



# 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 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](#).

**Western Human Resources**  
Support Services Building, Room 4159  
London, Ontario N6A 3K7  
519-661-2194 [ASK HR](#)