My HR Info Employee Self Service Guide

My HR Info

Access to My HR Info (PeopleSoft) - Employee Self Service
To access My HR Info click the link on eNet or visit https://hreapp.hamilton.ca

User ID & Password
Your User ID will be the letter E (in caps) followed by your Employee Number (e.g. E012345). Your password is the first 4 letters of your surname, the first letter is upper case; and the next 3 letters are lower case, plus special characters @!, plus the last 6 digits of your Social Insurance Number.

*You must change your password after logging on the first time by clicking the Change My Password link.

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.

Functions

My Contact Information maintains your phone numbers and email addresses. 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

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

Job Opportunities Careers allows you to view and apply for internal job postings on-line, as well as review your on-line application history. City Job Descriptions allows you to view job descriptions for all City of Hamilton jobs.

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

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.

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