PeopleSoft - MyHR
HUMAN RESOURCES

Quick Guide

Queen’s University
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1 Introduction

1.1 MyHR User Interface

Oracle has introduced a new evolutionary user interface, FLUID, to the PeopleSoft application that is designed to significantly enhance and improve the overall user experience from the current classic stylesheet. The new modern interface allows Queen’s employees to easily find the information they need immediately after logging-in to MyHR self-service with delivered FLUID tiles. The tiles are available right on your homepage allowing for an easier pathway to the information you need such as personal details, benefits, pay advice slip and more.

In addition to the new modern-looking design the self-service pages are also highly responsive to large screen devices such as desktop/laptops as well as handheld devices such as smartphones and tablets.

MyHR Access

To access MyHR Employee Self-Service:

1. Navigate to: [https://my.queensu.ca/](https://my.queensu.ca/) and click on MyHR located in the left-hand panel.
2. Enter your Queen’s NetID and Password.
3. Once entered, simply sign-in by clicking the Log In button on the Single Sign-On page
1.2 What to Expect with MyHR User Interface

**Desktop/Laptop**

Upon a successful login, Employee/Staff will see the following Employee Self-Service screen when using a desktop or laptop. The new employee self-service homepage will display six self-service tiles where you can find the information by simply clicking onto one of the tiles.

The six delivered self-service tiles are listed below:

- Personal Details
- Benefit Details
- Pay
- Talent Profile*
- T4/T4A Slips and Consent
- Direct Deposit

**Smartphone/Mobile Device**

With FLUID, the PeopleSoft application is now highly responsive to mobile device making finding the information in HR self-service with your smartphone much easier and enjoyable. To log in, you will be asked to connect via VPN. Please use following information to connect:

- **Group:** 1 – MyHR_and_PeopleSoft
- **Username:** (Enter your Queen’s NetID)
- **Password:** (Enter you NetID Password)

Some of the key benefits:

- Can easily add or update info such as address or phone number.
- Can view breakdown of your pay without viewing in PDF.
- Can access your employee information anywhere at anytime.

* Talent Profile tile will only appear to Faculty/Staff/Employee who has Person Profile on record.
2 Personal Details

2.1 Addresses
Employees can view their current home address under the “Addresses” tab and make any necessary changes using MyHR. It is important to keep this information up to date. The existing address on file will be displayed as shown below.

![Employee Self Service Screen](image)

To update your address, simply hover your mouse cursor over the address row and click. A pop-up window will appear to allow for changes to be made to your home address record. Click the “Save” button after making all the necessary changes or click the “Cancel” button to return to the Home Address page.
Note that address changes are effective dated. This means that employees can request that their address be changed into the future (i.e. an employee knows they are moving to a new address on January 1, 2022).

Note that it is important that employees maintain their current address with HR PeopleSoft.

Mobile View

Making changes to your personal information on your smartphone device is also very simple and straightforward.

When appropriate, the onscreen keyboard will appear on your smartphone when an editable field is selected where you can input the information.

Once all the information has been entered, click the “Save” button on the top right corner of the screen to save or click the “Cancel” button on the top left corner to return to the main address page.
2.2 Contact Details

Under Contact Details, Employees can view and edit their current telephone number and email on file. You can make any necessary changes using MyHR. The existing telephone number will be displayed as shown below.

It is important that staff/employees’ telephone number is up-to-date in case the University needs to contact you due to any safety or emergency concerns.

Add a New Telephone

To add a new telephone, simply click on the Plus (+) icon located below the header.
A new window will pop-up allowing you to enter either a home or mobile phone number. Once all the information are entered, simply click the “Save” button located on the top right of the window or click “Cancel” to return to the Contact Details page.

Note that our telephone number field will properly format for you if a 10-digit number is inputted (i.e. 555/555-1234) so you do not need to add any space, dash, or slash in the field.

Once successfully saved, a message will appear on top of the screen indicating you have successfully added a new telephone number.
Adding or editing a telephone number on your profile is also very easy on your mobile device.

To navigate to the Contact Details page, click on the expand/collapse icon located on the middle left of the screen. This will open the sub-menu panel and you might select “Contact Details”.

Once arrived, you will see a similar Plus (+) icon where you can add a new phone number. The on-screen keyboard will appear when an editable field is selected. Once all information is entered, you might click “Save” or “Cancel” to return to the main contact detail page.

Change an Existing Telephone.

To edit your telephone number, simply hover your mouse cursor over the telephone number row you wish to change (the row will be highlighted in yellow) and click. A new window will appear allowing you to make edits to the information. Once completed entering, simply click the “Save” button located on the top right of the window or if you wish to cancel the change, simply click “Cancel” to return to the Contact Details page.
Once successfully saved, a green message will appear indicating the changes have successfully been made.

Delete an Existing Telephone.

To delete a telephone number, simply hover your mouse cursor over the telephone number row you wish to delete (the row will be highlighted in yellow) and click. A new window will appear where you can click the “Delete” button located at the bottom.

Note that you must hold at least one non-Queens telephone number on your profile (either home or mobile) in case of any emergency. If you wish to remove both home and mobile, please contact Human Resources for assistance.
To Add a New Personal Email Address

Employees will now have the option to add a personal email address if wishes. The personal email address will be used primarily for any email correspondences issued by the University upon deactivation of the Queen’s business email such as exit survey and other.

To add a new personal email, if none exist, click the Plus (+) icon below the Email header

A new window will pop-up allowing you to enter a personal email address. Once entered, simply click the “Save” button located on the top right of the window or click “Cancel” to return to the Contact Details page.

Once successfully saved, a success message will appear on the screen indicating your personal email has been added.
2.3 Name

Under the Name tab, Employees can view the detail of their current primary name record on file.

By clicking on the current row on the page, you can view the detail of your official name on your profile. Note that changes are not permitted through MyHR self-service. If you wish to change any of the primary name information, please contact your Human Resource Advisors.

Preferred Name – If you have a preferred name on file, it will be displayed below your primary name record. Otherwise, it will not appear. If you would like to add a preferred name onto your profile or change the existing one, please contact your HR Advisor.
2.4 Emergency Contact

Employees can view and update their current emergency contacts information via employee self-service. These emergency contacts are visible to managers, so that they could contact them in case of an emergency.

Add Emergency Contact

To add a new emergency contact, simply click on the Plus (+) icon located below the header.

A new window will appear allowing you to enter the information of the emergency contact you wish to add. The Name, Relationship, Phone Number are all required. Once all information is correctly entered, simply click the “Save” button located on the top right of the window or if you wish to cancel the change, simply click “Cancel” to return to the overview page.

Note that a primary emergency contact should be indicated by the Preferred checkbox.
Change/Delete the Emergency Contact

To edit, hover your mouse over the Emergency Contact record you wish to change and click (The row will be highlighted slightly in yellow once your mouse cursor is placed over it)

A new window will appear allowing you to make edits to the Emergency Contact information. Once completed, simply click the “Save” button located on the top right of the window or if you wish to cancel the change, simply click “Cancel” to return to the Contact Details page. An Emergency Contact can also be deleted by clicking on the Delete icon located at the bottom.

Once the record is updated, a message will be displayed at the top of the overview page indicating your changes have been successfully made.
3 Benefit Details

3.1 Benefits Summary

Benefits Summary can be viewed by clicking on the “Manulife Secure Website” hyperlink.

Pension information can be viewed by clicking on the “Queen’s Pension Plan” hyperlink and for self service information, employees can click on the “Pension Self Service” hyperlink.

For additional information on the Manulife Plan, employees can click on the “Manulife Plan Overview” hyperlink where you will be directed to our Queen’s HR webpage.
Note that the Pay tile will not appear on the Employee Self-Service homepage if you indicated that you do not wish to access your pay advice slip online via MyHR.

4.1 View Pay

MyHR offers an easy way for employees to view Pay Advice (pay stub) history.

To view your current or historical pay advices, you can hover your mouse over the record you wish to view and click. A PDF version of the pay advice will generate in a new window displaying all the details on earnings, taxes, deductions, and benefits. If needed, you can also print it as a paper copy. Note that you must have Adobe Acrobat installed on your machine/computer for viewing your pay advices in PDF.

All historical pay advices subsequent to October 23, 2015 when the MyHR will be launched, can be viewed here. Simply click on the Filter icon on the top left and specify the date range.
Viewing pay advice slip on your mobile phone is quick and easy.

Simply click on the Pay tile after logging in and you will be directed to the View Pay page containing the key information including Pay Date and Net Pay. You can specify the date range you wish by clicking on the filter icon or sort by the Pay Date or Net Pay amount.

If you wish to see the breakdown and additional detail, simply click on the row you wish to see and more information will be displayed to you including total earnings, taxes, deductions etc.

5 Talent Profile
5.1 Qualifications

To view your Licenses and Certifications, click the Talent Profile tile from the employee self-service homepage and select the Qualifications tab on the sub-menu panel on the left.

From this page, click any row, if exists, to view the content catalog attributes for this license. Click the Close button to return to View Licenses and Certifications page.

All the information on the Licenses and Certifications detail page are read-only. To change or update any information on the page, please contact your Faculty office.

To return, click the Close icon on the top right to return to Licenses and Certifications page.
5.2 Education

To view your degree information, click on the Education tab within the Talent Profile tile. It will display an overview of all the education degree records you have on record. To view in detail, simply hover your mouse over the degree row (the row will be slightly highlighted in yellow) and then simply click.

Once clicked, a detailed view of your degree information will be displayed. Note that all the information on the Degrees page is read-only. To change or update any information, please contact your Faculty office. Click the Close button to return to the Degrees page.
6 T4/T4A Slips and Consent

Note that the T4/T4A Slips and Consent tile will not appear on the Employee Self-Service homepage if you indicated that you do not wish to access your pay advice slip online via MyHR.

6.1 View T4/T4A Slips

You can view the T4/T4A slip of the current tax year on the main “View T4/T4A Slips” page. Simply click on the “Year End Slip” hyperlink to view your slips. A new window will open displaying the tax slip in PDF format. This is the official form accepted by the Canada Revenue Agency that can be printed for filing of employee's taxes each year.

To view T4/T4A slips from previous tax year, click on “View a Different Tax Year” hyperlink and select the year you wish. Similarly, a PDF version of the tax slip will be displayed in a new window once you click on the “Year End Slip” link.

The “Filing Instructions” link will open a new window containing instructions from the Canada Revenue Agency on how to use the tax slip.
6.2 T4/T4A Consent

All Employees that receive a Queen's T4/T4A slip have the option to withdraw an electronic version through MyHR. This feature allows users to view and reprint current and previous year T4/T4A forms from the 2015 tax year forward.

To consent to receive electronic T4/T4A slips, go to the “T4/T4A Consent” page, and click the checkbox to indicate your consent then click Submit. Your status will change to “Consent Received”. If your current status is already in “Consent Received” then no further action is needed to receive electronic T4/T4A slip.

If you wish to receive paper T4/T4A, you can withdraw your consent T4/T4A on the same page. Simply check the checkbox to withdraw consent and then click Submit. By doing so, the status should update to “Consent Withdrawn”. Your T4/T4A slips will not be available online and will be mailed to your home address.
7 Direct Deposit

7.1 Direct Deposit

All employees are required to enter and keep their direct deposit information current and up-to-date. This ensures that earnings are deposited to the correct bank account. Queen’s University is not liable for any misdirected funds where the university relied on inaccurate or incomplete information.

The Direct Deposit page allows to view and confirm the current banking information on file including Account Type, Bank/Institution Number, Branch/Transit Number, Account Number, Deposit Type, and the Amount/Percent for deposits.

If you need to make changes to any of the banking information, please go to the Queen’s Financial Services website at [www.queensu.ca/financialservices](http://www.queensu.ca/financialservices) under NEWS item “Banking Changes for further instructions.”
8 MyHR Homepages

8.1 My Homepage & Employee Self Service Page

Located in the top center dropdown of the homepage, PeopleSoft administrative users will have the option to select “My Homepage”, in addition to the Employee Self-Service”, which contains various administrative work tiles. To view work-related items, simply click the dropdown and click “My Homepage”

8.2 Homepage Menu Icon

All Menu Icons are located on the top right of the homepage

<table>
<thead>
<tr>
<th>Menu Icon</th>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Home Icon" /></td>
<td>Home</td>
<td>Allows user to return to the main homepage</td>
</tr>
</tbody>
</table>
| ![Actions Icon](image) | Actions | Actionable items such as:  
  - Personalized your Homepage (if you have access)  
  - Add to Homepage, Add to Nav Bar, Add to Favourites  
  - Help, Sign out |
| ![Nav Bar Icon](image) | Nav Bar | Provides user with additional navigation features such as:  
  - Recent Place  
  - My Favourites  
  - Navigator |
8.3 Recent Places

The **Recent Places** feature is located in the Nav Bar which is on the top right of the homepage. It shows the last 5 functionalities that you have recently visited in PeopleSoft. This list allows users to navigate more easily amongst the menu items that they have recently used.

![Recent Places Image]

8.4 My Favorites

The **My Favorites** feature is located in the Nav Bar. This feature allows you to save pages that are frequently used to allow for more efficient and quicker access.

![My Favorites Image]
8.5 Navigator

The Navigator feature is located in the Nav Bar which provides users to the full list of PeopleSoft components/screens that you have access to. If the screen you are searching for is not displayed in a FLUID tile, this is an alternative to find it.

The Navigator resembles similarly to the Main Menu dropdown that is currently in PeopleSoft.

![Navigator Image]

9 Helpful Hints

9.1 Helpful Hints

Do not share your password with anybody, under any circumstances.

Sharing your password will give that person access to your personal information within MyHR. Any changes this person would make under your NetID and password would be recorded in the database as coming from you and you would be held accountable for those changes. If you think your password has been compromised, change it immediately. You can change your NetID password online using the NetID Profile Manager: https://netid.queensu.ca. If a situation arises where you do not have the appropriate access, contact HR and they will be able to assist you in making the required changes.

To contact HR, please visit http://www.queensu.ca/humanresources/contact.html to determine your HR Advisor.

It is best to either turn off the pop-up blocker for your internet browser or to set it to trust all pop-ups from this site.
For assistance on how to do this for your internet browser, please view the pop-up blocker Help documentation for the internet browser and version that you are using. All browsers have a ‘Help’ menu item available.

System timeout that is set to be 30 minutes of inactivity.

If you are interrupted during data entry, please remember to save your work often.

Breadcrumb

Note that the breadcrumb trail will no longer be available with the new modern PeopleSoft user interface. As an alternative, it is recommended using “Recent Places” or the “Navigator” to locate the page you need.