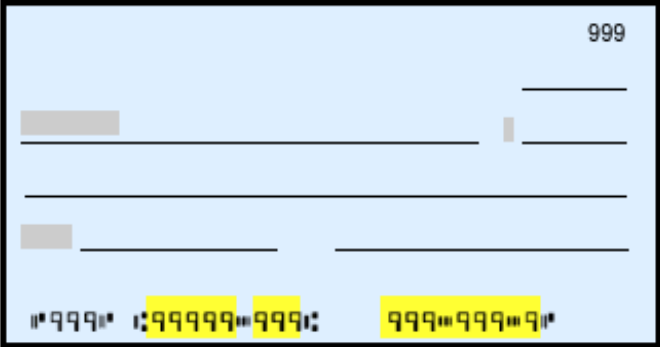




myHRinfo Employee Self Service

myHRinfo is your online portal to access or update key information related to your employment. This system can be accessed from the Human Resources (HR) website: uwaterloo.ca/human-resources/

✓ PERSONAL INFORMATION	✓ BENEFITS	
<p>Navigate to: Self Service > Personal Information</p> <ul style="list-style-type: none"> Click on Personal Information Summary to view or update your address, phone numbers and emergency contacts. 	<p>Navigate to: Self Service > Benefits</p> <ul style="list-style-type: none"> Benefits Summary displays your current benefits coverage and pension enrollment. Dependent/Beneficiary Info displays who has been designated by you as a dependent and/or beneficiary. Click on Insurance Summary to view your current life insurance coverage. To make changes to this information, please visit the Benefits Forms section of the Human Resources website. <p><i>To view your Pension related information, please visit myPensionInfo from the HR website.</i></p>	
✓ PAYROLL AND COMPENSATION	✓ LEARNING AND DEVELOPMENT	
<p>Navigate to: Self Service > Payroll and Compensation</p> <ul style="list-style-type: none"> Click on View Paycheck to view/print all past paychecks. Click on Direct Deposit to view/update your banking information. Only one bank account is permitted. Note the following:  <p>1 - Branch ID 2 - Bank ID 3 - Account Number</p>	<p>Navigate to: Self Service > Learning and Development</p> <ul style="list-style-type: none"> Click on Request Training Enrollment to request enrollment in a specific course. Click on Training Summary to review internal training courses completed. 	
<ul style="list-style-type: none"> Click on eTD1 to submit your TD1 Tax Credit forms, review the status of submitted forms, or view your tax information. 	<th data-bbox="813 1264 1550 1295">✓ APPLY FOR INTERNAL CAREER OPPORTUNITIES</th>	✓ APPLY FOR INTERNAL CAREER OPPORTUNITIES
<ul style="list-style-type: none"> Click on View T4/T4A Slips to view your official Canada Revenue Agency tax slips. To view/print your tax slips on-line requires your consent which can be provided by clicking on Year End Slips Consent and checking the consent box. If consent is not provided, your T4/T4A tax slip will be mailed to the address in your myHRinfo personal information. Click on Faculty/Staff Association slip to view/print your association fees slip for tax purposes. 	<th data-bbox="813 1621 1550 1652">✓ TIPS</th> <ul style="list-style-type: none"> » Do not use your browsers 'back' and 'forward' navigation buttons within myHRinfo. » Pop ups must be allowed for this site to work in your browser. » A PDF reader such as Adobe Acrobat Reader is required to view your paycheck, and tax slips. » If you are unable to log into myHRinfo, please ensure your WatIAM account is activated. Visit watiam.uwaterloo.ca/search/ for details. 	✓ TIPS