



University
of Windsor

myUWinfo

Gateway to your human
resource information

myuwinfo.uwindsor.ca

For assistance, contact:

Information Technology Inquiries
(Access issues, Passwords, uwinID / user_ids,
Browser issues)
Information Technology Services
Monday to Friday 8:00 a.m. to 4:30 p.m.
Telephone: 519-253-3000x4440

Payroll Inquiries
(My Pay Section information ie: Pay Statements, T4
Information)
Email: payroll@uwindsor.ca

Human Resource Inquiries
(My File or My Benefits section)
Email: hr@uwindsor.ca



Instructions for
Accessing

myUWinfo

myuwinfo.uwindsor.ca



University
of Windsor

Welcome to University of Windsor – Gateway to your human resource information. You can access your employee information on-line from any UofW Computer, or any computer or device with Internet access.

To log in all you need is your UwinID and your UofW Password to get started

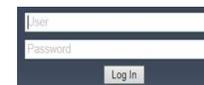


HOW DO I LOG ON?

1. Open your desired Internet browser. We support Internet Explorer 8 or greater as well as the latest versions of Firefox, Safari or Chrome.
2. Type myuwinfo.uwindsor.ca into the address bar at the top of the screen. Press the Enter key



3. For current Faculty and Staff, in the User field type your UwinID. The UwinID is your university user id.



Typically it's the first part of your University email address. If your email address johnd@uwindsor.ca, then the UwinID would be 'johnd'.

For Student Employees, use the same UwinID as you use to access myUwindsor Student Portal

4. In the Password field type, enter your UwinID password. This should be the same password you use to access campus services such as the University of Windsor email system and campus wireless network.
5. Click **Log in**

Web Tip

Save this website to your favourites on your personal computer.

1. Right click on the website, a menu will appear.
2. Click on Add to Favourites (or Bookmark this page).
3. Click on Add (or Done).

WHAT IF I DON'T HAVE A UWINID?

NOTE: If you are not a permanent employee and you do not have either a Staff/Faculty or Student UwinID, a user_id and first time password will be generated for you. Your user_id is your employee number starting with the letter 'e'. For example: if my employee number is 12345, my generated user_id is 'e12345'.

Password Information: Your temporary password will be your year of birth followed by the last four (4) numbers of your Social Insurance Number (SIN), followed by the capital letters 'PW'. For example, if your SIN is 123 456 789 and you were born in 1960, your password will be 19606789PW.

Still can't logon? Contact the Information Technology helpdesk at x4440.

HOW DO I RESET MY PASSWORD?

You can reset your password by using our central UwinID Account service page. Follow the link www.uwindsor.ca/its/uwinid/ and select one of the password change options.

Useful Links

Check out the "my Resources" and "University Resources" boxes for important links, FAQs, descriptions, and so much more

HOW DO I VIEW MY PAY STATEMENT?

1. Click on the My Pay icon at the top of the home page.



2. Your pay statement history information will open. Click on the desired pay period link from the left hand column to view the pay statement. The most recent 5 pays will be listed. What to see others... click on the **more** link.



3. Your pay statement will be displayed in a separate browser window. **Note you must allow browser to allow popups from this site** in order to view your statement. For example:



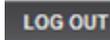
4. This is how it will display

EMPLOYER'S CATEGORY	AMOUNT	YTD AMOUNT	EMPLOYEE'S CONTRIBUTION	AMOUNT	YTD AMOUNT
REGULAR SALARY	XXXXXX	XXXXXX	TAXES	627.06	11,076.24
			EMPLOYER'S CONTRIBUTION	20.00	308.00
			CANADA PENSION PLAN	178.07	2,674.34
			OTHER DEDUCTIONS		145.00
			OPTIONAL LIFE	612.02	4,657.00
			LONG TERM DISABILITY	46.67	46.67
			MANAGED CARE SALES TAX HS		66.96
			SALES TAX - NON TAXABLE		66.96

5. To Close the viewing of your pay statement and return to the My Pay page, click on the X on the top right hand corner of your pay statement.



6. When you want to end your session click on the **Log Out** button on the top right hand corner

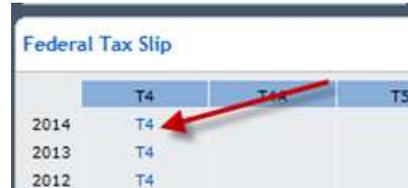


HOW DO I VIEW MY TAX SLIPS?

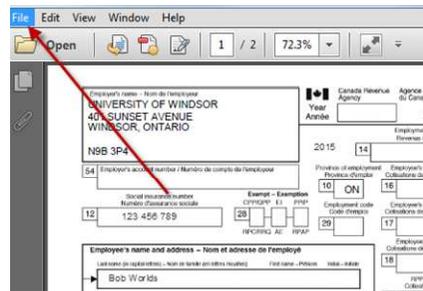
1. Once you have given your consent, and when the T4/T4a's are ready, Click on the My Pay icon.



2. Your Tax Slip history information will open. Click on the desired year and slip type from the list to view the slip



3. Your tax slip t will be displayed in a separate browser window similar to how Pay statements are displayed.. **Again Note you must allow browser to allow popups from this site** in order to view your statement.
4. To print it, click on FILE. Then select PRINT from the list of options.



Important!

After you finished using the employee self service, remember end your session. Click on the Log out button on the top right hand corner



I FORGOT MY PASSWORD, HOW CAN I LOG ON TO THE myUWinfo SERVICE.

If you are **University of Windsor Faculty, Staff or Student**, you typically have a UwinID that you use to access campus wide services such as University of Windsor email, the wireless network, myUWindsor student portal, etc. For you the myUWinfo site will also use the same UwinID and password as those other services. You can use the change your campus UwinID password by going to the page www.uwindsor.ca/its/uwinid/ and selecting one of the password change options.

If you still can not access the myUWinfo service, please contact our IT Helpdesk at ext.4440

WHAT ELSE CAN I DO ON THE EMPLOYEE SELF SERVICE?

You can use the myUWinfo gateway to do many things. Things such as looking up your benefits and coverages,, changing your home address and phone number, update your emergency contact, look up your dependents, just to name a few.



HOME

Click on this icon to return to the main self service page. There you can view the Self Service calendar, as well as find Employee Resource and Company Resource links.



My File

Click on this icon for various information about you and your employment. You can change your home address and phone number. View your Emergency contact info. Check on what legal documents are on file. See your position history.



My Pay

Click on this icon to view/print your Pay statement or Tax slips. Also you can view your stipend, deduction and contributions here.



My Benefits

Click on this icon to view your Benefits, Dependents and beneficiaries.



My Pension

Click on this icon to review your basic pension and pension beneficiary information, and view content regarding your pension and pensions in general.

WHERE CAN I GO TO LEARN MORE?

The myUWinfo service has a HELP section right on the home page. There you can find instructional documentation such as this Quick Start Guide that will help you use the myUWinfo service. This section will be updated as new features are added to myUWinfo.

Remember!

Your session will time out after (5) minutes of inactivity

