

HR RECORDS PORTFOLIO		PAYROLL PORTFOLIO	
Department-Division	Workflow Dept-Div Code	Contact	Ext/Phone
City Council_Mayor's Office	Councillor's Office	Mary Pearce	4226
City Housing	CHH	Shauna Smith	2312
City Manager's Office	ALL <i>CityMgr</i> Audit <i>CityMgr-Audit</i> Human Resources <i>CityMgr-HR</i>	Mary Pearce	4226
Corporate Services Financial Planning, Administration and Policy Clerks Customer Service, POA and FI Financial Services Information Technology Legal and Risk Management	ALL <i>CorpServ</i> <i>CorpServ-FPPAP-Fin&Admn</i> <i>CorpServ-Clerk</i> <i>CorpServ-CustSrv&POA-MunCtr</i> <i>CorpServ-FST&CC</i> <i>CorpServ-IT</i> <i>CorpServ-Legal</i>	Mary Pearce	4226
Healthy & Safe Communities ChldrnsSrvcs&NeighborhoodDvlpmnt Housing Services Ontario Works Strategic Services EpdmlgyWllns&CommuncblDisCtrl Healthy Environments Healthy Families Healthy Living OfficeofMOH&ProvSubsidy Lodges (Macassa & Wentworth) EMS - Fire & Paramedics EMS - Fire & Paramedics Recreation Arenas (FT dual positions ONLY - PW/Rec),	ALL <i>other HSC not listed</i> HSC-CS&ND HSC-HS HSC-OW HSC-StrategicSrvc HSC-MOH- EW&CDC HSC-MOH-HlthEnv HSC-MOH-HlthyFam HSC-MOH-HL HSC-MOH HSC-Lodge HSC-HFD HSC-HPS HSC-Rec HSC-Rec-DO-ArenaOp	Janette Baker Janette Baker Janette Baker Janette Baker Janette Baker Janette Baker Janette Baker Janette Baker Janette Baker Janette Baker Helen Groeneveld Helen Groeneveld Michael Beattie-Bigelow Mary Pearce	3105 3105 3105 3105 3105 3105 3105 3105 3105 3105 3965 3965 4533 4226
Library	Library	Shauna Smith	2312
Planning & Economic Development Culture & Tourism School Crossing Guards	ALL P&ED P&ED-T&C P&ED-LA-PrkngEnf&SS-SchoolCros	Helen Groeneveld	3965
Public Works Administration Engineering Services Environmental Services (Business Programs) Environmental Services (Forestry & Horticulture) Environmental Services (Landscape Architectural Services) Environmental Services (Parks & Cemeteries) Environmental Services (Recycling & Waste Disposal) Environmental Services (Waste Collection) Hamilton Water Energy, Fleet & Facilities Roads & Traffic Transit/HSR	PW-Admin PW-EngSrv PW-Env-BusPrgm PW-Env-ForestHor PW-Env-LndscpArchSrv PW-Env-PrksCem PW-Env-Rec&WstDisp PW-Env-WasteColl PW-HamWtr PW-CFE FORMERLY EFF PW-Roads&Transp PW-Transit	Michael Beattie-Bigelow Michael Beattie-Bigelow Michael Beattie-Bigelow Michael Beattie-Bigelow Michael Beattie-Bigelow Michael Beattie-Bigelow Michael Beattie-Bigelow Michael Beattie-Bigelow Michael Beattie-Bigelow Michael Beattie-Bigelow Michael Beattie-Bigelow Michael Beattie-Bigelow Janette Baker	4533 4533 4533 4533 4533 4533 4533 4533 4533 4533 4533 4533 3105
Police	N/A - not on workflow	Shauna Smith	2312

Library Contact - Kelly Dolan 905-546-3200 Ext 3216

Police Contact - Vince Campisi 905-546-3965 (outside City network)

For Inquiries Regarding:

Incorrect Pay	First point of contact should be F&A - see Worksheet
Direct Deposit Changes	MyHR Employee Self Service
TD1/TDON1 Tax Exemption Forms	Human Resources - by Department
Computer Loans	Payroll - Payroll Data Review Officer x5655
Cemetery Plot Deductions	Payroll - Kristin Constantopoulos x2648
Canada Savings Bonds	Bank of Canada 1-877-899-3599
Expense/Mileage Reimbursement	First point of contact should be F&A
Expense/Mileage Police	905-540-5605
T4 Questions	Payroll - by Department
LTD Benefit Payments	Amanda Napholc x2459
LTD Benefit Payments	Gillian McCallum x 4271
HR Records Coordinators	HR.Rec.Admin@hamilton.ca

Pension Inquiries, by surname

A-H	Marcus Passalacqua	x 2078
I-R	Basia Konstantinou	x 2759
S-Z	Anne Crevar	x 4322