

INTERN/RESIDENT CHEAT SHEET

WELCOME

Congratulations!

We are excited to welcome you to the Hamilton Health Sciences Team! Our organization attracts the best and brightest by being known as a great place to work. When our people are at their best, only then are we able to provide the best for our patients and community. As a result, we believe in development and support through recognition and opportunities for learning and growth. With your help, we will continue to build a healthcare organization that is innovative, effective and sustainable for the future. Hamilton Health Sciences is glad to be your organization of choice. We value your talent and contributions.

ACCESSING MYHR

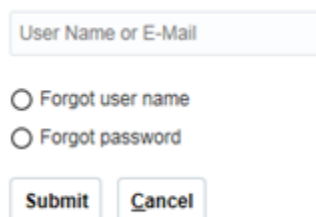
How do I access myHR?

Residents can only access myHR while on site and connected to Hospital Wi-Fi, once connected follow the below instructions to login to myHR:

1. Open the below link or access the myHR icon in the Business folder on Citrix:

[MyHR Sign In Page](#)

2. Enter your 6 digit HHS employee ID number and click “forgot password”
3. When the below page populates please enter your employee ID number, check off “forgot password”, and submit



User Name or E-Mail

Forgot user name

Forgot password

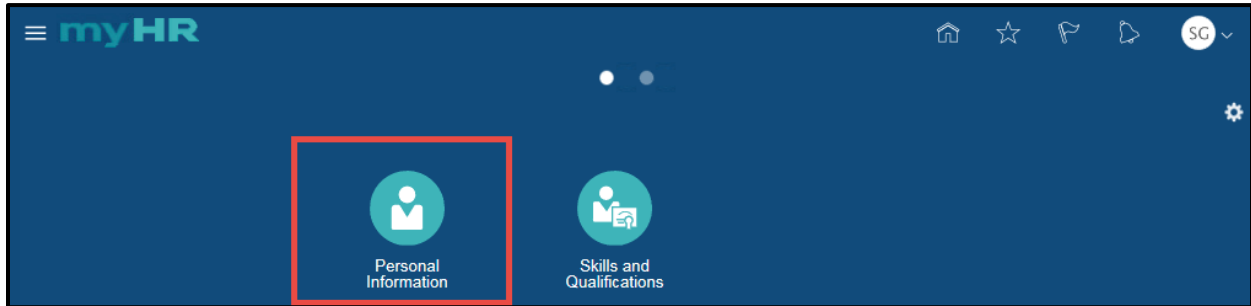
Submit Cancel

4. You will receive an email to **your medportal email address** to reset your password, open the link provided to reset your password to a password of your choice.
5. Once your password is reset, it will take you back to the login page. Please enter your employee ID number and password and click sign in.

If you are receiving an error message and cannot access myHR contact Human Resources at myHR@HHSC.CA or call 905-521-2100 ext.46947.

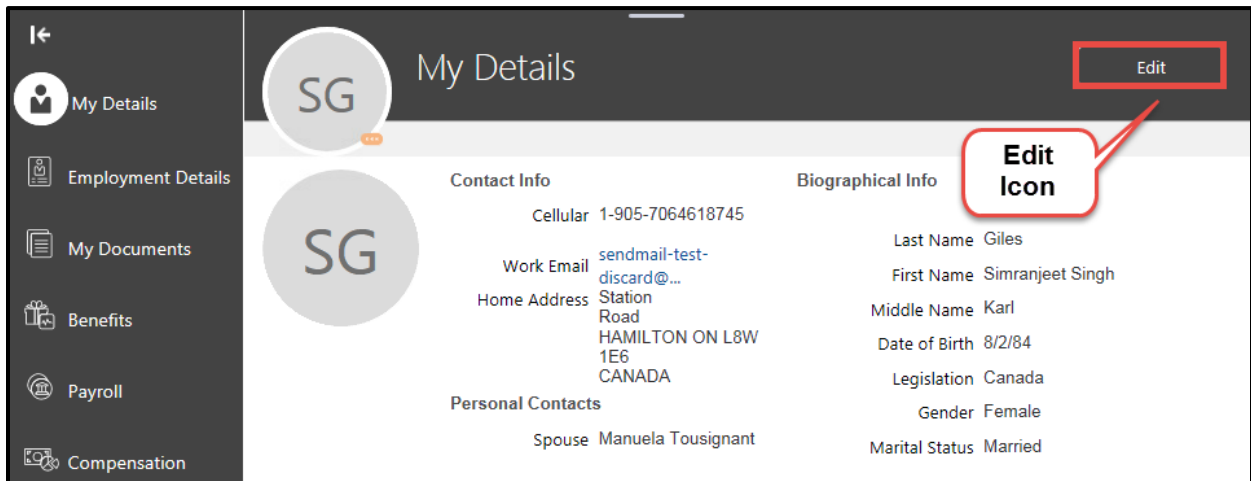
UPDATING PERSONAL INFORMATION

Click on the **Personal Information** icon to view and update your personal details.



After clicking on the Personal Information icon, the **My Details** tab will open. This tab displays employee contact information and biographical information details. Review the information and press **Edit** to change your contact information.

Note: To make any changes to your biographical information or emergency contacts, please contact Human Resources (myHR@hhsc.ca or ext.46947).



On the **Edit My Details: Contact Information** screen, you are able to add and edit your personal information. Below is a listing of the functionality available on this screen. Use this information to add or edit your contact information.

Edit My Details: Contact Info Save and Close Cancel

Contacts + ▾

Contact Info

Primary	Type	Details	
<input checked="" type="checkbox"/>	Cellular ▾	Canada 1 ▾	905 7064618745
<input checked="" type="checkbox"/>	Work Email	sendmail-test-discard@oracle.com	

Address

Primary Mailing Home Address: Station, Road, HAMILTON ON L8W 1E6, CANADA

Type Home Address

Effective Start Date 7/17/99

Country Canada

*Address Line 1 Station

Address Line 2 Road

City Hamilton

Province ON

Postal Code L8W 1E6

Adding a Phone Number

Click on the drop down arrow beside **Contacts** to add a new row, and select **Phone**.

Note: This number will be used for call-in purposes.

Contacts + ▾

Phone

Primary

Email

Other Communication Accounts

Canada 1 ▾ 905 7064618745

Work Email sendmail-test-discard@oracle.com

Select **Type** and **Details** from the drop down menu. Enter the area code and phone number in the fields. Under **Primary** check off the box next to the phone number you want to be your primary phone number. Click **Save and Close** when complete.

Contacts + ▾

Primary Type Details

Home Phone ▾ Canada 1 ▾ 416 012-3456

5 7064618745

Area Code

Phone Number

Check off box next to preferred primary number

Click drop down to display menu

Editing your Address

Click on the edit icon to update your address.

Address

Primary Mailing Home Address: Station, Road, HAMILTON ON L8W 1E6, CANADA

Type Home Address

Effective Start Date 7/17/99

Country Canada


*Address Line 1 Station

Address Line 2 Road

City Hamilton

Province ON

Postal Code L8W 1E6



Note: The City and Province will display after you enter the postal code.

Note: The address must be correct in order for it to save.

Address

Primary Mailing Home Address: Station, Road, HAMILTON ON L8W 1E6, CANADA

Type Home Address

*Effective Start Date

Country Canada

*Address Line 1


Address Line 2

Address Line 3

*City

*Province

Postal Code

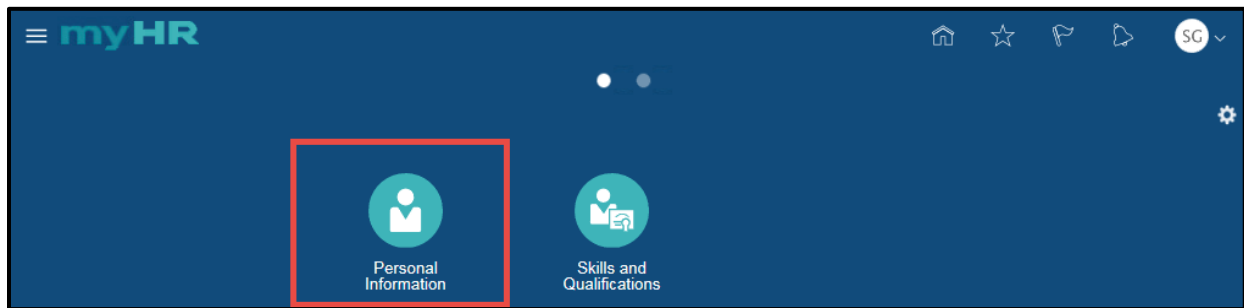


Click **Save and Close**. If you do not want to make any changes, press click on **Cancel**.

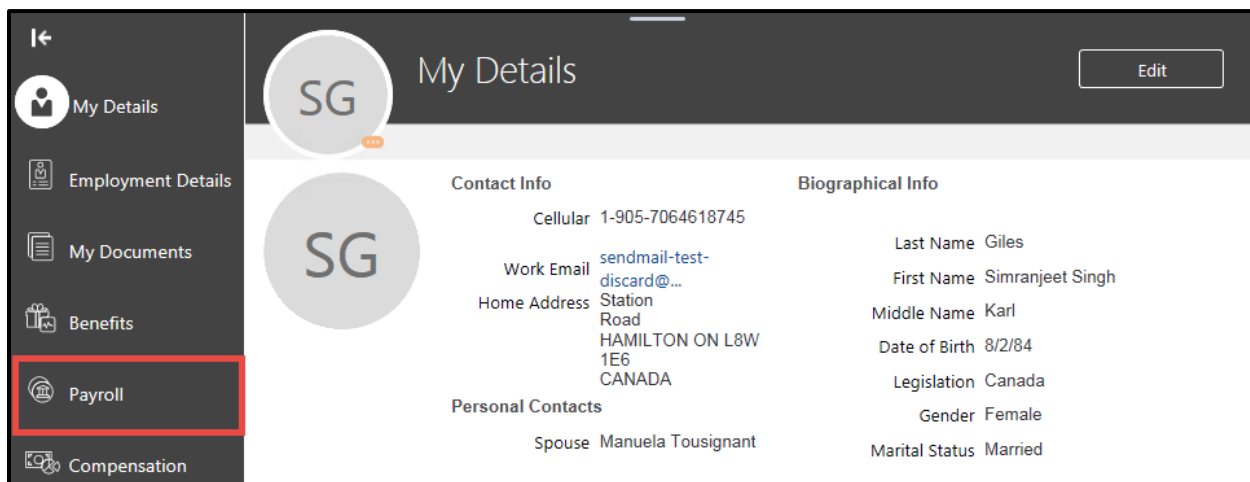
ACCESSING PAYSリップ

How do I access my payslip?

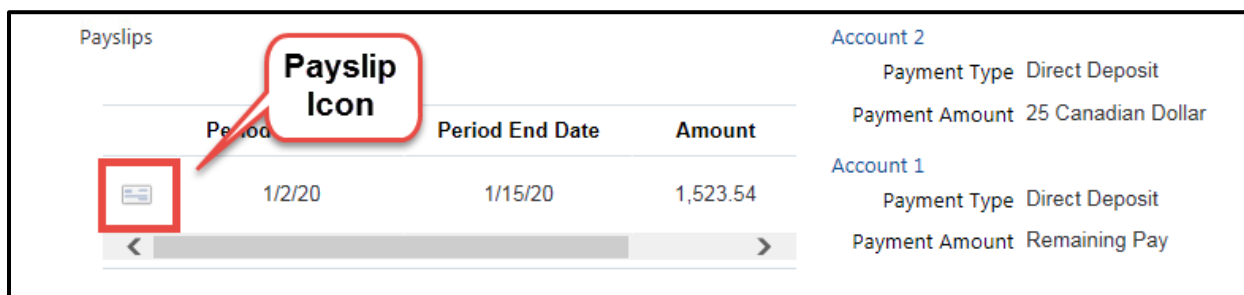
Click on the **Personal Information** icon to view and update your personal details.



To view your payslip, click on the **Payroll** tab located on the left hand side of the page.

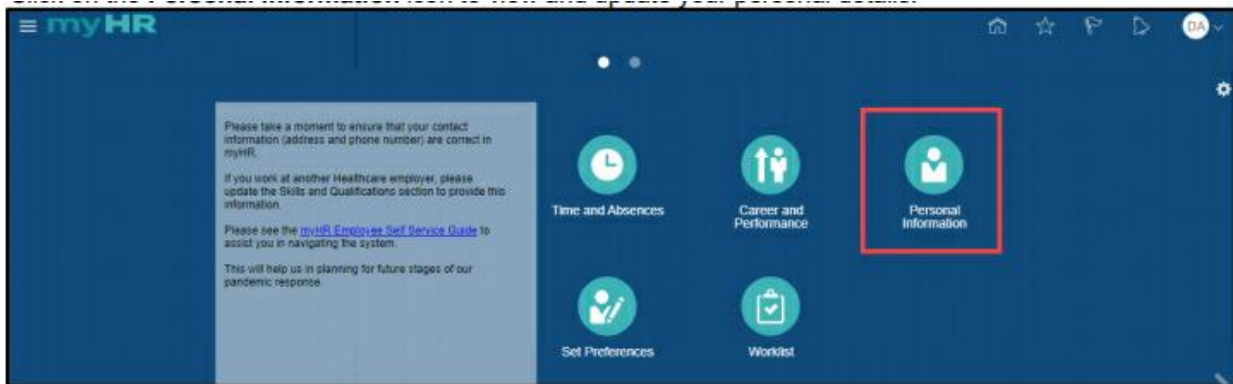


On the **Payroll** tab, all of your pay information will display, including the **Period Start Date**, **Period End Date**, **Amount**, and **Payment Date**. To view your payslip, click on the **Payslip** icon corresponding to the pay period

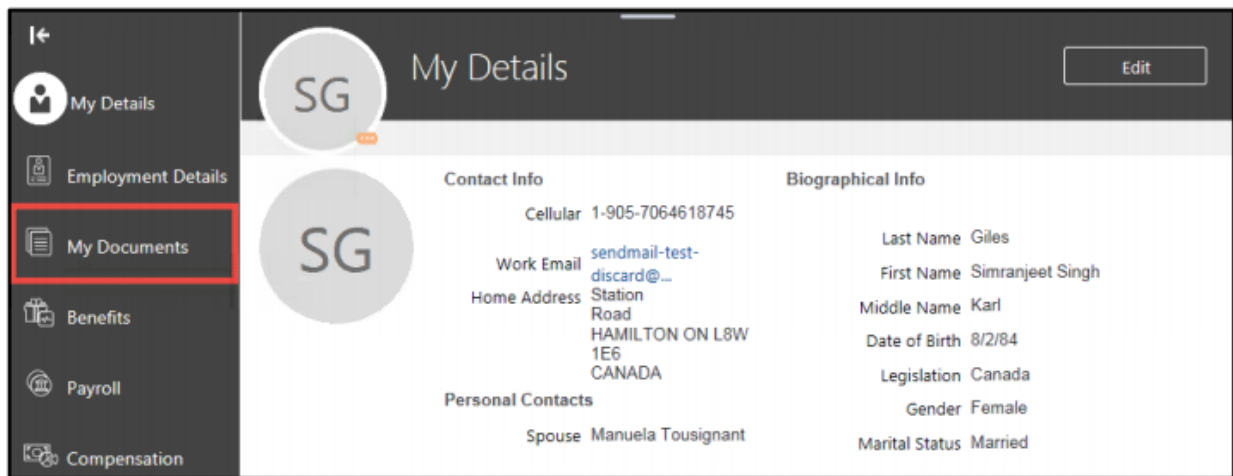


ACCESSING T4

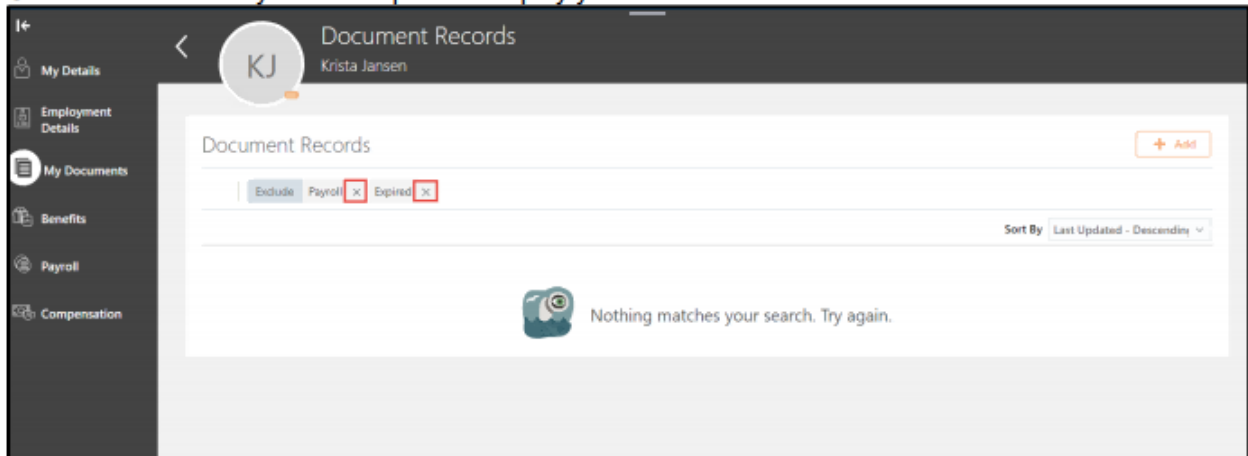
Click on the **Personal Information** icon to view and update your personal details



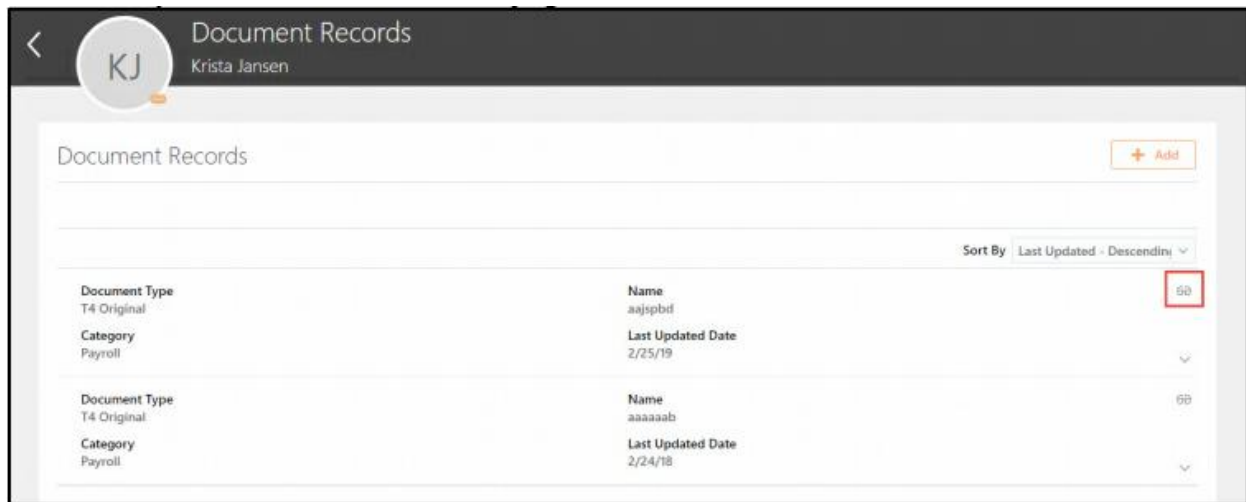
To view your T4, click on the **My Documents** tab.



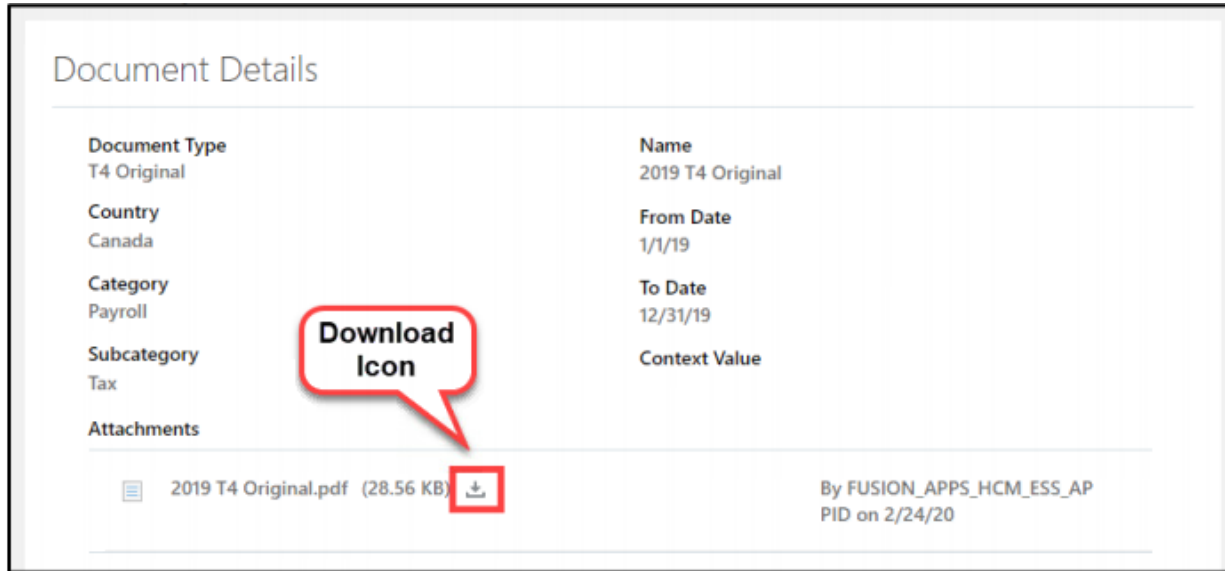
Put an X beside Payroll and Expired to display your T4



Under the **T4** you would like to view, click on the **eye glasses icon**



On the next page, click on the **download** icon

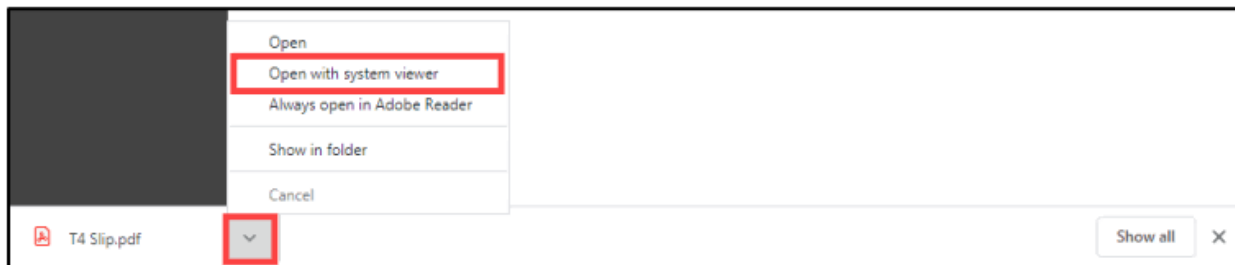


The screenshot shows a 'Document Details' page with the following information:

Document Type T4 Original	Name 2019 T4 Original
Country Canada	From Date 1/1/19
Category Payroll	To Date 12/31/19
Subcategory Tax	Context Value

Under the 'Attachments' section, there is a list item: '2019 T4 Original.pdf (28.56 KB)' with a download icon (a square with a downward arrow) highlighted by a red box. A red speech bubble with the text 'Download Icon' points to this icon. To the right of the attachment list, it says 'By FUSION_APPS_HCM_ESS_AP PID on 2/24/20'.

A box will appear at the bottom of your screen. Click **Open** to view your T4



The screenshot shows a file named 'T4 Slip.pdf' with a context menu open. The menu options are: 'Open', 'Open with system viewer' (highlighted with a red box), 'Always open in Adobe Reader', 'Show in folder', and 'Cancel'. A red box also highlights the dropdown arrow icon next to the file name. In the bottom right corner of the menu area, there is a 'Show all' button with a close icon (X).

Your T4 will now open in PDF format