HUMAN RESOURCES

Reference Guide

Queen’s University
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1 Introduction

The PeopleSoft 9.2 Upgrade introduces a new employee self-service function called MyHR. This allows for employees at Queen’s University to login and access their personal data in real time. Employees will now be able to view and make changes to some of their personal HR data rather than relying on the time-consuming paper-based processes. Implementing e-pay advice slips (pay stubs) also allows Queen’s to reduce its environmental footprint and save in postage and printing costs.

To access the portal, navigate to: http://www.queensu.ca. Click on the SEARCH AND SIGN IN button in the top, right-hand corner.

A list of University Wide links and Faculty/School Portals will appear at the top of the page. Click the MyQueensU/SOLUS link.

Next, enter your Queen’s NetID and Password into the respective fields. Click the Log In button to proceed.
Click on the **MyHR** button to access employee self service functions.

### 1.1 Helpful Hints

**Do not ever 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](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](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.

*There is a 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.

*All of the screenshots in this document were done in a test instance with test data.*

### 2 What to Expect

#### 2.1 Cascading Menus

MyHR features **Cascading Menus** as a navigation tool. Cascading menus enables the user to use drop-down navigation to access the pages within MyHR. Drop-down navigation consists of a hierarchy of cascading folders which expand as you make selections and allows you to quickly access links that are several layers down in the navigation. This provides a more effective way of accessing functions.
You can click on a folder icon in the **Cascading Menu** to view all of the folder contents in the main display window.

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### 2.2 Breadcrumbs

**Breadcrumbs** are located at the top of the screen and indicate where you are in the menu navigation. As you navigate, the path appears across the top of the page.

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You can also click on Breadcrumbs to go back to a previous location in the navigation. For example, you can always click on the **Main Menu** breadcrumb to return to the main navigation drop-down list.

**Breadcrumbs** with a down arrow icon contain drop-down menus with multiple items to choose from.
2.3 Recently Used Feature

The Recently Used feature is located in the Favorites drop-down menu. It shows the last 5 functionalities that you have recently visited. This list allows users to navigate more easily amongst the menu items that they use most frequently.

![Recently Used Feature Diagram]

2.4 My Favorites

The My Favorites feature is located in the Favorites drop-down menu under the Recently Used feature. This feature allows you to save pages that you use frequently to allow for more efficient and simple access.

![My Favorites Feature Diagram]

3 Personal Information

Personal Information refers to the employee’s address, phone numbers and emergency contacts. Employees are able to view and update this information online using MyHR.

Navigate to Main Menu > Self Service > Personal Information

![Personal Information Menu Diagram]
3.1 Home and Mailing Address

Employees can view and edit their current home address and can make any necessary changes using MyHR by following the navigation Main Menu > Self Service > Personal Information > Home and Mailing Address.

Your existing addresses will be displayed. To edit an address, click on the corresponding Edit button.

Address changes are effective dated. This means that employees can request that their address be changed into the future (e.g. an employee knows they are moving to a new address on January 1, 2016).

Click the Save button after making the necessary changes to your address or click Cancel return to the Home Address page.

Note: At least one of the Address fields must be completed and the Province and Postal (A9A 9A9) field must be filled in correctly in order to proceed.
If the save was successful, a confirmation page will appear.

3.2 Emergency Contacts

Employees can view and update their current emergency contacts information online at Main Menu > Self Service > Personal Information > Emergency Contacts.

These emergency contacts are visible to managers, so that they could contact them in case of an emergency.

To edit the Emergency Contacts information, click on the Edit button for the contact that needs to be changed. An Emergency Contact can be deleted by clicking on the delete icon beside the contact. A primary contact should be indicated with the Primary Contact check box.

A new Emergency Contact can be added by clicking the Add Emergency Contact button.
Fill out the contact information in the appropriate fields. To add or edit the contact’s address, click the **Edit Address** button. To add a phone number, click the **Add Phone Number** button. When all changes have been made, click the **Save** button.

4 Payroll and Compensation

MyHR includes a **Payroll and Compensation** function which allows employees to view Pay Advice (pay stub) history, view and change Direct Deposit information, view T4/T4A slips, and review T4/T4A consent. To access this page, navigate to **Main Menu > Self Service > Payroll and Compensation**.

4.1 View Pay

To view your current or historical pay advices, go to the **View Pay** page by following the navigation, **Main Menu > Self Service > Payroll and Compensation > View Pay**

All historical pay advices subsequent to October 23, 2015 when the MyHR will be launched, can be viewed here. Employees will be able to view their pay information seven days prior to the bank deposit day. Pay advices will be viewed as pdf files and can be printed if desired. You must have Adobe Acrobat installed on your machine/computer for viewing your pay advices.
To view your pay advice, click the **View Pay** link for the advice you wish to view. Each pay advice will display details on earnings, taxes, deductions and benefits.

The Pay Advice will display as a pdf in a new window.

### 4.2 Pay Advice Print Options

To print a copy of your pay advice, right click anywhere on the open pay advice pdf and select “**print**” from the pop-up menu. You may also save a copy of your pay advice by right-clicking and selecting “**save as**”. 
Employees who choose to opt-out of the online pay advice option and choose instead to receive paper copies, will not be able to view their statements online. These employees, however, can choose to opt back in to this service (see Pay Statement Print Option Training Guide for more information on opting in and out of this service).

### 4.3 Direct Deposit

All employees are required to enter and keep their direct deposit information 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.

Through MyHR, you can add direct deposit information as a new hire, view your current banking information, and, if necessary, make any changes to update it. To do so, follow the navigation **Main Menu > Self Service > Payroll and Compensation > Direct Deposit**.

The employee’s current banking information will appear. Employees can only have their pay be deposited into one bank account – they cannot split their pay between accounts.

If an employee already has a bank account setup for their Direct Deposit, they cannot add a new bank account. MyHR will not allow anyone to save a new account when there is already one saved. Instead, to update your information, click the **Edit** button to make any necessary changes to your banking information.

If an employee does not already have banking information set up, they can use the **Add Account** button to add an account for the first time.
When updating your information, the **View cheque example** link can be used to remind employees of where to find their **Branch ID**, **Bank ID**, and **Account Number**.

Once all information has been entered or updated, click the **Submit** button. A confirmation page will appear if the submission was accepted. A reminder also appears, informing the employee that due to timing, this change may not be reflected on the next pay. Click the **OK** button to return to the **Direct Deposit** page.
4.4 T4 / T4A Consent

All employees that receive a Queen’s T4 and/or T4A form will now have the ability to receive an electronic form through MyHR rather than a mailed printed form. Users must consent to receive the electronic form and will have the ability to revoke consent.

This feature allows users to view and reprint current and previous year T4 and T4A forms from the 2015 tax year forward.

As of early November 2015, when MyHR is first launched, none of Queen’s staff will have this consent box checked, meaning no one will receive their T4/T4A online.

To consent to receive electronic slips, navigate to Main Menu > Self Service > Payroll and Compensation > T4/T4A Consent.

Click the check-box to indicate your consent and click the Submit button.

Consent can also be withdrawn by following the same navigation, checking the check-box to withdraw consent and clicking Submit. By doing so, your T4/T4A will not be available online and will be mailed to your home address.
4.5 View T4 / T4A Slips

Once your consent is given to receive electronic copies, follow the navigation Main Menu > Self Service > Payroll and Compensation > View T4/T4A Slips to view your slips.

A list of all available slips for the most recent year will show.

Click on View a Different Tax Year to see a previous year’s slips.

When you click on the Filing Instructions link, a new window will open with instructions from the Canada Revenue Agency on how to use the tax slip.

Click on Year End Slip to view your slips for the desired year. A new window will open displaying the tax slip. This is the official form accepted by the Canada Revenue Agency that can be printed for filing of employee’s taxes each year.

To print, right click anywhere on the screen and select the “print” option.
5  Benefits Summary

Queen’s employee’s benefits can be viewed online through MyHR. A summary of an employee’s medical, dental, life insurance and pension information can be viewed on the Benefits Summary page.

To access this page follow the navigation, Main Menu > Self Service > Benefits > Benefits Summary.

The Benefits Summary can be viewed at any date by changing the date and clicking Go.

This summary includes the Type of Benefit the employee has, the Plan Description of the benefit and the level of Coverage or Participation. Clicking on any of the benefits with hyperlinks will take the employee to more detailed information about that specific benefit.
For example, clicking the **Dental** link will bring up the following page.

Note: MyHR does not allow users to update any information about their benefits or their beneficiaries/dependents.

6 My Current Profile

In MyHR, an employee can track important information about their career in **My Current Profile**. To access this page, navigate to **Main Menu > Self Service > Learning and Development > My Current Profile**.
This is where employees can track their Qualifications (Licenses and Certifications) and their Education (Degrees). The first time that an employee looks at My Current Profile, it may be empty. To add information or edit any errors, employees can contact their department HR advisor.

**Note:** Do not use the Comments link. While it is an accessible link, if you make comments, no one will monitor or respond to them.

### 6.1 View Licenses and Certifications

Licenses and Certifications are listed under the Qualifications tab and appear on the My Current Person Profile page. Click on the License (i.e. Professional Engineer) link to view the item details.
From this page, click the **Professional Engineer** link to view the content catalog attributes for this license.

Click the **Close** button to return to the **View Licenses and Certifications** page.
6.2 View Degrees

To view degrees, click the Education tab from the main My Current Profiles page.

Click the Degree (i.e. Bachelor or Business) link to view the item details.

Click the Bachelor of Business link to view the content catalog attributes for this degree.
Statistics Canada regulates the standard of classifications pertaining to education levels. The classes in this classification pertain to the highest certificate, diploma or degree obtained. Click the Stats Canada link to view more of your degree information.

Click the Close button to return to the View Degrees page.

6.3 Print My Current Profile

To print your licenses, certificates and degree information, click the Print button on the My Current Profiles page.
Southam, Joanna

As of 2015-06-25

General Information
Employee ID: 1005249
Profile Type: PERSON
Profile Status: Active
Profile Status Date: 2015-06-00

Licenses and Certifications

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Degrees

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** End of report **