

# My HR Info Manager Self Service Guide



Hamilton

## My HR Info



### Access to My HR Info (PeopleSoft) – Manager Self Service

To access My HR Info click the link on eNet or visit <https://hreapp.hamilton.ca>

### User ID & Password

Your UserID and password for Manager Self Service are the same as for Employee Self Service in My HR Info. 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.

**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



**Manage Delegation** is used to delegate, accept and revoke responsibility for Manager Self Service transactions.



**Transfer Employees** is used to transfer an employee to a different position # due to employee movement that is not handled through the posting process. e.g. Employee Request; Employer Initiated; Return to Previous Position; Short Term Coverage; Seasonal; Training Complete; Internal Posting Process



**Employee Pay Rate Changes** is used to initiate pay rate changes for your employees. e.g. Step Progression; Merit-Performance Based; Add/Remove Additional Duty Pay; Probation Complete; Change in Qualifications



**Termination/Retirements** is used to initiate voluntary terminations or retirements for your employees. e.g. Resignation; End of Temporary Employment; Death; Early Retirement; Normal Retirement



**Job Openings** is used to access the various tools to create, approve, browse and access job openings.



**Smart HR Template** is used to initiate the hire/rehire process for positions that are not facilitated through a posting/not processed by HR Employment Services e.g. High School Coop Students; College/University Coop



**View Employee Personal Info** is used to view your employees' current contact information and job data. e.g. Emergency Contacts; Phone Numbers; Email Addresses; Job Data.