My HR Info — Hamilton

Employee Self Service Quick Reference Guide

Access to My HR Info (PeopleSoft) - Employee Self Service

All active employees in receipt of pay and/or benefits have access to Employee Self Service features in My HR Info (PeopleSoft)--either via eNet (click on the My HR Info link in the Application section) or via the City's internet site www.hamilton.ca (click on City Hall in the top right corner, then click Jobs at the City, then Current Employee My HR Info in the left margin).

User ID & Password

A personal User ID and Password will be auto-generated on your behalf & will be available for you to coincide with the receipt of your first pay. Your User ID will be the letter E (in caps) followed by your Employee Number (e.g. E012345). Your Password will be the first 4 letters of your surname (the 1st letter is in upper case & the next 3 letters in lower case), plus the last 4 digits of your S.I.N. (e.g. Smit6789).* You must change your password after logging on the first time by clicking the Change My Password link. Password are case-sensitive—pay attention to your caps lock key when you set and use them, otherwise you will be locked out if you have too many incorrect logon attempts.

*Note: If the length of your surname is only 3 letters, then your password will be those 3 letters plus the last 5 digits of your SIN (eg. Lee56789). If the length of your surname is only 2 letters, then your password will be those 2 letters plus the last 6 digits of your SIN (eg. Zu456789).

Forgot Your Password? Click on the link on the Sign In page & follow the instructions on the screen. A new password will be automatically generated & appear on your computer screen. If you have a valid primary email address in My HR Info, My Contact Information, it will also be emailed to you.

Need Help? If you are having trouble accessing the "My HR Info" features, please contact the City of Hamilton, IT Help Desk, 905-546-HELP (Monday to Friday, 8am to 4:30pm).
To obtain your Employee ID (to be used in your User ID), please contact your department representative/supervisor.

***If your job duties require you to also have Administrative access to PeopleSoft's core HR/Payroll modules, you will receive a second and different User ID for this purpose. This ID will only work when you access the system from within the City network. To access your own Employee Self Service features via the internet/from home, you must use your "E" User ID. Administrative and Manager Self Service features will not be available to you from the City's internet site.

My Contact Information maintains your phone numbers and email addresses.

It is important that you provide us with a Preferred Phone in case we need to contact you for call-in or other business related reasons.

Employees who have been issued an email address by the City will have this Business address pre-populated as their Primary Email Account. It will be used for communications in our automated business processes and cannot be changed. You have the option to enter additional (personal) email addresses if you wish. Employees who have not been issued an email address by the City may choose their own Primary Email Account. Since an email address is mandatory, we may have entered a fictitious email address for you when your UserID was created-- if you do have a valid email address, please change it to your valid address.

Note: Your Manager will also have access to your email address, personal and emergency telephone numbers in case they need to contact someone for business or emergency related reasons.

My Personal Information enables you to access your personal data to review and/or update the following:

> **Emergency Contacts**
> **Home/Mailing Address**
> **Marital Status**.
> **Name**

View Personal Information is a summary view of the above, as well as other personal information.

Need Help? If you are having trouble accessing, navigating, finding, changing or using the "My Contact Information" or "My Personal Information" features, please contact the City of Hamilton, IT Help Desk, 905-546-HELP (Monday to Friday, 8am to 4:30pm).

If the data you are viewing in the "View Personal Information: Employee Information" section is not accurate, please contact Human Resources – Records at 905-546-2424, ext. 4556, 4331, 7211, or 4665.

Hamilton Police Services employees: please contact Police Human Resources.

My Benefits enables you to access your benefit data to review and request dependent changes, benefit cards and beneficiary forms.

Benefits Summary provides you with a summary of your current and historical benefits information.

Request Beneficiary Nomination Form and Pension Beneficiary Form allows you to request updates to your life/AD&D insurances and request forms for pension beneficiary changes.

Update My Health Benefits allows you to notify Human Resources to add/remove dependents on your medical/dental coverage.

Marital Status Change allows you to update your marital status with Human Resources. You must also go to **Update My Health Benefits** to request this change to occur to your health/dental coverage.

Need Help? If you are having trouble accessing, navigating, finding, changing or using the "My Benefits" features, please contact the City of Hamilton, IT Help Desk, 905-546-HELP (Monday to Friday, 8am to 4:30pm).

If the data you are viewing in "My Benefits" is not accurate, please contact: Human Resources – Benefits at 905-546-2424, ext. 2636 or 4802.

Job Opportunities

Careers allows you to view and apply for internal job postings on-line, as well as review your on-line application history. A valid primary email address will need to be included in My Contact Information, as you will receive an email to confirm receipt of your on-line application, as well as other notices regarding job competitions that you have applied to.

City Job Descriptions allows you to view job descriptions for all City of Hamilton jobs (excluding Police and Library jobs).

Need Help? If you are having trouble accessing, navigating, finding, changing or using the "Job Opportunities" features, please contact the City of Hamilton, IT Help Desk, 905-546-HELP (Monday to Friday, 8am to 4:30pm).

If you have inquiries about City job postings and the on-line application process, please contact your HR Staffing Representative.

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My Attendance enables you to view your absence data such as vacation, sick leave, and other absences

Vacation Summary allows you to view your vacation entitlement, absences, and balance for the current year.

E Day Summary allows you to view your Extra Vacation entitlement, absences, and balance for the current year (for employees who are eligible for this benefit, in lieu of overtime).

Float Summary allows you to view your Floating Holiday entitlement, absences and balance for the current year (for employees who are eligible for this benefit).

Sick Summary allows you to view your Short & Long Term Disability and/or Sick Bank entitlement and absences for the current year.

Summary of All Absences is a summary view of your absence history such as sickness, vacation, compassionate leave, jury duty, leave of absence, etc.

Important Note: Absences can be viewed once they have been entered in the system. However, lengths and balances are only updated weekly (on Monday evenings).

Need Help? If you are having trouble accessing, navigating, finding, changing or using the "My Attendance" features, please contact the City of Hamilton, IT Help Desk, 905-546-HELP (Monday to Friday, 8am to 4:30pm).

If the data you are viewing in "My Attendance" is not accurate, or if you wish to access information which predates what you see on-line, please contact your department representative/supervisor.

Learning and Development allows you to view and enroll on-line in corporate training courses offered by the City, as well as review your on-line training history. Please make sure that you have your supervisor's approval before you enroll.

Some training courses may only be available to employees in specific Departments/Divisions. Refer to the Course Code prefix on the legend in My HR Info to determine courses that you may be eligible for. Courses available to all employees in all departments will have a Course Code of CE. Make sure the course is right for you by clicking on the hyperlink for the Course Name to view the description, target audience, and cost.

If you have a valid primary email address in My Contact Information, you will receive an email confirmation of your enrollment or waitlist status (on the day after you enrolled), as well as emails for session cancellations, etc.

Note: For additional course offerings that you do not see in My HR Info, please contact your supervisor or departmental Training Administrator to register via other methods.

Need Help? If you are having trouble accessing, navigating, finding, changing or using the "Learning and Development" features, please contact the City of Hamilton, IT Help Desk, 905-546-HELP (Monday to Friday, 8am to 4:30pm).

If you have inquires about the course details, please contact the Course Administrator identified in the Course Description.

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Manage Delegations is used to delegate, accept, and revoke responsibility for administering Manager Self Service transactions. This link is available to all employees since any employee may become a proxy when a manager delegates responsibility to them as part of their job functions.

My Preferences enables you to personalize cursor tabbing behaviour, etc. For most users, the default settings that are provided for you should be fine.

My Dictionary allows you to add personal words to the delivered dictionary to assist with spell check functionality available on some Job Opportunities pages.

My Pay enables you to view your payroll deposits, view T4/T4A's and request letters of Employment and Salary verification.

View Paycheque allows you to view your earnings, deductions and net pay deposit for current and historical pay periods. In addition, for pay cheques displayed in PDF format, you will be able view the year-to-date values that relate to the pay period that you are viewing.

Direct Deposit allows you to view your bank account details for direct deposit.

View T4/T4A Slips allows you to view electronic copies of your T4/T4A slips for tax years 2012 and onwards.

T4/T4A Consent allows you to provide or withdraw your consent to view T4/T4As.

Record of Employment contains important information on how to apply for EI benefits and how to obtain an electronic printable copy of your Record of Employment from Service Canada. There is also contact information on this page to help direct your inquiries at various stages of the process.

Employment Verification Letter allows you to request a letter from Human Resources to verify your current job and rate of pay for purposes such as mortgages/loans.

Need Help? If you are having trouble accessing, navigating, finding, changing or using the "My Pay" features, please contact the City of Hamilton, IT Help Desk, 905-546-HELP (Monday to Friday, 8am to 4:30pm).

If the data you are viewing in "My Pay" is not accurate, please contact your department representative/supervisor.