



Avanti Employee Handbook



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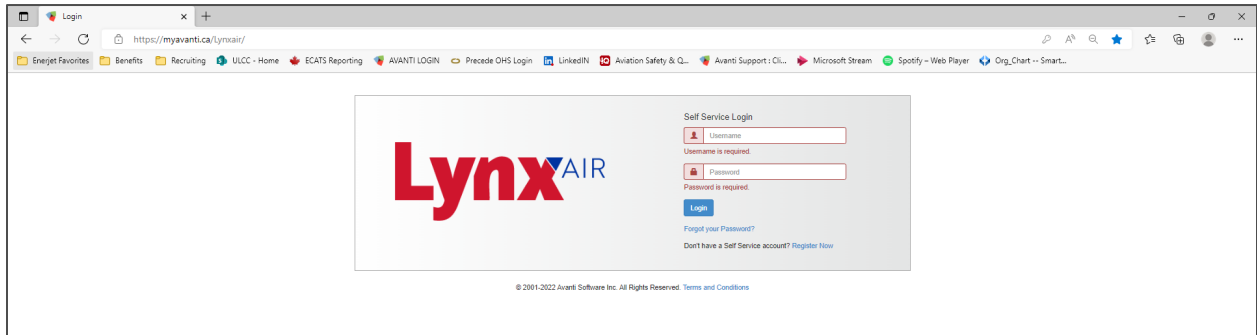
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Part I – Logging In

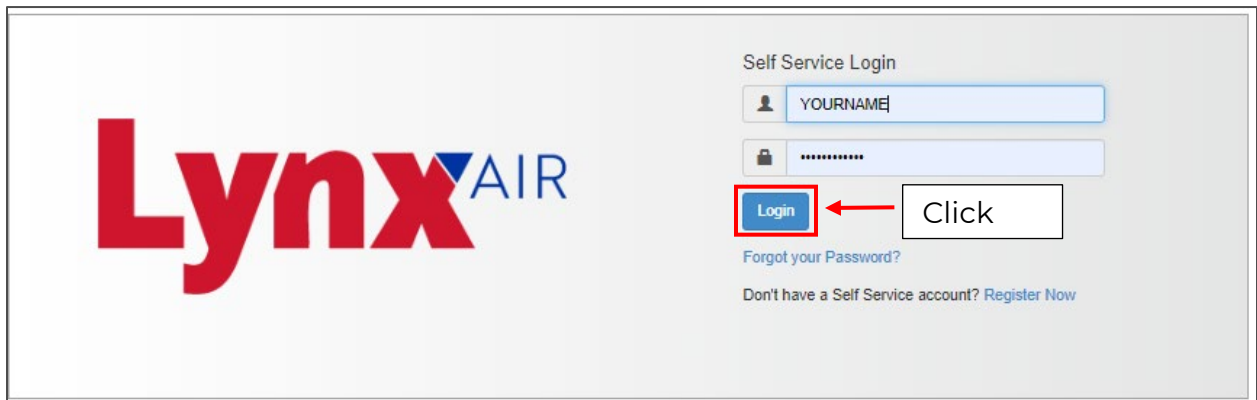
To log into the Avanti Self Service Portal (ASSP), type the following web address into the address bar at the top of your browser window, and hit Enter.

<https://myavanti.ca/lynxair>

You should see the following page:

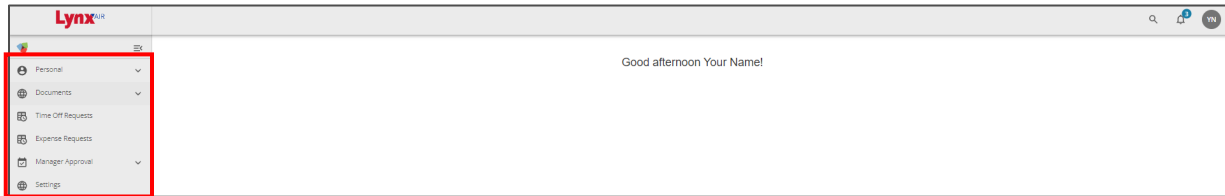


Enter your username (Case sensitive) and your password, then click “Login”

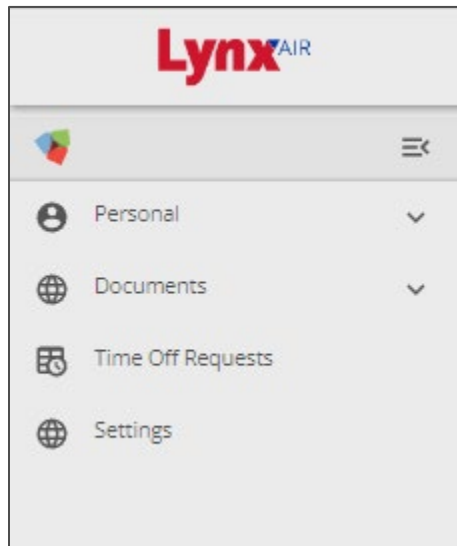


Part II – Navigating the Home Screen

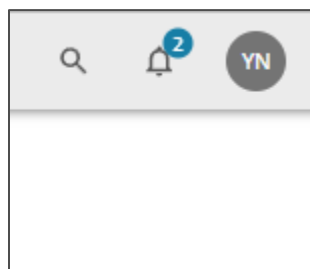
After Logging in, you will see 5 different applications that you can enter on the left-hand side



We will explore each of these functions throughout the Guide.



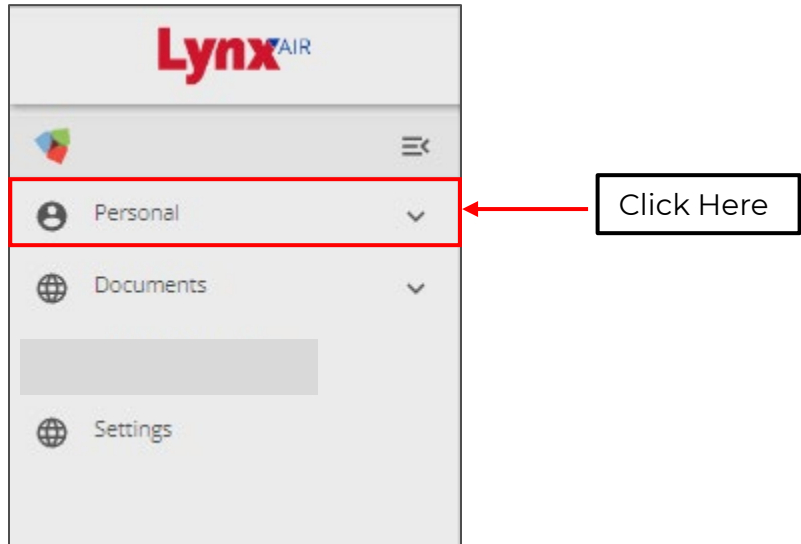
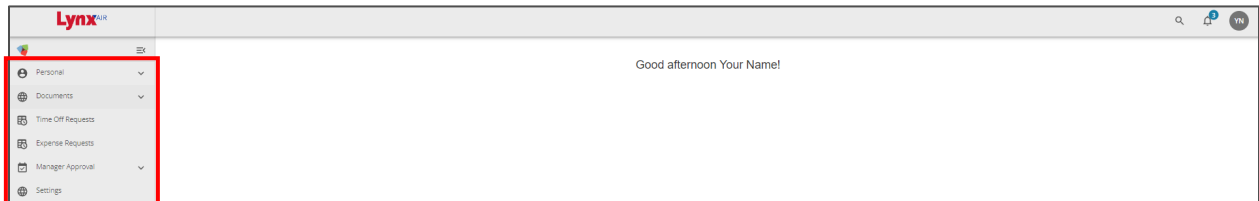
On the right-hand side, you will see the search function, notifications, and access to further settings



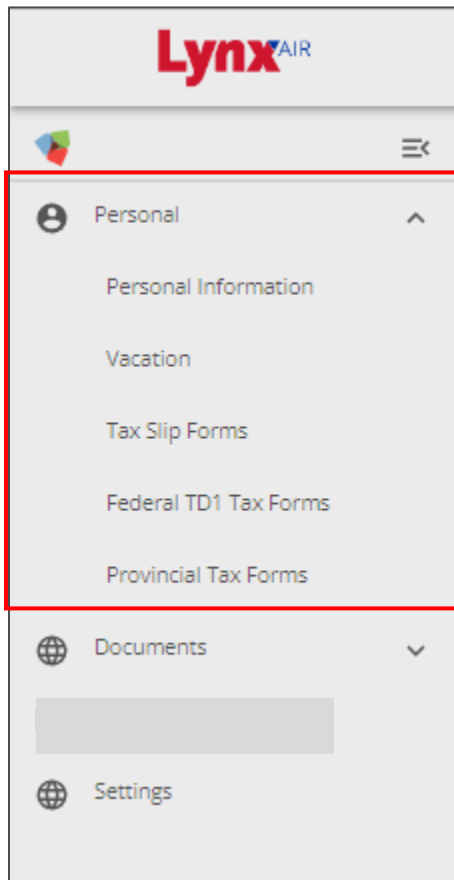
We will explore each of these functions throughout the Guide

Part III – Personal

On the left-hand side of your screen, please click on the “Personal” Tab



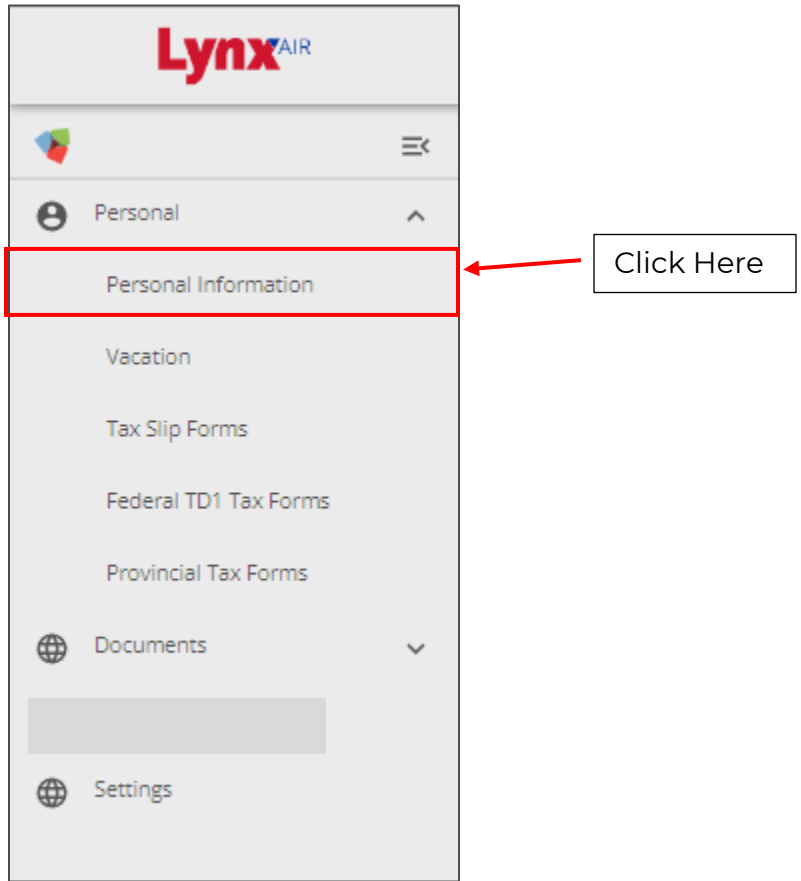
A menu will drop down



We will go into detail on each of the tabs.

Personal Information

Click on "Personal Information"



You will now be able to see all your relevant personal information
To edit these, please click on the “edit” icon on the right-hand side

The screenshot shows a user profile page for 'Your Name' (YN). The page is divided into three main sections: 'Basic Information', 'Address', and 'Phone Number'. Each section has an edit icon on the right side, highlighted with a red box. The 'Basic Information' section includes fields for Preferred Name, Date Of Birth, Gender, Language, Marital Status, Former Surname, and SIN. The 'Address' section includes fields for Street, City, Province, Country, and Postal Code. The 'Phone Number' section includes a field for Home phone number.

Basic Information	
Preferred Name:	None
Date Of Birth:	18-Jun-2003
Gender:	Female
Language:	English
Marital Status:	Other
Former Surname:	None
SIN:	*****

Address	
Street:	3215 Lynx Alr
City:	calgary
Province:	Alberta
Country:	Canada
Postal Code:	T4F 5T4

Phone Number	
Home:	(403) 888-8888

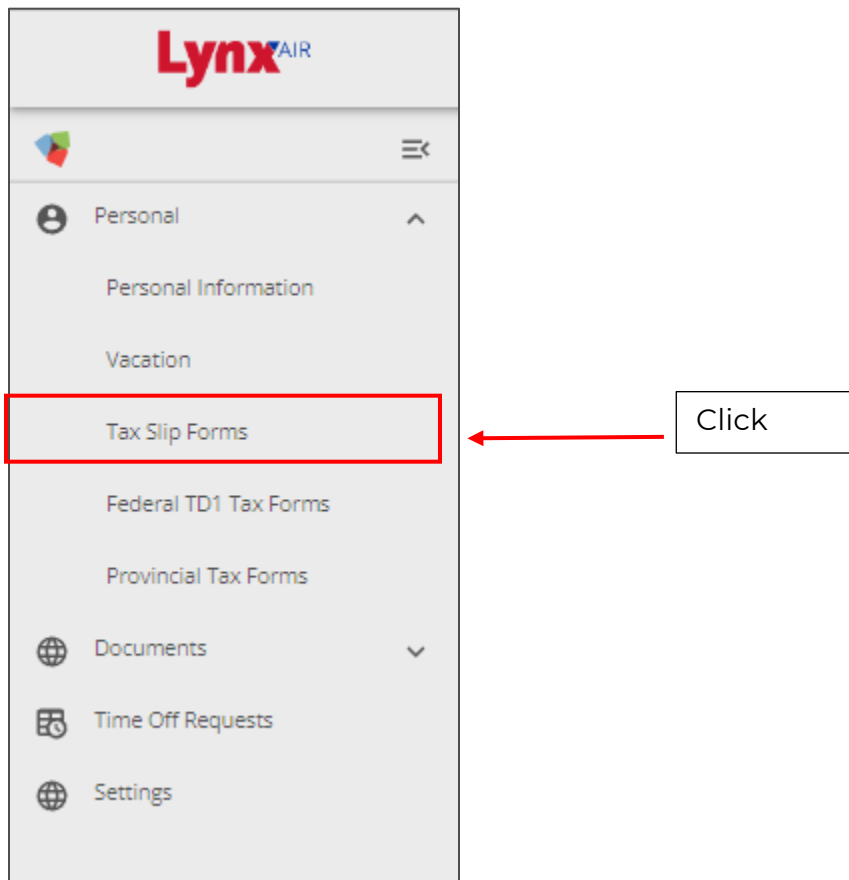
While in the Personal Information Tab, you will be able to edit the following:

- Basic Information
 - o Preferred Name
 - o Date of Birth
 - o Given Name
 - o Surname
 - Former Surname
 - o Gender
 - o Language
 - o Marital Status
- Address
 - o House Address
 - o City
 - o Province
 - o Postal Code
- Phone Number
 - o You can add additional phone numbers

- You can also edit existing phone numbers
- Email
 - Add or change emails
 - You can also change what notifications go to which email
- Emergency Contacts
 - You will be able to add/edit/delete emergency contacts and their relevant information
- Additional Information
 - You can add/change your middle names

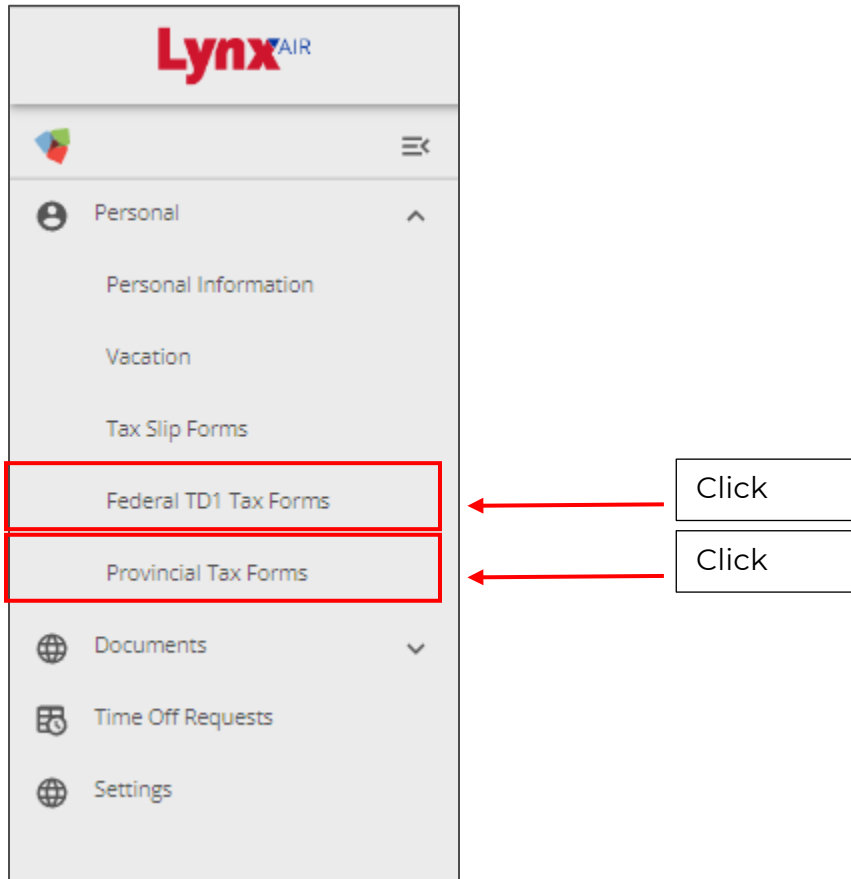
Tax Slip Forms

Click on “Tax Slip Forms”



This is where you will be able to see your previous years T4s

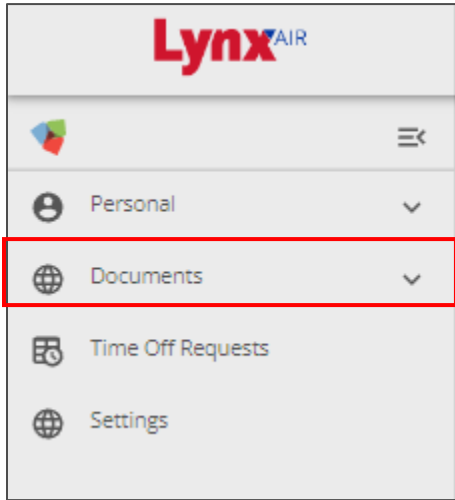
Federal/Provincial Tax Forms



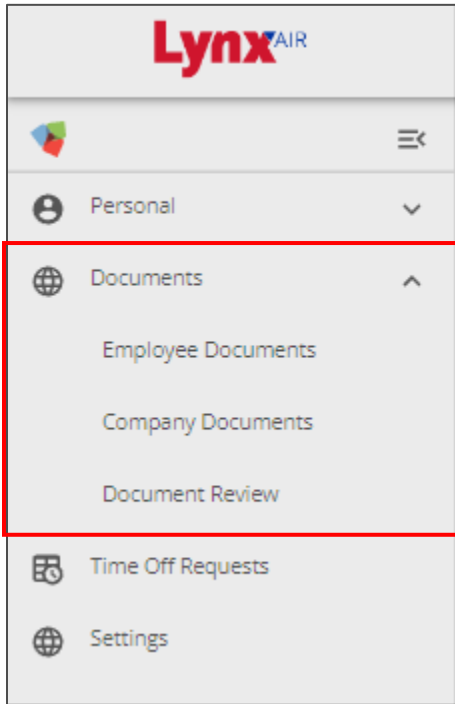
Once you click on each, you will be able to view the applicable taxes that are deducted provincially and federally. You will also be able to download your forms for your records.

Part IV – Documents

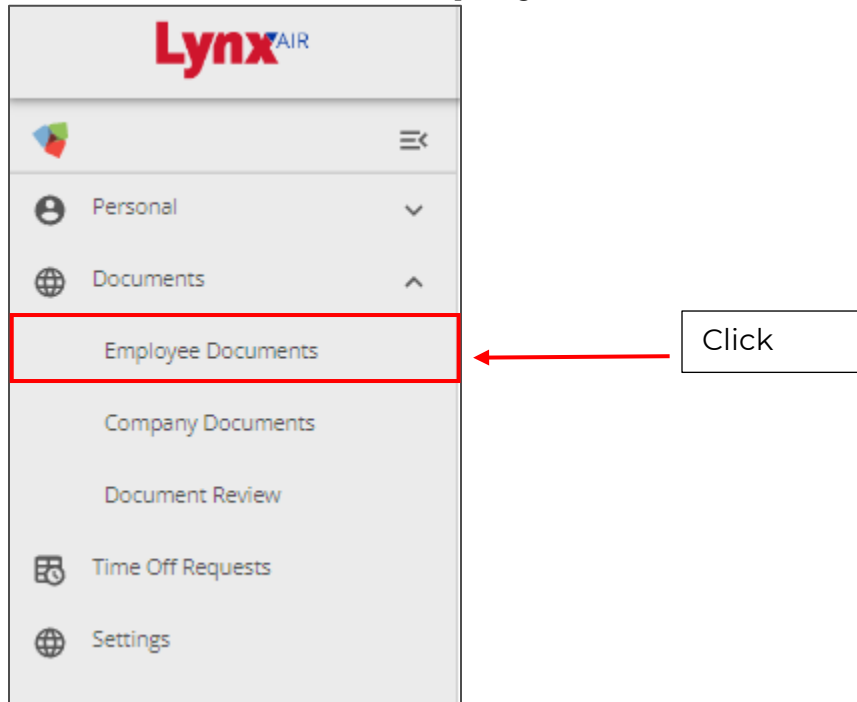
Click on “Documents”



Click



Employee Documents



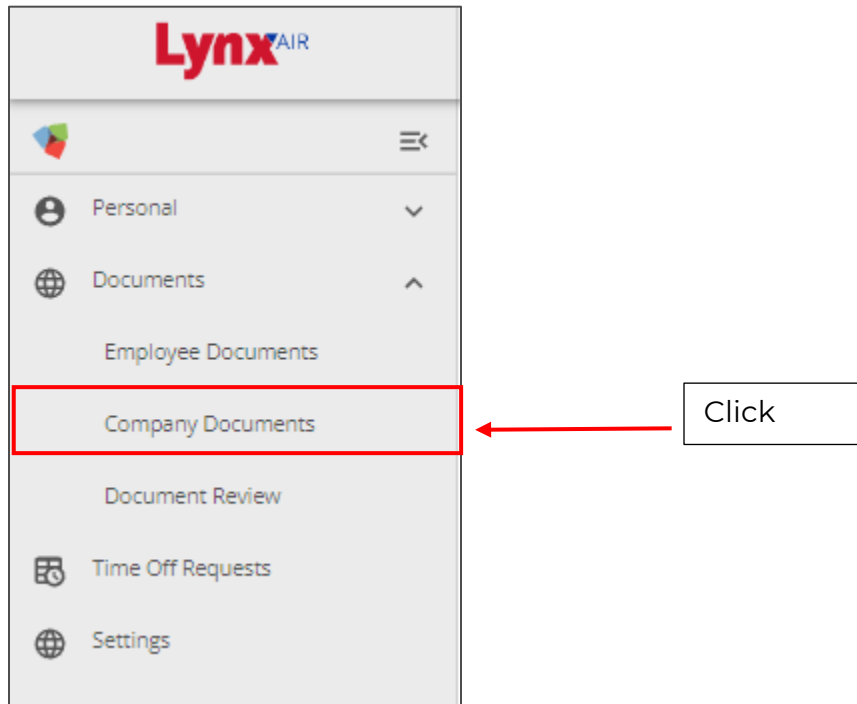
Here you will be able to see all documents that are relevant to you personally

The screenshot shows the 'Employee Documents' page. At the top, there is a search bar with the text '11111112 - Your Name' and a 'Show Inactive' checkbox. Below the search bar is a 'Document Type' dropdown menu set to 'All' and a 'Filter' button. The main content area is a table with two columns: 'Type' and 'Description'. The table contains one row with the text 'Void Cheque' under 'Type' and 'Bank 1 Cheque' under 'Description'. A 'View' button is located at the bottom left of the table.

Type	Description
Void Cheque	Bank 1 Cheque

- Void Chq
- Direct Deposit Forms
- Offer Letter
- Salary Changes
- And more....

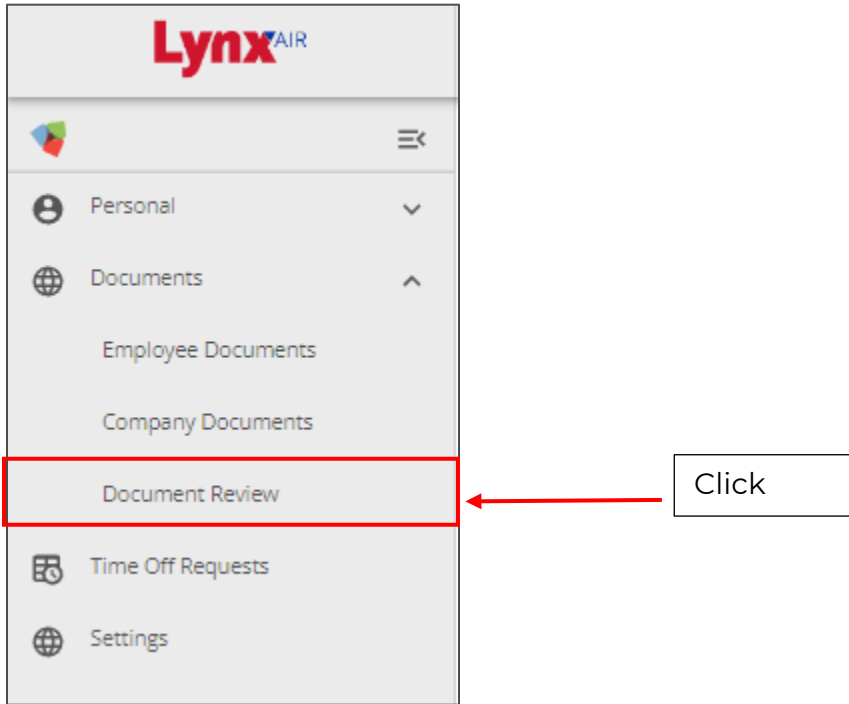
Company Documents



Here you will find important and relevant company documents

- Manuals
- Organizational Charts
- FAQs
- Resources

Document Review



This is where you will find documents that are employee and company related that are required for sign-off



If you have any documents that are pending sign-off, they will show up in this tab. They are divided between Company Documents and Employee Documents

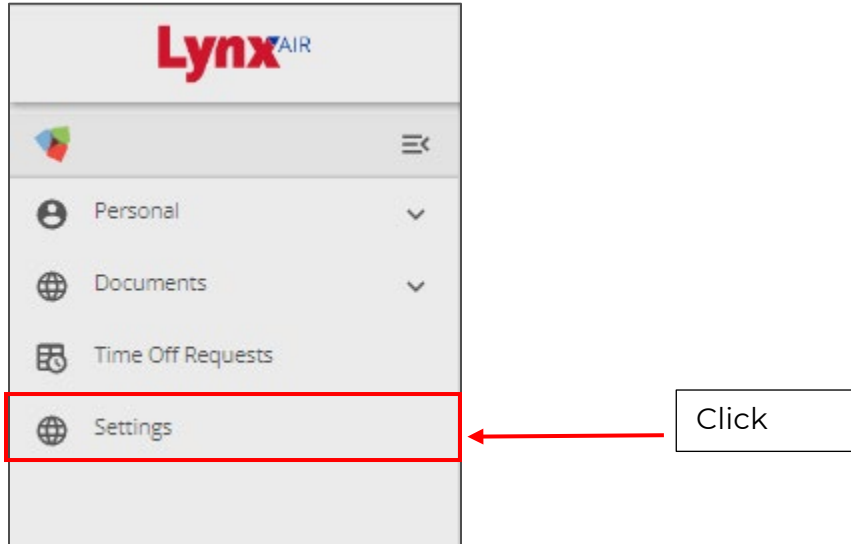


On the "Completed Sign-Off" tab, you will see all documents, company or employee related, that you have signed off on. You will be able to view the document, and the date that you signed off.

Part VI – Settings

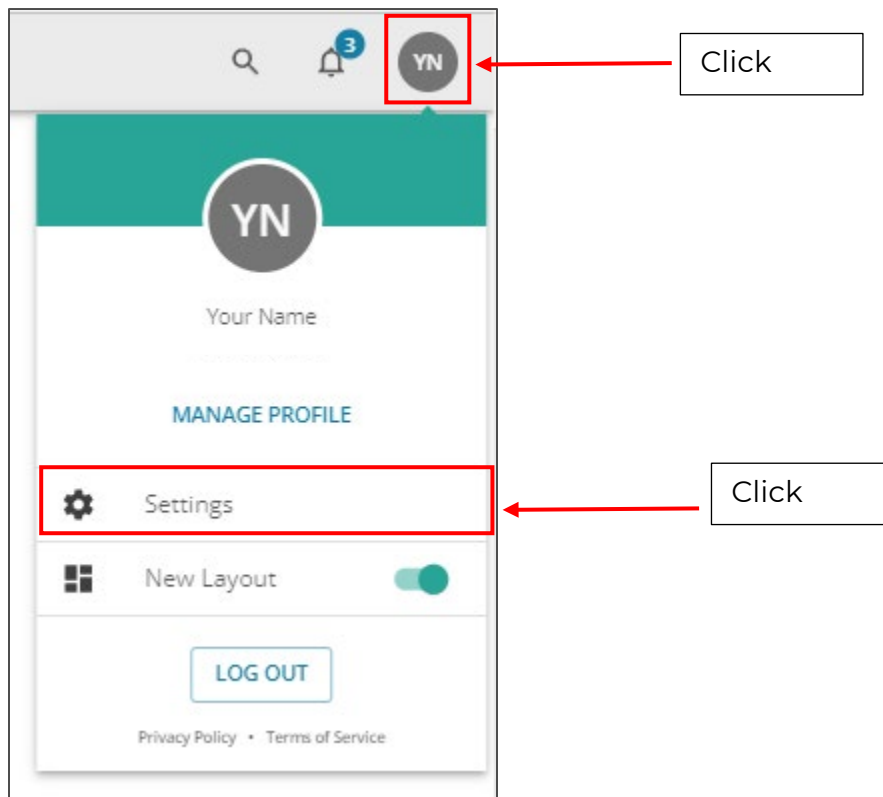
Changing your Password

After Logging in, click on “Settings” on the left-hand side of your screen

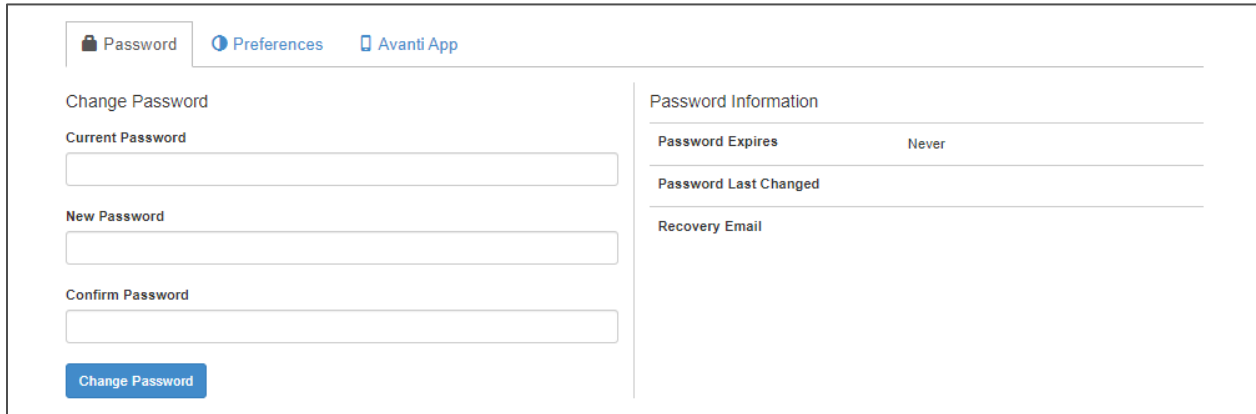


OR

Click on your profile on the right-hand side of the screen, and then click on “Settings”

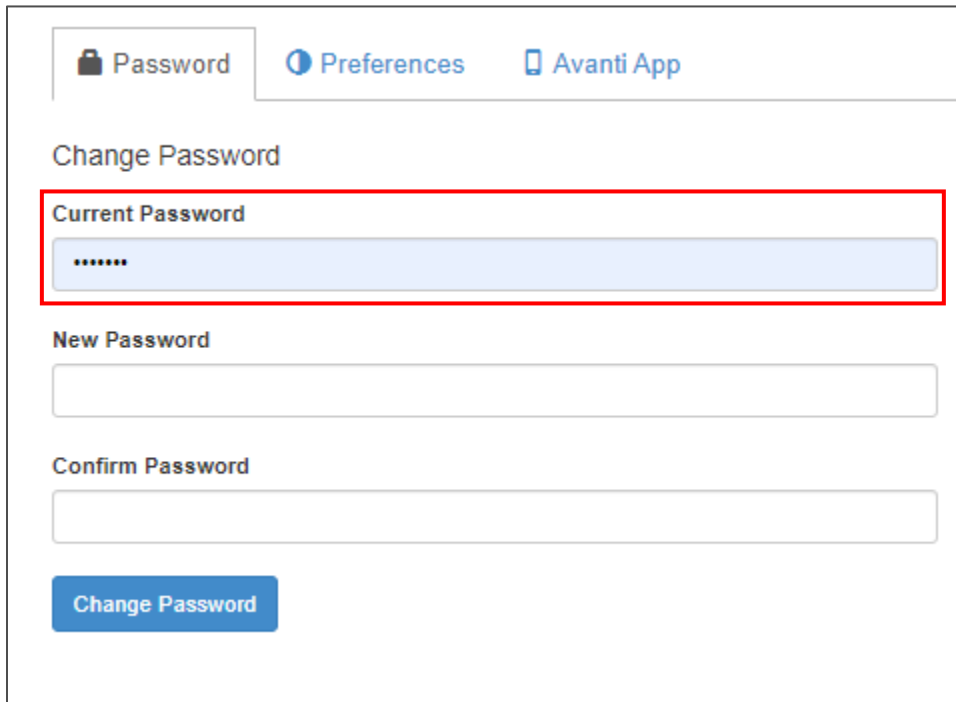


This will bring you to where you are able to change your password.



The screenshot shows a user interface for changing a password. At the top, there are three tabs: "Password" (selected), "Preferences", and "Avanti App". Below the tabs, the "Change Password" section contains three input fields: "Current Password", "New Password", and "Confirm Password". A blue "Change Password" button is located below these fields. To the right, the "Password Information" section displays "Password Expires" as "Never", "Password Last Changed", and "Recovery Email".

Enter in your current password



This screenshot is identical to the one above, but with a red rectangular box highlighting the "Current Password" input field. The field contains seven dots, indicating that the password has been masked.

Enter in your New Password

Change Password

Current Password

.....

New Password

..... Excellent

✓ Password is Valid

Confirm Password

.....

Change Password

Confirm New Password

Change Password

Current Password

.....

New Password

..... Good ✓

✓ Password is Valid

Confirm Password

.....

Change Password

Click "Change Password"

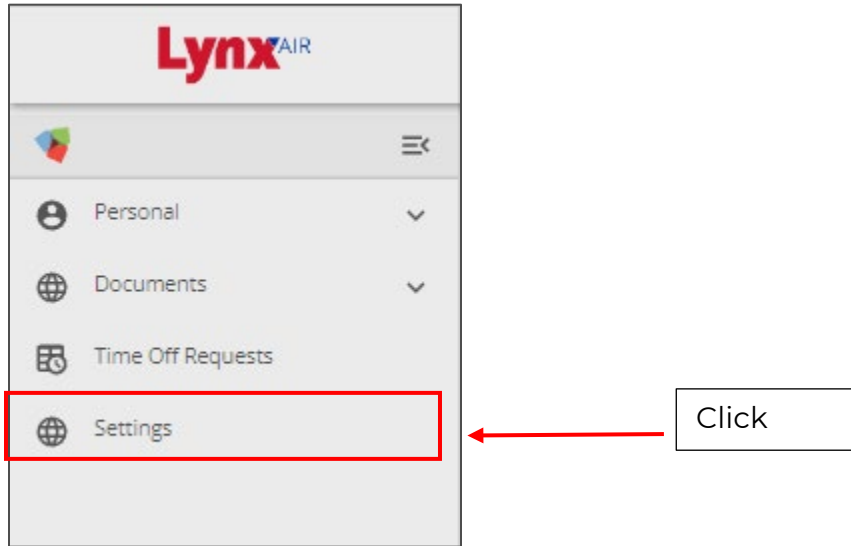
The screenshot shows a user interface for changing a password. At the top, there are three tabs: "Password" (selected), "Preferences", and "Avanti App". Below the tabs, the heading "Change Password" is displayed. There are three input fields: "Current Password" (filled with dots), "New Password" (filled with dots and a "Good ✓" status indicator), and "Confirm Password" (filled with dots). A green checkmark and the text "Password is Valid" are shown below the "New Password" field. At the bottom left, a blue button labeled "Change Password" is highlighted with a red rectangular box. A red arrow points from a white box labeled "Click" to this button.

Your Password has now been officially changed.

The screenshot shows the same "Change Password" form after a successful password change. A green banner at the top contains the message "Your password was updated successfully." Below the banner, the "Change Password" heading is present. The "Current Password" field is empty. The "New Password" field is empty, and the "Confirm Password" field is empty. A blue button labeled "Change Password" is located at the bottom of the form.

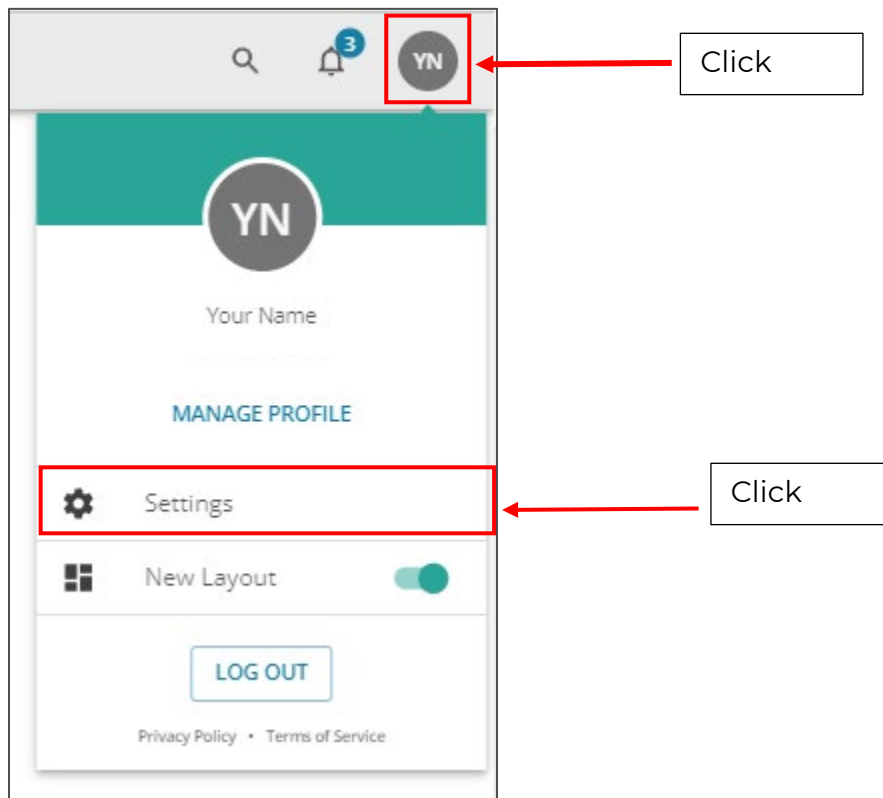
Preferences

Click on “Settings” on the left-hand side of your screen



OR

Click on your profile on the right-hand side of the screen, and then click on “Settings”



Click on the tab labeled “Preferences”

The screenshot shows a user interface with a navigation bar at the top containing four tabs: Password, Preferences (highlighted with a red box), Product Feedback, and Avanti App. Below the navigation bar, the 'Current Settings' section is displayed on the left, and the 'Change Settings' section is on the right. The 'Current Settings' section shows three rows: 'Date Format' with the value 'Day/Month/Year', 'Time Format' with the value 'AM/PM', and 'Name Display Format' with the value 'Preferred Name, Surname'. The 'Change Settings' section has three dropdown menus: 'Date Format' (Day/Month/Year), 'Time Format' (AM/PM selected, 24 Hour unselected), and 'Name Display Format' (Preferred Name, Surname). Below these dropdowns are three radio buttons for 'Use new Self Service Beta Experience' (Yes selected, No unselected, Not Now unselected) and a blue 'Change Settings' button.

Here you will be able to see your current system settings and change them based on your preferences.

Items that you can change:

- Date Format
 - Day/Month/Year
 - Month/Day/Year
 - Year/Month/Day
- Time Format
 - AM/PM
 - 24 Hour
- Name Display Format
 - Given Name, First Letter of Surname
 - Given Name, Initial, Surname
 - Given Name, Surname
 - Preferred Name, First Letter of Surname
 - Preferred Name, Initial, Surname
 - Preferred Name, Surname
 - Surname, Given Name
 - Surname, Given Name, Initial
 - Surname, Preferred Name
 - Surname, Preferred Name, Initial

After choosing your preferred settings, do not forget to click “Change Settings”

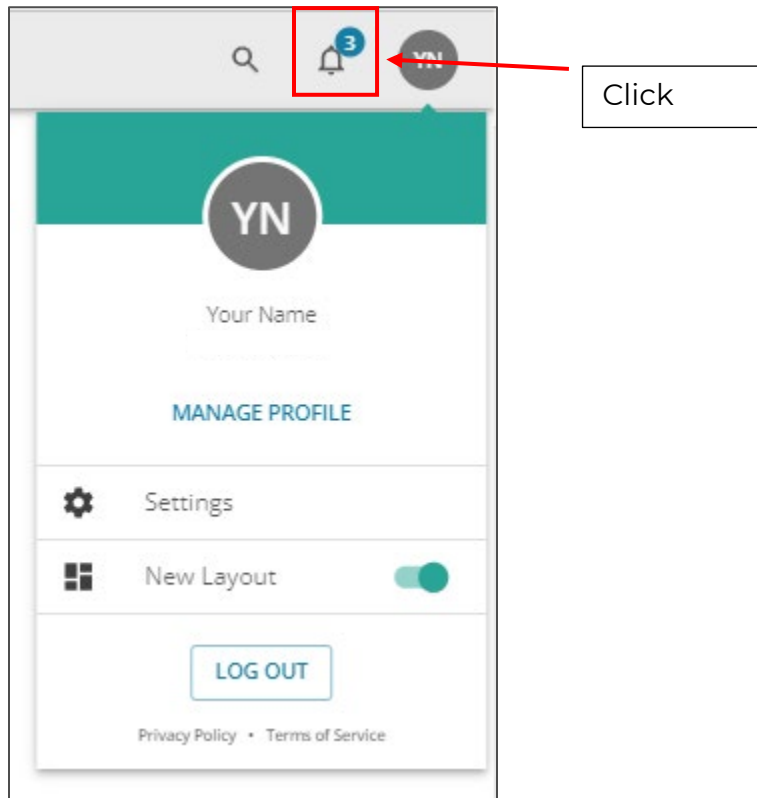
The screenshot shows a settings page with a navigation bar at the top containing 'Password', 'Preferences', 'Product Feedback', and 'Avanti App'. The 'Preferences' tab is active. The page is divided into two columns. The left column, titled 'Current Settings', displays the current values: Date Format (Day/Month/Year), Time Format (AM/PM), and Name Display Format (Preferred Name, Surname). The right column, titled 'Change Settings', contains dropdown menus for Date Format and Name Display Format, radio buttons for Time Format (AM/PM is selected), and radio buttons for 'Use new Self Service Beta Experience' (Yes is selected). A blue 'Change Settings' button is located at the bottom right of the 'Change Settings' column and is highlighted with a red rectangular box.

Your updated settings changes will be shown under “Current Settings”

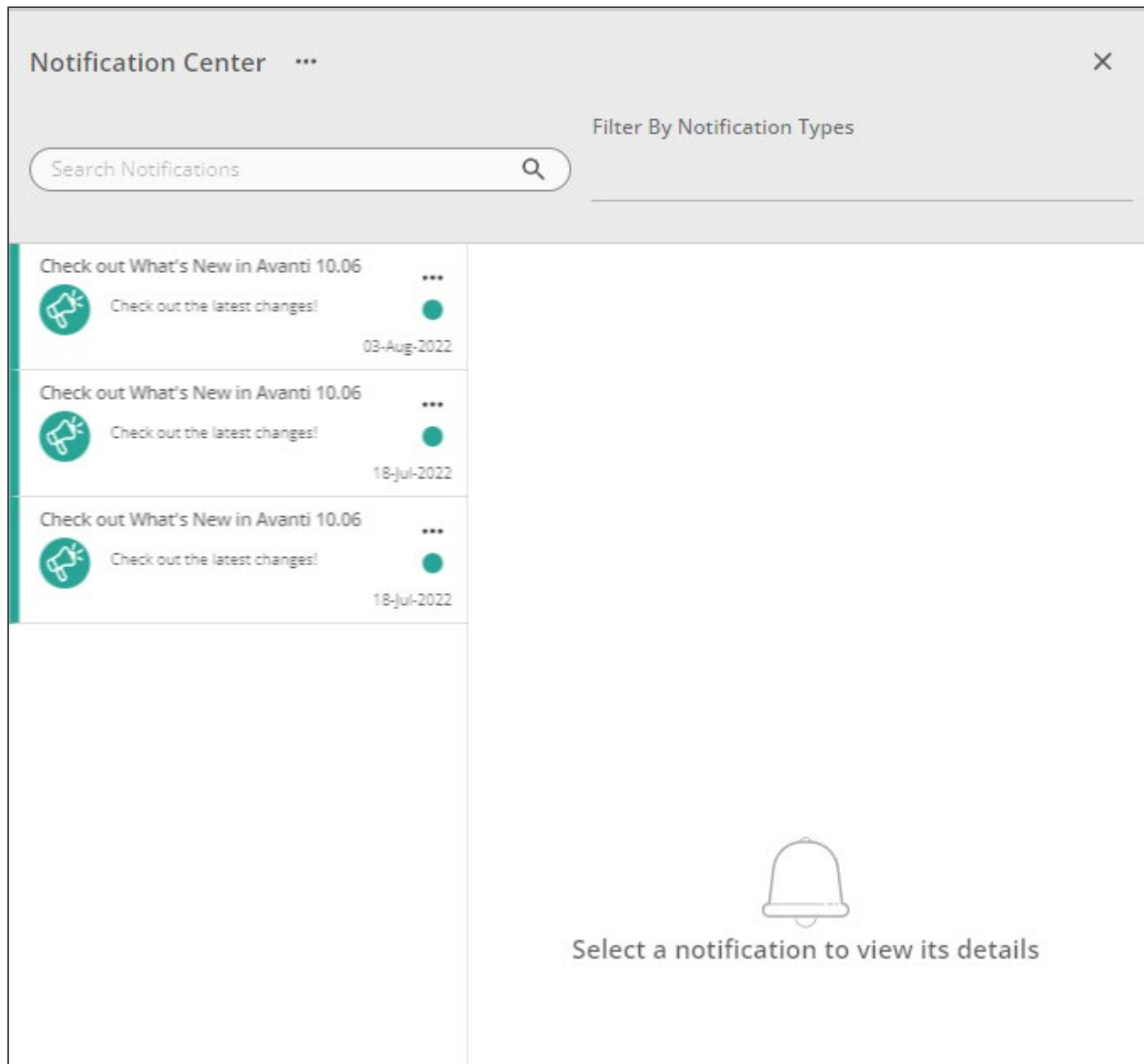
This screenshot is identical to the one above, showing the settings page after an update. The 'Current Settings' section on the left is now highlighted with a red rectangular box, indicating that the changes made in the 'Change Settings' section are reflected there. The 'Change Settings' section on the right remains the same, with the 'Change Settings' button still present at the bottom.

Part VII – Notifications

On the right-hand side of your screen, click on the small bell symbol



This will open your notification center.



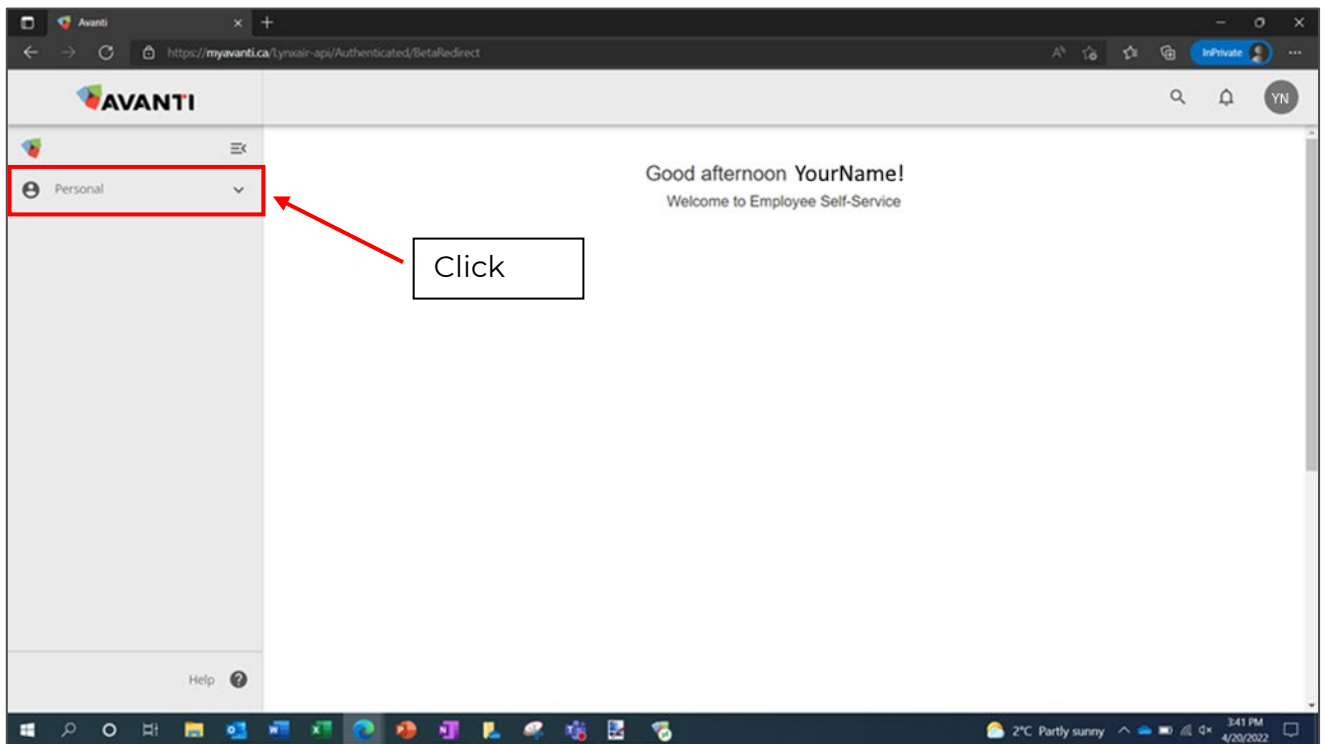
Here you will be able to see all notifications that have come through.

You will also be able to filter them based on your notifications.

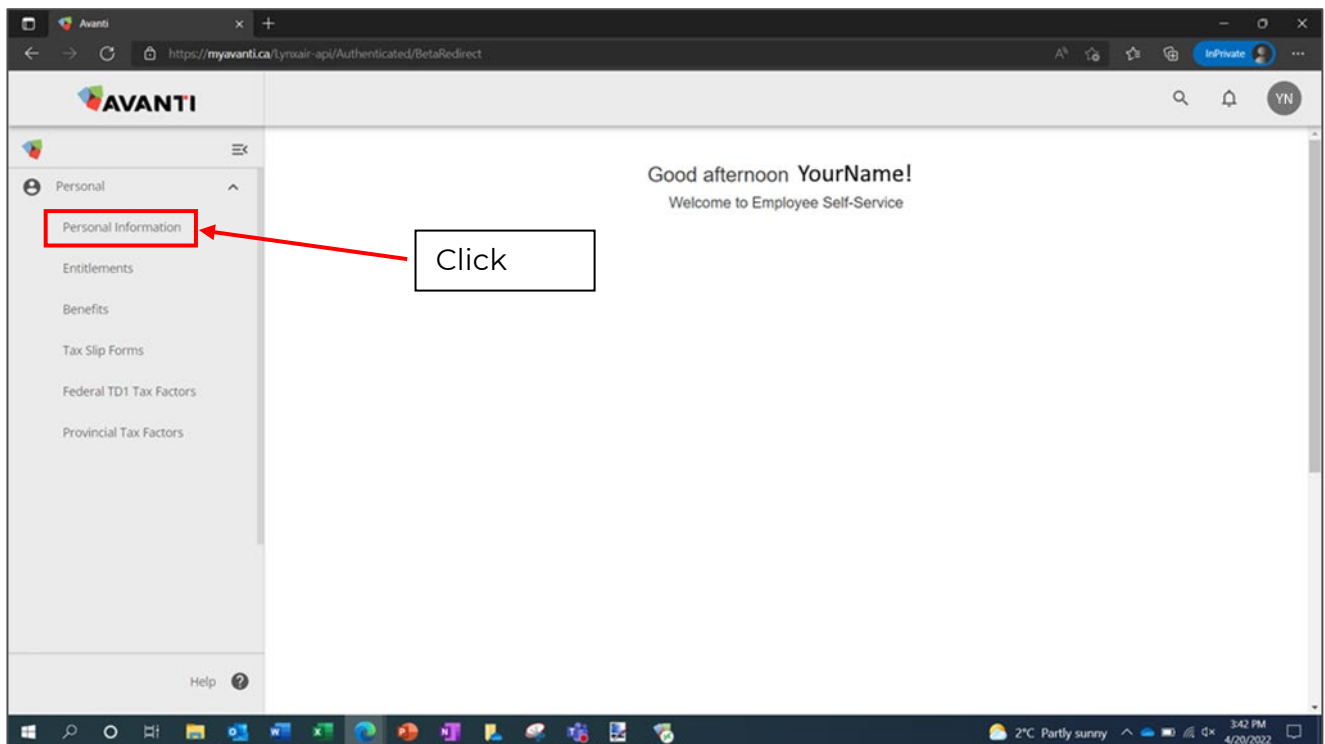
- General
- Pay Statements
- Schedules
- Approval
- Non-Approval
- New Schedule

Part VIII – Viewing your Pay stub

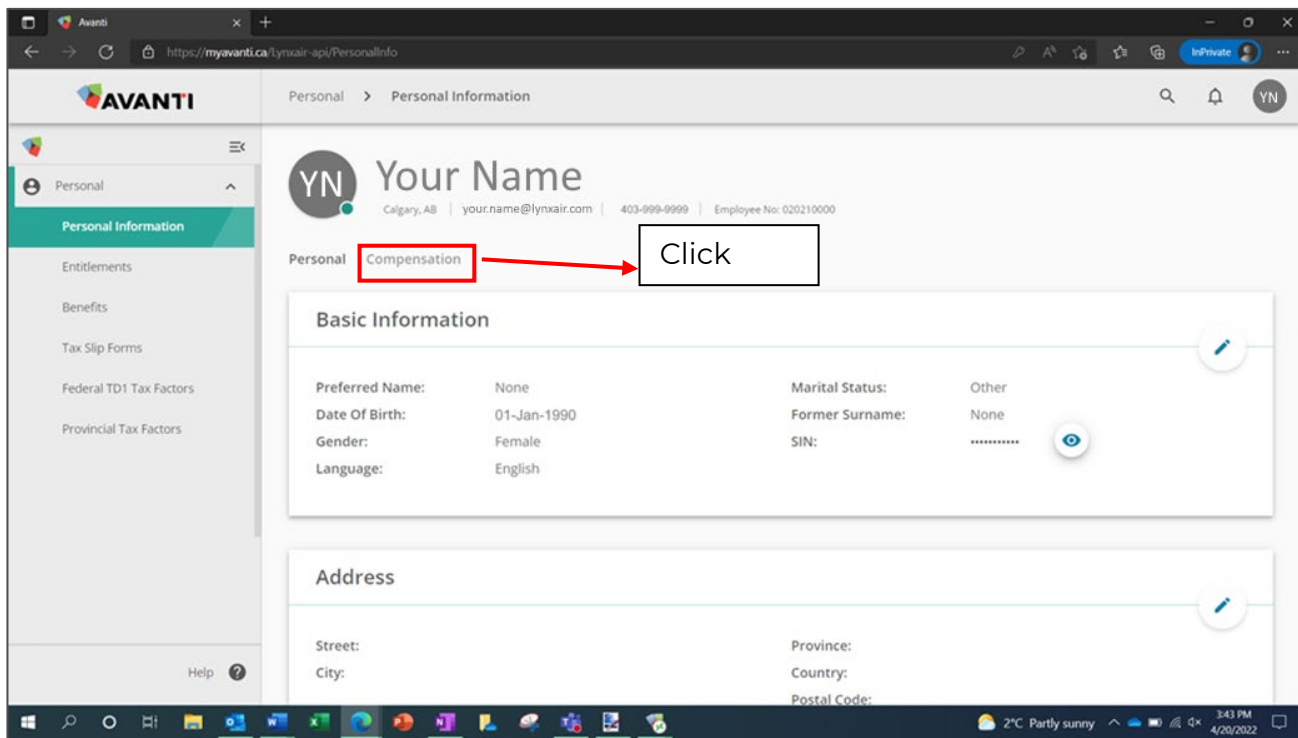
After logging in, click into the “Personal” dropdown on the left



Click “Personal Information”



Click "Compensation"



Click "PDF" to view your statement or click "EMAIL" to have it sent to your lynxair.com email.

The screenshot shows the Avanti employee portal interface. The user is logged in as 'Your Name' (YN) with contact information for Calgary, AB. The main content area displays a 'Compensation' section with a 'Past Pay' entry for 15-Apr-2022, showing a 'Take Home' amount of \$1,000.00. There are buttons for 'PDF' and 'EMAIL' to download or email the paystub. A red box highlights these buttons, and a red arrow points from a text box to the 'EMAIL' button.

If you choose the option to email your paystub, you will be required to enter a password.

Your password to enter the document is your SIN number, no spaces.

Sample Pay stub

Lynx^{AIR}
Statement of Earnings

Pay Period: 01-Jan-2022 to 15-Jan-2022
Employee: 020210000
Location: Calgary Headquarters

Your Name
 Address Line 1
 Address Line 2

Deposit Date: 14-Apr-2022

Total Deposit:

Earnings						Deductions		
Desc.	Units	Unit Type	Rate	Amount	YTD	Desc.	Amount	YTD
001 REGULR						501 CPP 511 EI 521 TAX 541 TFSA 621 LTD 630 HLTHSI		
Total Earnings						Total Deductions		
Employer Paid Benefits					Benefits Totals			
Desc.	Tax. Amt	Tax. Amt YTD	Non-Tax. Amt	Non-Tax. Amt YTD				
501 CPP 511 EI 543 DPSP 600 LIFE 601 DEPLFE 603 LIFEMN 610 AD&D 630 HLTHSI					Total Taxable: Total Taxable YTD: Total Non-Taxable: Total Non-Taxable YTD: Total Benefits: Total Benefits YTD:			
Entitlements								
Desc.	Carry Forward	Accrued	Taken	Remaining				
Vacation Pay Accrual								