

Providence Research – Payroll Portal Guide January 2022

PGI Login Website: <https://fp6.payrollguardian.com/cgi-bin/fp6/login.htm>

New employees will be set up with their user name as PHCR + employee #; password will be their SIN without and spaces or dashes (this is explained on attached user manual pg3)

User ID: PHCR####

Password: (employee SIN #)

*if SIN # doesn't work the first time, please ask the employees to go through the "forget your password" link first

Link to the employee time card training is in the attached email. Link is <https://ln5.sync.com/dl/c9a6641c0/3qieys34-vxdwaxh7-7jhuzrhr-344qmfxy>