

My HR Info Troubleshooting Guide



Hamilton

How to access your paycheques or banked time balances.

My Pay – View Paycheque Advice (PDF format):

In PeopleSoft version 9.2, Pay Cheques and Direct Deposit Pay advices are available in printable PDF format through View Paycheque in employee self-service. When you navigate to View Paycheque, you will see a listing of paycheques and advices sorted by Cheque Date in descending order. The most recent payment is no longer displayed as a landing page.

Click on the “View Paycheque” link beside the cheque date you wish to view. A check mark in the “PDF File” column indicates there is a printable PDF version available for this particular payment.



View Paycheque

Employee Banked Time Balances

Review your available paycheques. Select the cheque date of the paycheque you would like to review.

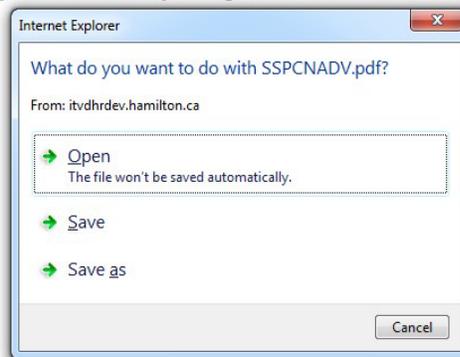
If you are unable to open your Paycheque by clicking on the 'View Paycheque' hyperlink, your Internet browser's pop-up blocker may be turned on. Turn off the pop-up blocker, and then open the Paycheque by clicking on the 'View Paycheque' hyperlink. If you are still experiencing 'pop-up' issues, contact the IT Service Desk at extension 4357 for assistance.

Paycheque Selection				Personalize	Find	View 100	First	1-10 of 126	Last
Cheque Date	View Paycheque	Company	Job Title	Pay Begin Date	Pay End Date	Net Pay	Paycheque Number	PDF File	
11/25/2022	View Paycheque	City of Hamilton		11/14/2022	11/27/2022			<input checked="" type="checkbox"/>	
11/10/2022	View Paycheque	City of Hamilton		10/31/2022	11/13/2022			<input checked="" type="checkbox"/>	
10/28/2022	View Paycheque	City of Hamilton		10/17/2022	10/30/2022			<input checked="" type="checkbox"/>	
10/14/2022	View Paycheque	City of Hamilton		10/03/2022	10/16/2022			<input checked="" type="checkbox"/>	

The below message will appear, click on “Open”

If the browser indicates your download has been blocked, permit the download by clicking on its Information Bar and selecting "Download File...".

Please close this window after download has completed ...



The PDF paycheque or DDP advice will then appear in a separate window or tab.

To print, click on File>Print. You can also save the file by clicking File>Save as...

City of Hamilton 71 Main Street West Hamilton, ON L1P4Y3 905-546-2489		Pay Group: SAL-Salary - Other Pay Begin Date: 02/13/2017 Pay End Date: 02/26/2017	Business Unit: HAMILT Advice #: 4100037 Advice Date: 02/24/2017								
Employee: Annie 125 Main Street Anytown, ON X9X 9X9	Employee ID: Department: Location: Job Title: COH Employee	TAX DATA: Federal Quebec ON Net Claim Amount: 11,635.00 10,171.00 Special Letters: Adtl. Percent: Adtl. Amount:									
HOURLY AND EARNINGS											
Description	Rate	Current Hours	Earnings	Hours	Earnings	YTD Earnings	Description	Current	YTD		
Regular Earnings - Salary			0.00	42.00	1,842.16		CIT	243.31	1,199.82		
Short Term Disability - 66-2/3	29.242129	70.00	2,046.95	238.00	6,959.63		CPP	95.85	416.97		
Overtime Bank - Accumulation			0.00	2.50	0.00		EI	33.37	143.47		
TOTAL:		70.00	2,046.95	282.50	8,801.79		TOTAL:	372.53	1,760.26		
BEFORE-TAX DEDUCTIONS				AFTER-TAX DEDUCTIONS				EMPLOYER PAID BENEFITS			
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Union Dues - Cope Local 5167	33.32	33.32	Bus. Pans - Employee Deduction	24.15	96.60	Bus. Pans - Taxable Benefit*	24.15	96.60	OMERS Pension Plan	329.17	1,325.97
OMERS Pension Plan	329.17	1,325.97	Optional Life Insurance	0.00	15.20	Long Term Disability	0.00	193.16	Accidental	0.00	2.92
						Death/Disembowerment*	0.00	2.92	Group Life Insurance*	0.00	60.82
						Extended Health/Dental Care	0.00	743.70			
TOTAL:	364.49	1,361.29	TOTAL:	24.15	111.80	*TAXABLE					
TOTAL GROSS		CIT TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY			
Current:	2,846.95	1,706.61	372.53	388.64	1,283.78						
YTD:	8,801.79	7,699.84	1,760.26	1,473.09	3,548.64						
NET PAY DISTRIBUTION											
Advice #000000004100037									Amount	1,283.78	

To view another paycheque/advice, close the PDF window or tab and navigate back to the original window.

To view current Year-to-Date banked time values, click on the "Employee Banked Time Balances" link at the top of the page.

Home | Worklist | Add to Favorites | Sign Out

Favorites ▾ | Main Menu ▾ > Job Description > View Paycheque

All ▾ Search
Advanced Search
Last Search Results

View Paycheque

Employee Banked Time Balances

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Employee Banked Time Balances

ID:	Year - 2022		
Personalize Find Print First 1 of 1 Last			
Earnings Code	Description	Hours YTD	Gross Earnings YTD
BNK	Overtime Bank Balance	21.00	

To return to the paycheque listing, click on the “Return to View Paycheque” link.

Error Messages When Attempting to Access Jobs Open to the Public/My HR Info:

Is your screen displaying one of these messages?

1. {Processing Processing Processing} then timing out?

If the page you are attempting to access is saved in Favourites it is possible the bookmark has been corrupted. Delete the bookmark and navigate to it rather than using Favourites.

If you are unsuccessful in navigating to your destination:

Delete All Temporary Internet Files, Cookies and History from your Browser

2. "Web Server is incorrectly configured."

Navigate to: Start – Programs - Internet Explorer – Tools – Internet Options – Privacy

Check that the slider bar located under the heading Settings is set to Medium. A setting higher than this will disable cookies and cause the above message to be generated.

3. "You are not authorized to view this page."

This error normally occurs when your password has been reset or when you have many browser windows open on your PC. Close all open browser windows, re- open a new browser window and navigate back to the page you were on. If the error still occurs, do a complete shutdown.

Navigate to: Start – Shutdown

If you still get a 'Not Authorized' error, verify that you have the most current browser version downloaded to your machine. The recommended browser by PeopleSoft and for accessing PeopleSoft is Internet Explorer.

Navigate to: Start – Programs - Internet Explorer – Help – About Explorer