

Employee NetID, Email and MyHR - Information for TA/AA/Summer Hires

ABOUT THE EMPLOYEE NETID

A Queen's University student who is also a Queen's employee (e.g. TA, summer student, etc.) is issued an employee NetID and email account (separate from their student NetID and email account) to be used when performing employee functions. This employee NetID and email account remain active for 30 days following the contract end date.

It is very important that student employees keep their employee identity separate and distinct from their student identity. Plan to use your employee NetID email (and not your student email) for all matters related to your Queen's employment during your contract.

Please monitor both your student and employee NetID email accounts to ensure you do not miss important communications sent to your accounts.

Accepting the contract & setting up your Employee NETID

STEP 1:

You will need to e-sign your contract. Your TA Contract will be emailed to your Queen's student email account. This is an e-contract in which all you need to do is click in order to accept the TA contract once you have reviewed the information.

STEP 2:

If you have never been employed at Queen's, then you will need to claim an Employee NetID (separate from your Student NetID). To activate it, you will need to wait until:

- TAs: you have accepted your e-contract (plus some additional system synchronization delay which can range from hours to days)
- AAs/summer hires: your contract information has been entered in the system

If you have previously been employed by Queen's and have previously activated your employee NetID, then you do not need to do this again. It will have been disabled 30 days after the end of your last contract and will be re-enabled when:

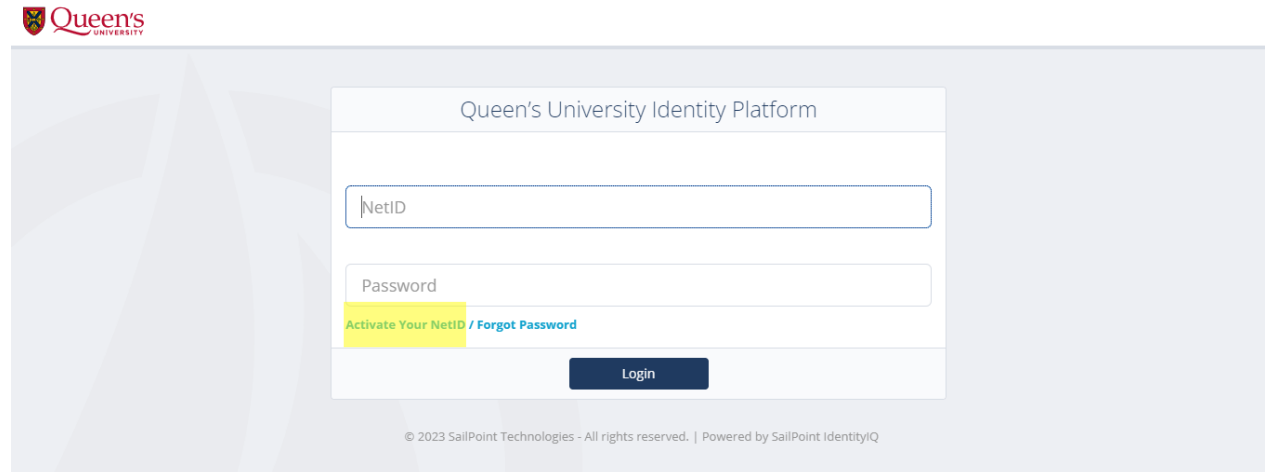
- TAs: you have accepted your e-contract and your contract period has started
- AAs/summer hires: your contract period has started (and your contract information has been entered into the system)

More information on NETID's for Student Employees can be found here: [NetID for Students, Staff, and Faculty](#)

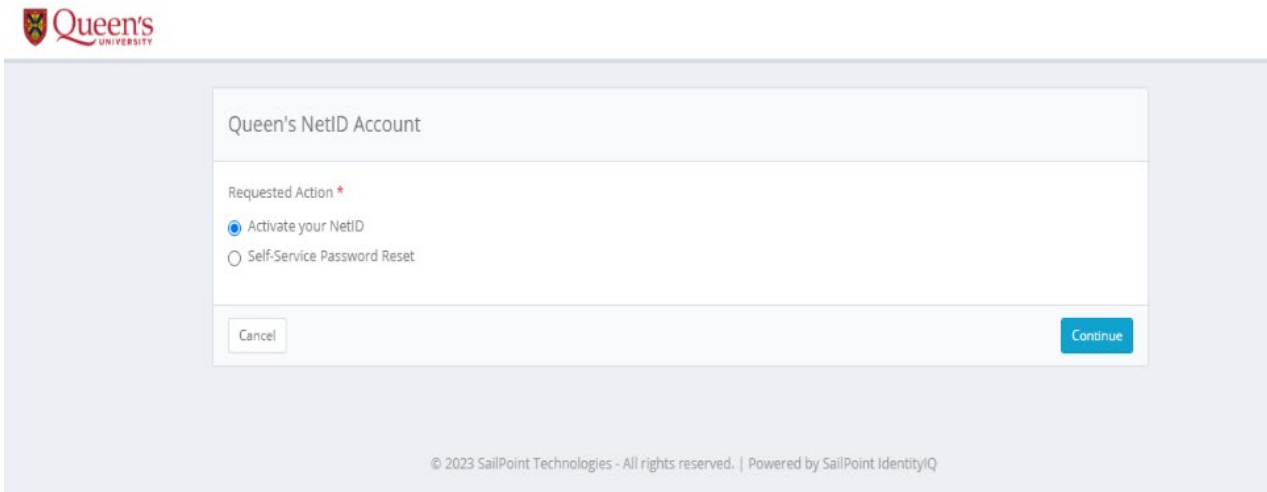
If you are a new employee, you will need to claim your NETID. You can do this by visiting this website:

[Queen's University Identity Platform](#)

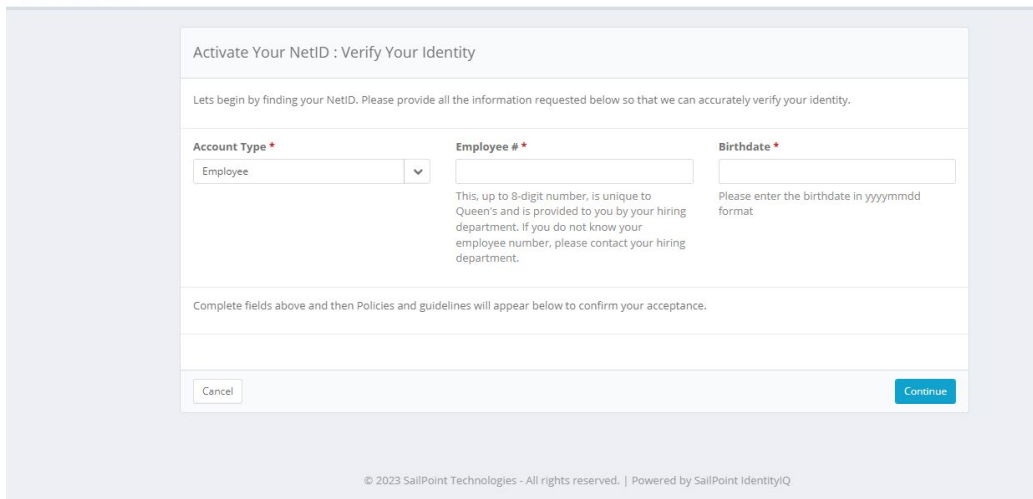
- Under **Password** field, click on "Activate Your NetID"



- Select "**Activate your NetID**" and click "**Continue**"



- Select Account type as Employee from the drop-down menu. Enter your Employee # and your Birth date in yyyyymmdd format in the provided fields and click continue.



Activate Your NetID : Verify Your Identity

Lets begin by finding your NetID. Please provide all the information requested below so that we can accurately verify your identity.

Account Type *
Employee

Employee # *
This, up to 8-digit number, is unique to Queen's and is provided to you by your hiring department. If you do not know your employee number, please contact your hiring department.

Birthdate *
Please enter the birthdate in yyyyymmdd format

Complete fields above and then Policies and guidelines will appear below to confirm your acceptance.

Cancel Continue

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- At the end of the process, you will be provided with your Employee NetID, please save this or write this down for your records.
- NetID passwords can be changed online: <https://netid.queensu.ca/>
- Problems? Contact the IT Support Centre at 613-533-6666 or submit a ticket (through your student NetID login) by following the “Get IT Help” link from: <https://queensu.service-now.com/esm>

How to access your employee NetID email (through MS Office 365):

- Once your employee NetID is activated/re-enabled, your employee email is active. When you have a working password, you can access your employee NetID email using Microsoft's Outlook client or by logging into Office 365 with your employee NetID at <https://office365.queensu.ca>.
- Tutorial: <http://www.queensu.ca/its/microsoft-office-365/email-calendar>
- By default, email access will be disabled 30 days after your contract ends. However, if you require your employee email access to continue for a limited time beyond your contract, please ask your supervisor to submit this request to IT support.

MyHR

The MyHR online portal gives employees online access to a variety of human resources services, including access to view and print **pay advice slips**, view and print T4's, view benefits information, view **banking information**, change **home address**, and update emergency contacts.

Students who are employed by the University will need to use their employee NetIDs to access MyHR. A student's employee number is normally their student number. The employee number can be found at the top of your pay advice slip.

Alerts from the MyHR system are sent to **employee** NetID email accounts.

MyHR can only be accessed during the period of active employment – access starts on the contract start date and ends the day after the contract end date (note that this is different from the employee NetID and email, which will remain active for 30 days following the contract end date).

For teaching assistants who no longer have access to MyHR and require tax slips, please follow the instructions to request your forms through payroll services. [New Employee Payroll Information](#)