealberta.gov.ab.ca

GoA Service Desk (GoA-Domain Ministries)

1-888-427-1GOA (1462)

goa.servicedesk@gov.ab.ca

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Transition Service Desk (All Other Ministries)

1-780-427-HELP (4357)

goa.servicedesk@gov.ab.ca