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Canada's university

# My HR Profile user guide *@ my fingertips*

## Overview

This guide describes how to use **My HR Profile** – a tool that lets you view your personal and benefits information and update your address, phone number and emergency contacts. **My HR Profile** offers a convenient, secure way to:

- access your personal data and pay information 24 hours a day, seven days a week,
- access or change your personal information such as your address or emergency contact,
- view your pay stub and direct deposit information, and
- view a summary of your benefits information.



## Accessing My HR Profile

You can access **My HR Profile** from any computer, at any time of the day.

- 1 Using your Web browser, type in [www.hr.uottawa.ca](http://www.hr.uottawa.ca).
- 2 Select **My HR Profile** under the *Start* menu.
- 3 Enter your *User Name* and *Password*.
- 4 Click the *Login* button.

**User Name** – Your *User Name* starts with a capital 'E' followed by your new employee number without the lead 1 and zeros.

**Password** – Your *Password* is your InfoWeb password in capitals. If you have never logged in to InfoWeb or never changed your InfoWeb password, your password is your date of birth – in the format YYMMDD – followed by the last two digits of your employee number.

To change your password, log in to InfoWeb and select the *Password Management* option.

### I forgot my password, what do I do?

Contact the Computing Help Centre at (613) 562-5800, extension 6555.

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Human Resources Service

Quick Picks

Search HR Site

Search

Fusion Guides

- E-class and p-class definition (PDF)
- EPAF approval guide
- Timesheet approval guide
- All guides

Ongoing Projects

- Work Climate Survey
- Certification

Click here to access My HR Profile

Please enter your User Name (which starts with a capital E, followed by your employee number without the leading « 1 » and zeroes) and Password (which is the same as your InfoWeb password, all in capitals).

When finished, select Login.

User Name :

Password :

Login Click Here for Help with Login?

Your User Name starts with a capital 'E' followed by your new employee number without the lead 1 and zeroes

## Navigating My HR Profile

**My HR Profile** is easy to use. The tool is divided in two sections: *Personal Information* and *Employee*. Each section has a homepage from which you can access different menu items.

You can return to either of the main sections at any time by clicking the appropriate tab at the top of your screen.

Use the section homepages to access the different menu items of **My HR Profile**. In the example on the right, *Personal Information* links to all the personal information menu items. To view or update your personal information, click the appropriate link.

## Moving from screen to screen within My HR Profile

To go back to a previous screen or to return to a section homepage, use the tabs at the top of the screen. A shortcut link at the bottom of a page takes you to another function without returning to the section homepage. Or, use the top right-hand navigation bar to return to the main menu.

The first screenshot shows the top navigation bar with tabs for 'Personal Information' and 'Employee'. A red arrow points to the 'Personal Information' tab. A callout box says: 'Click one of the tabs to return to a section homepage'.

The second screenshot shows the 'Personal Information' section homepage. It has a search bar and a 'Go' button. Below the search bar, there are links: 'View Addresses and Phones', 'Update Addresses and Phones', 'View E-mail Addresses', 'View Emergency Contacts', and 'Update Emergency Contacts'. A red arrow points to the 'Update Addresses and Phones' link. A callout box says: 'Click the link to view or update the information'.

The third screenshot shows the 'View Addresses and Phones' page. It has a search bar and a 'Go' button. Below the search bar, there is a message: 'Your active addresses are sorted by address type.' Below this, there is a table with two columns: 'Addresses and Phones' and 'Phones'. The table has a row for 'Permanent (home)' with details: 'Current: May 20, 2008 - (No end date) Primary: None Provided', '110 SERAPHIN-MARION', and 'OTTAWA, Ontario K1N6N5'. At the bottom of the page, there is a link: '[ Update Addresses and Phones ]'. A red arrow points to this link. A callout box says: 'A link at the bottom of a page lets you move to another menu item without returning to the section homepage'.

## Right-hand navigation bar

The top right-hand navigation bar is accessible from any page.

Use *Return to Menu* to go to the main menu of the section you are in. For example, if you are under *Addresses and Phones*, clicking *Return to Menu* takes you back to the *Personal Information* homepage. Clicking *Return to Menu* from the *Personal Information* homepage takes you to the main menu.

Use the *Site Map* link to see a snapshot of the architecture of **My HR Profile**. You can also use it to link to individual menu items.

Use the *Help* link on any page for details on how to contact the Human Resources Service.

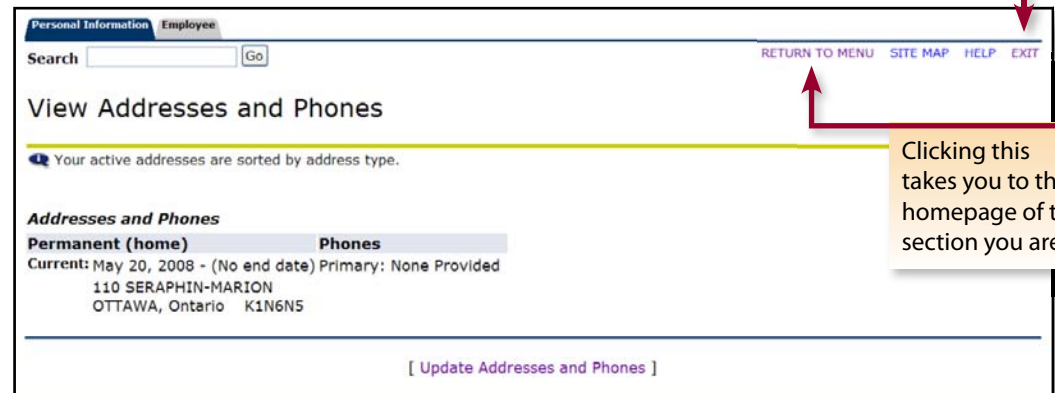
## Exiting My HR Profile

When you are ready to close **My HR Profile**, click the *Exit* button in the top-right navigation bar or close your Web browser.

To protect the privacy of your personal information, exit **My HR Profile** whenever you are away from your computer or finished with your session. If you print a screen, print to a secure printer or pick it up immediately from a shared printer.

### What is the *Search* function for at the top of my screen?

Even though it appears on the screen, the *Search* has been deactivated and cannot be used.



# Personal Information

The *Personal Information* main menu lets you view menu items related to your personal information.

## View Addresses and Phones

You may view your current address details by clicking *View Addresses and Phones* from the *Personal Information* menu. The page lists the current permanent and/or temporary mailing addresses that the University has on file for you.

**Permanent address** – lists the address where you live on a permanent basis.

**Mailing (temporary) address** – lists an address where you will be residing on a temporary basis, such as a student residence. Update or insert a temporary address only if you want mail that would be normally sent to your permanent address sent to a different address.

If your mailing address is the same as your permanent address, do not insert a temporary mailing address.

### What does the University use my address and phone number for?

- Your pension plan annual statement is mailed to your home address.
- Your home address is printed on your tax slip.
- In some cases, tax slips may be mailed to your home address.
- The Human Resources Service might need to contact you by phone when you are away from the University.

It's important to keep your address up-to-date. Even if you leave the University, be sure to update your address through **My HR Profile** or contact the Human Resources Service if you change your address. Important documents, such as your tax slips, will continue to be sent to your home for up to a year after you leave.

Permanent (home)	Phones
Current: May 20, 2008 - (No end date) Primary: None Provided	
110 SERAPHIN-MARION OTTAWA, Ontario K1N6N5	

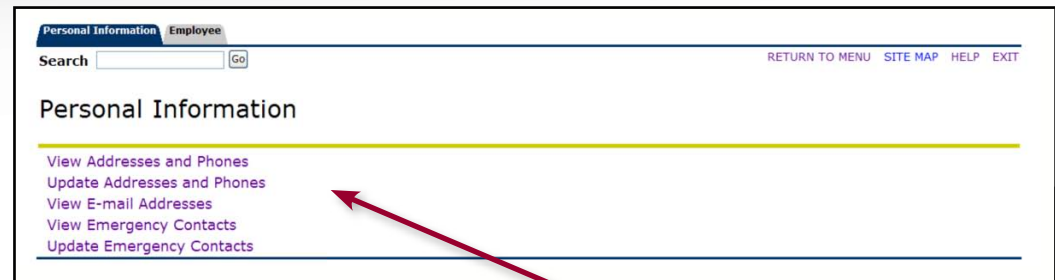
## Update Addresses and Phones

Use this page to modify an address or phone number in Canada or the United States. If you wish to modify or add an address outside Canada or the United States, contact the Human Resources Service at (613) 562-5832.

Follow steps 1 to 7 on pages six, seven and eight of this guide to update your address.

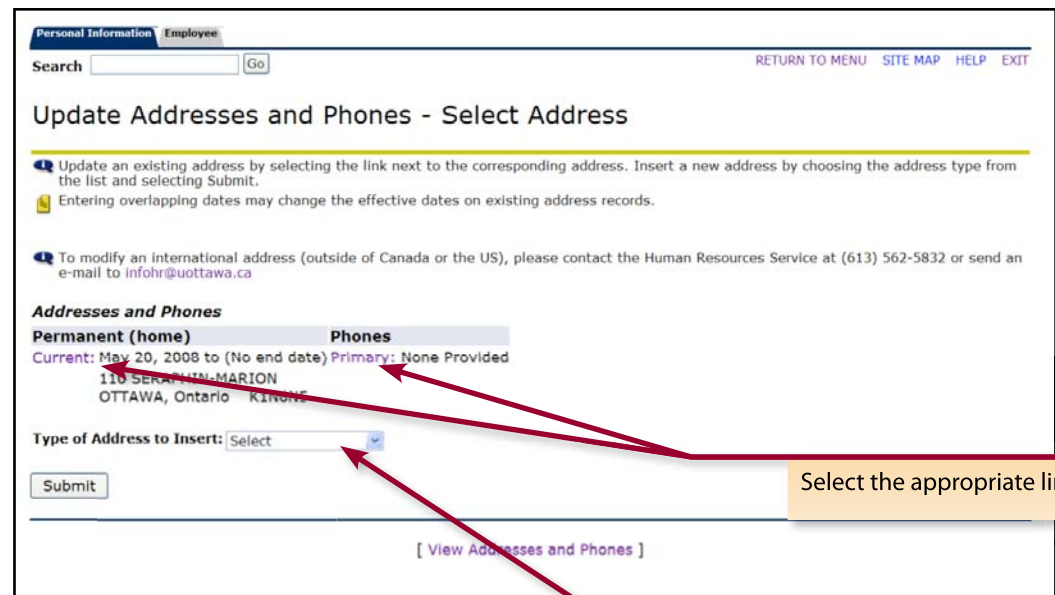
You must also complete all these steps to add, delete or modify a phone number.

- 1 Select *Update Addresses and Phones* from the *Personal Information* menu.
- 2 Update an existing address by selecting the link next to the corresponding address or phone number. Insert a new address by choosing the address type from the list. Then, click *Submit*.



This screenshot shows the 'Personal Information' menu. At the top, there are tabs for 'Personal Information' and 'Employee', a search bar with a 'Go' button, and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. Below the tabs, the title 'Personal Information' is displayed. A list of links is shown: 'View Addresses and Phones', 'Update Addresses and Phones', 'View E-mail Addresses', 'View Emergency Contacts', and 'Update Emergency Contacts'. A red arrow points from the 'Update Addresses and Phones' link to a callout box on the right.

Select *Update Addresses and Phones*



This screenshot shows the 'Update Addresses and Phones - Select Address' page. At the top, there are tabs for 'Personal Information' and 'Employee', a search bar with a 'Go' button, and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. Below the tabs, the title 'Update Addresses and Phones - Select Address' is displayed. A message box contains instructions: 'Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit.' and 'Entering overlapping dates may change the effective dates on existing address records.' Below this, a note states: 'To modify an international address (outside of Canada or the US), please contact the Human Resources Service at (613) 562-5832 or send an e-mail to infohr@uottawa.ca'. The main content area is titled 'Addresses and Phones' and contains two sections: 'Permanent (home)' and 'Phones'. The 'Permanent (home)' section shows a table with columns for 'Current' and 'Primary'. The 'Current' column contains the text 'May 20, 2008 to (No end date)' and '110 SERAPHIN-MARION OTTAWA, Ontario K1N0H5'. The 'Primary' column contains the text 'None Provided'. Below the table, there is a 'Type of Address to Insert' dropdown menu with a 'Select' button. A red arrow points from the 'Type of Address to Insert' dropdown menu to a callout box on the right. Another red arrow points from the '110 SERAPHIN-MARION OTTAWA, Ontario K1N0H5' text to a callout box on the right. A third red arrow points from the 'Submit' button to a callout box on the right. At the bottom, there is a link '[ View Addresses and Phones ]'.

Select the appropriate link

To insert a new address, click the drop-down menu

- 3 Enter the postal code of the address you wish to modify or insert. This pre-populates your street, city and province information.
- 4 Select the address link that appears (shows the street name and city of the address or phone number you wish to modify).
- 5 Complete the form by adding your address information, such as street number and apartment number and click *Submit*.

Personal Information Employee

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Update Addresses and Phones - Update/Insert

Postal Code :

☐ Canada ☐ USA ☐ Other

Enter your postal code and click *Canada* or *USA*. To modify an address outside Canada or the United States, contact the Human Resources Service

Personal Information Employee

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Update Addresses and Phones - Update/Insert

[1,1,ON,Ottawa,Nepean,Millrise,LANE](#)

[ View Addresses and Phones ]

Click the address link that appears

Personal Information Employee

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Update Addresses and Phones - Update/Insert

c/o Attn:

Street Address No:

Street Name: Millrise

Street type: LANE

Street Direction:

Suite/Apt. No:

Route Service Code:

Rte. Srv. No.:

Route Box No:

Lock Box No:

City: Nepean

Directory Area: Ottawa

State or Province: ON

Del. Inst. Name:

Qualifier:

Delivery Code:

Zip / Postal Code: K2G5E6

[ View Addresses and Phones ]

Fill in the missing fields, as necessary, and click *Submit*

By entering the postal code, your street, city and province information is pre-populated

6 Use the next screen to indicate an effective date for your permanent address or the period that your temporary address will be active.

7 Click *Submit*.

You can only delete a temporary address. The University must maintain a permanent address on file for you.

The screenshot shows a web form titled "Update Addresses and Phones - Update/Insert". At the top, there is a "Personal Information" tab and an "Employee" tab. A search bar with a "Go" button is on the left, and navigation links "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT" are on the right. A blue information icon and text state: "Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. When updating an address you do not need to change the Valid From This Date value." The form fields are as follows: "str1 = 251 RUE Des Thuyas" (pre-filled); "Mailing (temporary)" (checkbox, checked); "Valid From This Date: MM/DD/YYYY" (text input); "Until This Date: MM/DD/YYYY" (text input); "Address Line 1:" (text input, pre-filled with "251 RUE Des Thuyas"); "Address Line 2:" (text input); "Address Line 3:" (text input); "Address Line 4:" (text input); "City:" (text input, pre-filled with "Gatineau"); "State or Province:" (text input, pre-filled with "Quebec"); "ZIP or Postal Code:" (text input, pre-filled with "J9J2S2"); "County:" (text input); "Nation:" (text input, pre-filled with "Canada"); "Country Code:" (text input); "Area Code:" (text input); "Phone Number:" (text input); "Extension:" (text input); "Delete this Address:" (checkbox); "OR International Access Code and Phone Number:" (text input). Below these fields is a table with columns: "Phone Type", "Country Code", "Area Code", "Phone Number", "Ext.", "International Access Code and Phone Number", and "Delete". The table has five rows, each starting with a "Select" dropdown. At the bottom of the form are "Submit" and "Reset" buttons, a button labeled "Select a Different Address to Update", and a link "[ View Addresses and Phones ]". Three callout boxes with red arrows point to specific parts of the form: "This is the screen to modify, add or delete your phone number" points to the "Phone Number" field; "Enter the effective date of your new address" points to the "Valid From This Date" field; and "Click here to delete a temporary address" points to the "Delete" checkbox in the table.

Personal Information Employee

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Update Addresses and Phones - Update/Insert

Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields are optional. If Nation is entered, only Address Line 1 and City are required. When updating an address you do not need to change the Valid From This Date value.

str1 = 251 RUE Des Thuyas

**Mailing (temporary)**

Valid From This Date: MM/DD/YYYY

Until This Date: MM/DD/YYYY

Address Line 1: 251 RUE Des Thuyas

Address Line 2:

Address Line 3:

Address Line 4:

City: Gatineau

State or Province: Quebec

ZIP or Postal Code: J9J2S2

County:

Nation: Canada

Country Code:

Area Code:

Phone Number:  OR International Access Code and Phone Number:

Extension:

Delete this Address: ☐

Phone Type	Country Code	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Submit Reset

Select a Different Address to Update

[ View Addresses and Phones ]

This is the screen to modify, add or delete your phone number

Enter the effective date of your new address

Click here to delete a temporary address

## View E-mail Addresses

This screen lets you view your University e-mail address.

## View Emergency Contacts

The *View Emergency Contacts* page lets you see who you have authorized the University to contact in the event of an emergency. Contacts are assigned in order of importance: '1' will be the first person contacted, '2' will be contacted if '1' was not reached, and so on. If you have only designated one emergency contact, that person is automatically assigned as '1'.

## Update Emergency Contacts

- 1 Click the contact name to modify or delete a current contact, or click *New Contact* to add a new person.
- 2 Fill in the form.
- 3 Click *Submit Changes*.

**View E-mail Addresses**

Personal Information Employee  
Search [ ] Go RETURN TO MENU SITE MAP HELP EXIT

View E-mail Addresses

Your active e-mail addresses are sorted by address type.

**E-mail Addresses**  
Internal e-mail address (UO)  
harry.potter@uottawa.ca

**View Emergency Contacts**

Personal Information Employee  
Search [ ] Go RETURN TO MENU SITE MAP HELP EXIT

View Emergency Contacts

Emergency Contacts

Order	Name	Phone	Relationship
1	James Potter	(613) 321-9876	Father

[ Update Emergency Contacts ]

This sequence number indicates the order in which your contacts will be called in the event of an emergency

**Update Emergency Contacts**

Personal Information Employee  
Search [ ] Go RETURN TO MENU SITE MAP HELP EXIT

Update Emergency Contacts

Update a contact by selecting that contact and making the necessary changes.

Emergency Contacts

Order	Name	Phone	Relationship
1	James Potter (613) 321-9876	Father	
2	New Contact		

[ View Emergency Contacts ]

Click the contact name

Click *New Contact* to add a new emergency contact

**Update Emergency Contacts**

Personal Information Employee  
Search [ ] Go RETURN TO MENU SITE MAP HELP EXIT

Update Emergency Contacts

Complete your emergency contact information update and Submit Changes.

Remove Contact: ☐

Order: 1

Relationship: Father

First Name: James

Middle Initial: Potter

Last Name: Potter

Phone Number: (613) 321-9876

Submit Changes Reset

Tick this box and click *Submit Changes* to delete the current contact

Use the *Reset* button to clear the form

When you have filled in the form, submit your changes

# Employee

The *Employee* main menu lets you view menu items related to your employment at the University.

## Benefits and Deductions

### Benefit Statement

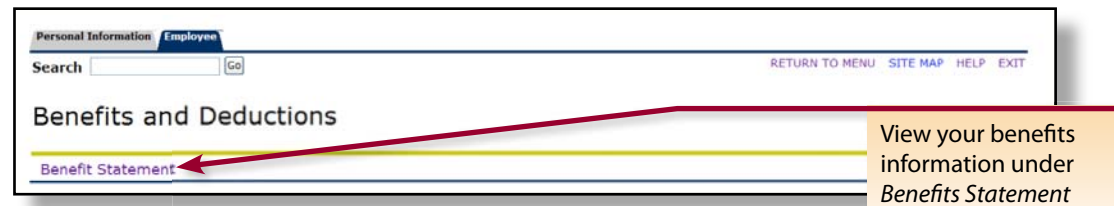
The *Benefit Statement* page provides a snapshot of your benefits coverage and premiums from June 2008 on.

- 1 Using the drop-down menu, select the period you wish to view. Or, select a 'blank' from the drop-down menu to enter a specific date of a statement you wish to view.
- 2 Click *Select*.



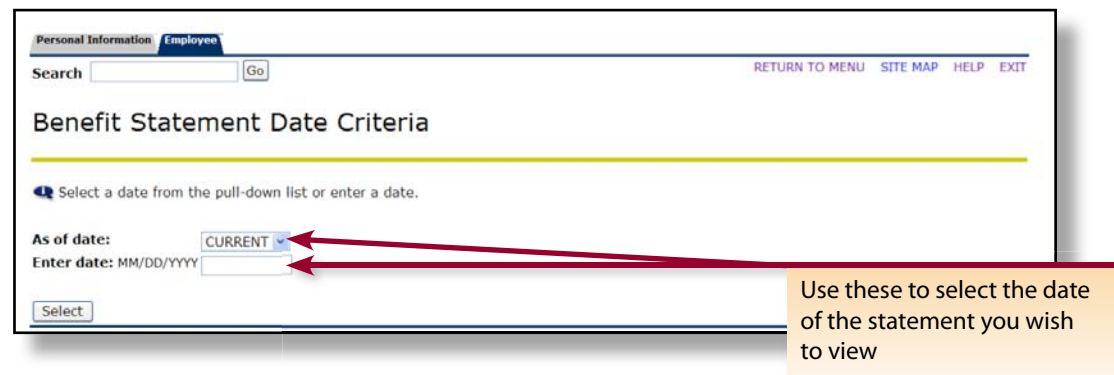
This screenshot shows the 'Employee' main menu. At the top, there are tabs for 'Personal Information' and 'Employee', with 'Employee' being the active tab. Below the tabs is a search bar with a 'Go' button. To the right of the search bar are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Employee'. Below this heading, there are three menu items: 'Benefits and Deductions', 'Pay Information', and 'Jobs Summary'. A red arrow points from the 'Benefits and Deductions' link to a callout box on the right.

Click the link to go to a particular menu item



This screenshot shows the 'Benefits and Deductions' menu. It has the same top navigation as the previous screenshot. The main heading is 'Benefits and Deductions'. Below this heading, there is a single menu item: 'Benefit Statement'. A red arrow points from the 'Benefit Statement' link to a callout box on the right.

View your benefits information under *Benefit Statement*



This screenshot shows the 'Benefit Statement Date Criteria' page. It has the same top navigation. The main heading is 'Benefit Statement Date Criteria'. Below this heading, there is a instruction: 'Select a date from the pull-down list or enter a date.' Below this instruction, there are two fields: 'As of date:' with a dropdown menu currently set to 'CURRENT', and 'Enter date: MM/DD/YYYY' with a text input field. A 'Select' button is at the bottom left. Two red arrows point from the 'CURRENT' dropdown and the 'Enter date' field to a callout box on the right.

Use these to select the date of the statement you wish to view

### Why is part of my benefit statement bilingual while most of it is displayed in my language of preference?

Because of a technical design in the payroll system, some deduction descriptions cannot be displayed in your language of choice. As a result, bilingual descriptions for these deductions have been developed. Changes will be made to this screen as soon as an acceptable solution is found.

### Where can I find information about my pension?

Your pension plan participation details can be found in your annual pension statement that is mailed to your home address in June of each year. You can also find pension plan details by clicking on *Personal information and financial planning websites* in the *Start* section of the Human Resources Web page at <http://www.hr.uottawa.ca>.

Personal Information Employee

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

### Benefit Summary

---

Statement for Harry Potter as of 01-DEC-2008  
Current Date is 02-JUL-2008

**Personal Data**  
Department: Serv.ress hum.-adm./HR Serv.-Adm.  
Benefit Category: Regular SS SSUO (FB)  
Date of Birth: 29-FEB-1972  
Original Hire Date: 20-MAY-2008  
Current Hire Date: 20-MAY-2008  
Adjusted Service Date: 20-MAY-2008

Dental Care | Extended Health Care | Life Insurance | Long Term Disability

#### Dental Care

**Basic Dental Support (ER)**  
Coverage: Familliale/Family  
Employer Contribution: \$29.64  
Return to Top

#### Extended Health Care

**Extended Health Care (ER)**  
Coverage: Familliale/Family  
Employer Contribution: \$85.67  
Return to Top

#### Life Insurance

**Basic Life (EE portion)**  
Coverage: Familliale/Family - 2x Sal.  
Calculated Premium: \$9.00  
Calculated Insured Salary: \$80,000.00  
Calculated Coverage Amount: \$125,000.00

**Basic Life (ER portion)**  
Coverage: Familliale/Family - 2x Sal.  
Calculated Premium: \$1.80  
Calculated Insured Salary: \$80,000.00  
Calculated Coverage Amount: \$25,000.00

Return to Top

#### Long Term Disability

**Long Term Disability (ER)**  
Employer Contribution: \$59.85  
Annual Salary: \$80,000.00  
Annual LTD Benefit: \$53,600.00  
Return to Top

Dental Care | Extended Health Care | Life Insurance | Long Term Disability

Select New Date

Use these tabs to scroll from benefit to benefit on the screen

The premiums shown are per pay

# Pay Information

## Direct Deposit Allocation

Use this page to see your current banking information.

### How do I modify my direct deposit information?

Send a void cheque to the Human Resources Service (Tabaret Hall, room 019). Be sure to include your full name and employee number on your request.

Personal InformationEmployee

SearchGo

RETURN TO MENU | SITE MAP | HELP | EXIT

### Direct Deposit Allocation

The following accounts are listed in the order in which your pay will be distributed.

**Pay Distribution as of May 31, 2008**

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
NATIONAL BANK OF CANADA, 000	0		Checking	1,337.32
Total Net Pay				1,337.32

**Proposed Pay Distribution:**

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
NATIONAL BANK OF CANADA,	000	0	Checking	1	100.00%	1,337.32
Total Net Pay						1,337.32

[ Earnings History | Pay Stub | Deductions History ]

This row indicates where your pay is deposited

This indicates how much was deposited

## Earnings History

The *Earnings History* page lets you review your earnings from any period from June 2008 on. Details are available on a monthly basis, not a per-pay basis.

- 1 Using the drop-down menus, select the period you wish to view.
- 2 Click *Display*.

The *Earnings History* page shows you the sum of the gross pay before deductions.

- 1 To see a breakdown of a particular earning, click the link under *Earnings Type*.

**Earnings History Criteria**

Choose a date range and then select Display.

From Date: January 2008  
To Date: June 2008

Display

Use the drop-down menus to select the period you wish to view

**Earnings History**

Select Earnings Type to access additional information.

Earnings from January 2008 to June 2008

Earnings Type	Total Gross Pay	Total Hours
Reg Pay - Non Union Supp reg	5,949.99	151.66

[ New Date Range ]

Click here to see a month-by-month breakdown

This link takes you back to the previous page to select a new date range

**Earnings Detail**

Choose a date range and then select Display.

Reg Pay - Non Union Supp reg

Year	Month	Gross Pay	Hours
2008	January	3,966.66	151.66
	February	.00	.00
	March	.00	.00
	April	.00	.00
	May	1,983.33	.00
	June	.00	.00
<b>TOTAL</b>		5,949.99	151.66

From Date: January 2008  
To Date: June 2008

Display

Select a new date range

## Pay Stub

Use this section to view your pay history, from June 2008 on.

- 1 Select a year from the drop-down menu and click *Display*.
- 2 Select a *Pay Stub Date* to view the details of a particular pay.

**Pay Stub**

Search  Go RETURN TO MENU SITE MAP HELP EXIT

Choose a year and then select Display.

Pay Stub Year: 2008

**Pay Stubs**

Select the Pay Stub Date to access additional information

**Pay Stubs for 2008**

Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
May 31, 2008	May 16, 2008	May 31, 2008	1,983.33	1,337.32	
Jan 31, 2008	Jan 16, 2008	Jan 31, 2008	1,983.33	1,424.56	
Jan 15, 2008	Jan 01, 2008	Jan 15, 2008	1,983.33	1,424.56	

[Change Year](#)

**Pay Stub Detail**

**Pay Stub Summary**

Pay Stub Date: May 31, 2008

Gross Amount: 1,983.33

Total Personal Deductions: 646.01

Net Amount: 1,337.32

Total Employer Contributions: 583.14

**Check or Direct Deposit**

Number	Document Type	Bank Name	Account Type	Amount
	Direct Deposit	NATIONAL BANK OF CANADA,	Checking	1,337.32

**Earnings**

Type	Hours	Rate	Amount
Reg Pay - Non Union - supp reg			1,983.33

**Benefits or Deductions**

Type	Personal Deduction	Employer Contribution	Amount
Basic Dental Support (ER)	.00		29.64
Basic Life (EE portion)	5.11		.00
Basic Life (ER portion)	.00		1.80
Campus Campaign	4.50		
Canadian Federal Tax	242.91		
Canadian Pension Plan	95.29		
Dependent Optional Life (EE)	.17		.00
E.I. Reduced Rate	34.31		
Employee Optional Life (EE)	16.90		.00
Extended Health Care (ER)	.00		85.67
Long Term Disability (ER)	.00		35.61
Ontario Provincial Income tax	125.46		
Optional Dental (EE)	19.73		.00
RST Manulife (EE)	4.40		
Regular Pension (EE & ER)	84.29		237.01
Spousal Optional Life (EE)	6.94		.00
United Way Province of Quebec	6.00		

Pay Stubs

**Callouts:**

- Select a year and click *Display*
- View a specific pay
- Click here to select another year
- This row shows the details of your direct deposit
- This column lists your deductions
- This column shows what and how much the University paid

## Deductions History

The *Deductions History* page lets you review your deductions for any period from June 2008 on. Details are available on a monthly basis, not a per-pay basis.

- 1 Using the drop-down menus, select the period you wish to view.
- 2 Click *Display*.

The *Deductions Summary* page shows you the sum of each deduction from your pay. To see a breakdown of a deduction, click any deduction under *Deduction Type*.

The image shows three screenshots of the HR system interface. The top screenshot is the 'Deductions History' page, which has a search bar and a 'Go' button. Below the search bar, it says 'Deductions History' and 'Choose the From and To date range and then select Display.' There are two date range selectors: 'From Date: January 2008' and 'To Date: June 2008'. A red arrow points to these selectors with the annotation 'Select the range and then click Display'. Below the date range selectors is a 'Display' button. The middle screenshot is the 'Deductions Summary' page, which has a search bar and a 'Go' button. Below the search bar, it says 'Deductions Summary' and 'Select a deduction to access history information.' There is a table titled 'Deduction History from January 2008 to June 2008' with columns 'Deduction Type', 'Employee Deduction', and 'Employer Deduction'. A red arrow points to the 'Deduction Type' column with the annotation 'Click a deduction to see a month-by-month breakdown'. The bottom screenshot is the 'Contributions or Deductions' page, which has a search bar and a 'Go' button. Below the search bar, it says 'Contributions or Deductions' and 'Choose new dates to change the date range and select Display.' There is a table titled 'Basic Dental Support (ER)' with columns 'Year Month', 'Personal Deduction', and 'Employer Contribution'. A red arrow points to the date range selectors at the bottom of the page with the annotation 'Select a new date range'.

**Deductions History**

Search [ ] Go

RETURN TO MENU SITE MAP HELP EXIT

**Deductions History**

Choose the From and To date range and then select Display.

From Date: January 2008

To Date: June 2008

Display

[ Direct Deposit Allocation | Earnings History | Pay Stub ]

**Deductions Summary**

Search [ ] Go

Select a deduction to access history information.

**Deduction History from January 2008 to June 2008**

Deduction Type	Employee Deduction	Employer Deduction
Basic Dental Support (ER)	.00	25.58
Basic Life (EE portion)	17.89	.00
Basic Life (ER portion)	.00	6.30
Campus Campaign	13.50	
Canadian Federal Tax	728.33	
Canadian Federal Tax	.00	
Canadian Pension Plan	277.43	
Dependent Optional Life (EE)	.51	.00
E.I. Reduced Rate	105.71	
Employee Optional Life (EE)	50.70	.00
Employer Health Tax	.00	
Extended Health Care (ER)	.00	248.89
Long Term Disability (ER)	.00	89.83
Ontario Provincial Income Tax	.00	
Ontario Provincial Income tax	376.20	
Optional Dental (EE)	56.95	.00
RST Manulife (EE)	13.22	
RST Manulife ON (ER)	.00	
Regular Pension (EE & ER)	84.29	711.03
Spousal Optional Life (EE)	20.82	.00
United Way Province of		
WSIB		

**Contributions or Deductions**

Search [ ] Go

SITE MAP HELP EXIT

Choose new dates to change the date range and select Display.

**Basic Dental Support (ER)**

History Start Date: January 2008

History End Date: June 2008

Year Month	Personal Deduction	Employer Contribution
2008 January	.00	55.94
February	.00	.00
March	.00	.00
April	.00	.00
May	.00	29.64
June	.00	.00
<b>TOTAL</b>	.00	85.58

From: January 2008

To: June 2008

Display

Deduction Summary

## Jobs Summary

- 1 Click *Jobs Summary* to see a history of your jobs. Your job history information is available from June 2008 on.
- 2 Click the *Title* of any job to see more details related to that job.

Personal Information Employee

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Jobs Summary

Select the Job Title for more detailed information.

List of Jobs

Title	Begin Date	End Date
<a href="#">SOCIAL</a>	Jul 18, 2005	

Click the title to see more job details

Personal Information Employee

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Job Detail

Changes to Your Job

Effective Date	Status	Job Title	Department Name	Reason for Change
May 01, 2008	Active	SOCIAL	Serv.ress hum.-adm./HR Serv.-Adm.	Fiscal Year Job Roll
Feb 01, 2008	Leave without Pay without Benefits	SOCIAL	Serv.ress hum.-adm./HR Serv.-Adm.	Leave Without Pay
Jul 18, 2005	Active	SOCIAL	Serv.ress hum.-adm./HR Serv.-Adm.	Conversion

[ Jobs Summary ]

# Troubleshooting

If you...	
Have questions about the information in <b>My HR Profile</b> or how to update personal information in <b>My HR Profile</b>	<p><b>Contact the Human Resources Service</b></p> <ul style="list-style-type: none"><li>• By phone: (613) 562-5832</li><li>• By e-mail: <a href="mailto:infohr@uOttawa.ca">infohr@uOttawa.ca</a></li><li>• Online: <a href="http://www.hr.uottawa.ca">http://www.hr.uottawa.ca</a> OR <a href="http://www.uottawa.ca/erp/en/generalemployees.html">http://www.uottawa.ca/erp/en/generalemployees.html</a> (Fusion/ERP site)</li></ul>
Have problems accessing <b>My HR Profile</b> or need to confirm your user name or your password	<p><b>Contact the Computing Help Centre</b></p> <ul style="list-style-type: none"><li>• By phone: (613) 562-5800, ext. 6555</li><li>• Online: <a href="http://www.ccs.uottawa.ca">http://www.ccs.uottawa.ca</a></li></ul>