



## The following actions are required for accessing MyHR:

1. Using your web browser or Mobile Device, access the UWinnipeg myHR site.	http://myhr.uwinnipeg.ca
2. Is this your first time accessing MyHR? If so, click "Register Now" to register	Self Service Login
	L Username
	Password *
	Login
	Forgot your password?
	Don't have a Self Service account? Register
<ul> <li>3. You will be asked some basic questions to validate your identity. If you do not know your employee number, you can contact HR at <u>br.ward@uwinnipeg.ca</u> or <u>payroll@uwinnipeg.ca</u></li> <li>Please note the requirements for the format of the information.</li> </ul>	Self Service Registration
	Employee Number
	What is your home postal code on file with HR? Please use this format "A0A 0A0"
	What are the last three digits of your social insurance number?
	What is your Birth Date? Please enter in the format of "YYYY-MM-DD"
	Register
	Register

## Human Resources





4. Already have an ID? Enter your username and password to access MyHR	Self Service Login BWARD BWARD Cogin Cogin Forgot your password? Don't have a Self Service account? Register Now
5. Welcome to Self Service! There are many menus available, including Personal (your information), Messages, Training, Attendance and Reporting (both Dashboards and Reports). Not all menu items will appear for everyone.	Welcome       Welcome       Manager Self Service               Вryan Ward •          Personal •       Messages       Employee Training •       Time Data •              Attendance Calendar •              Company Documents       Dashboards •              Administration •              Reports          Good       morning       Bryan       Warlower Self Service              Welcome to Employee Self Service
6. The "Personal" menu will display your personal data, tax information, pay statements, tax forms and other employment related information.	Personal -       Messages       Employ         Personal Data       Employee Documents       Values         Emergency Contacts       Dependent       Benefits         Entitlements       Total Comp Statement       Pay Statements         Federal Tax Factors (TD1)       Provincial Tax Factors (TD1-MB)         Tax Slip Forms (T4/T4A)       Appraisal History         Disciplinary History