

## New Employee Information Sheet

Congratulations and Welcome to the City of Hamilton!

Please review the information below and contact your Talent Specialist should you have any questions.

### ***My HR Info (Employee Self-Service Reference Guide)***

Once you have been assigned an employee ID number, you will be able to access all of your HR information from an external computer. The reference guide can be found on the attached New Hire Forms & Policies. This guide is a step by step information pamphlet on how to access information regarding your personal contact information, view and print pay stubs, vacation/absence summary, benefit information, and other related HR info.

To logon for the first time, your user ID is a capital "E" followed by your six digit Employee ID number (e.g. E123456). Your initial Password is the first 4 letters of your LAST name (1<sup>st</sup> letter in upper case, & the next 3 letters in lower case) + the last 4 digits of your SIN number. (e.g.Smit6789). After your initial log on, it is highly recommended that you change your password to something you will remember easily.

### ***Corporate New Employee Orientation Session***

All employees are required to attend the City's full day Corporate New Employee Orientation (CNEO) session. Our mandatory "Respectful Workplace" session in which the City's Harassment and Discrimination Policies are covered is part of the full day orientation. When you attend a CNEO session, you will meet people from other departments, learn about the City, your career and have some fun!

Be sure to bring any questions you may have – we'll be happy to answer them. Before registering to attend the first available session, please speak to your Supervisor/Manager/Director to make sure there is no conflict with operational requirements.

To attend a CNEO session, you **MUST** first have your employee ID number. Once you've obtained your employee ID number, you can register on the City's internal E-Net.

Go to E-Net, Click on My HR Info. After logging on to My HR Info, click on "Self Service" in the left menu bar, click on "Learning and Development", then "Request Training Enrollment". The sessions can be found by selecting "Search by Course Code", then search by "CE0005" and click on "View Available Sessions" to select the date that works best for you. If you are experiencing difficulties registering online, please contact Darlene Power, Learning & Development Administrator, in Human Resources at extension **5478** or by email at [Darlene.Power@hamilton.ca](mailto:Darlene.Power@hamilton.ca).

### **Updated Employee Contact Information**

Employees are strongly encouraged to keep their personal contact information up-to-date, and please ensure that you have a valid email address and telephone number in “My Contact Information” so that you will benefit from receiving electronic email confirmation for all related employment and training correspondence. This will be our primary way of notifying you if you have successfully been enrolled or waitlisted in a session. This information will also assist us in contacting you in case we need to cancel a session, or provide other Human Resources updates.

### **Employee Tax Data:**

Upon hire you will be set up with the basic tax amounts in accordance with Canada Revenue Agency. If you would like to have additional tax information processed from your pays, (i.e., any additional taxes, have more than one employer), please complete the TD1 form and TD1ON form on the Canada Revenue Agency website ([link](#)) and return the completed forms with your onboarding documentation.

### **United Way – Employee Contributions**

As a new employee, we encourage you to consider contributing through a payroll or credit card giving plan, allowing you to spread your donation out throughout the year. Please read the [employee brochure](#) for more details on how your contribution positively impacts the community. To register for payroll or credit card giving complete the [Pledge Form](#) and follow the instructions on the form.

### **Employment Equity Survey**

This survey is collecting information for all City of Hamilton employees to obtain statistics pertaining to the four designated groups as defined by the Employment Equity Act. The information will help us identify the under-representation of designated groups under the Employment Equity Act at all occupational levels within our workforce and will be used for comparison purposes in order to monitor the success of our Employment Equity program. The survey can be accessed through the City of Hamilton Howi portal on any computer or smartphone and will take approximately three minutes to complete. If you have not yet taken the survey, please [click here](#) to complete.