Welcome to Western!

We are glad to have you with us! To ensure your pay reaches you, we encourage you to visit My Human Resources, our online employment information system. There you can provide us with important direct deposit data, check your address and access your pay and benefit information. Just go to the Human Resources website and under Login Tools in the top right corner, choose My Human Resources, then login.

What information do I need to log in?

- If you are a new employee, or a student who has had an employment relationship with Western in the past, enter the user ID and password assigned to you as an employee.
- New Graduate Teaching Assistants, Graduate Fellowships and Work Study Students: use the same user ID and password you have been given to access student systems.
- New student employees: You may be issued a user ID and password different from the one you use as a student. If not, many new student employees are registered to use their student user ID and password.

Not sure of your user ID and password? Contact the WTS Computer Accounts Office at 519-661-3800. They will require your Western ID number or student ID number and other identification to serve you.

Not sure of your employee ID number? Contact HR at 519-661-2194 or by using ASK HR.

Why login to My Human Resources?

The important information you provide and keep up to date on My Human Resources allows your pay and other important material to reach you on time.

Provide the following information now:

- Direct deposit bank information (have account information handy)
- Current home address
- Information to establish personal tax credits (for correct tax deduction)
- Voluntarily complete our Employment Equity Survey

You can also use My Human Resources to:

- See and print earnings statements
- View your benefit and pension coverage
- Elect flexible credits to Health Care Spending Accounts, if applicable
- View job opportunities and apply
- View and register for training

Please provide direct banking information well before your first pay, otherwise a cheque will be mailed to your address as listed on My Human Resources.