

My HR Info



Hamilton

Trouble logging in?

Contact the IT Service Desk at extension 4357.

My HR Info is the City of Hamilton's Human Resources Information System which includes Employee Self Service. Whether you're a new or existing employee, use My HR Info to get better acquainted with our City, or organization, and the programs, services and benefits available to our employees.

Through My HR Info you can:



- Access your pay stubs and deductions
- Access internal job postings
- Download T4's
- Update your personal and contact information
- Learn about your benefits coverage
- Review your vacation and attendance balances

Employee Resources

- ▶ [My HR Info Employee Self Service Guide:](#) Guide to help you navigate through Employee Self Service functionalities in My HR Info.
- ▶ [How to apply as an internal employee:](#) Step-by-step guide of the application process for jobs posted on the City of Hamilton website.
- ▶ [Hours of Access:](#) If your job duties require you to also have access to the PeopleSoft HRMS core modules, this document outlines the scheduled access restrictions for core user.
- ▶ [Privacy Statement:](#) Statement regarding the collection and use of personal information in My HR.
- ▶ [Troubleshooting Guide:](#) Guide outlining how to access your pay cheques or banked time balances and resolve various error messages in My HR Info.

People Leader Resources

- ▶ [My HR Info Manager Self Service Guide:](#) Guide to help People Leaders navigate through Manager Self Service where you can complete many HR and administrative tasks as a leader at the City of Hamilton.
- ▶ [Human Resources Administration Guide:](#) This guide provides detailed information to those responsible for the administration and management of staff, including, People Managers, Administrative Assistants and Financial Assistant II's. This guide is available in My HR Info in the Manager Self Service section and walks you through various HR transactions initiated through Manager Self Service, such as: Creating Job Openings, Employee Pay Rate Changes, Transfer Employees, Termination/Retirements.