MyHR User Guide

University of HUDDERSFIELD

Inspiring global professionals
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Logging in

MyHR is available at the following web address https://myhr.hud.ac.uk and when logging in, you should be able to see the login screen as below.

Your user login details for MyHR are the same as you would use to sign in to your University PC or Email account.

You should be able to access MyHR regardless of whether you are accessing it from on campus, while working away from campus or at home and is available on PC, Mac and most mobile devices.

If you are experiencing any difficulties logging into MyHR and would like assistance, please contact myhr@hud.ac.uk.
Once you have successfully logged into MyHR, you will be presented with your dashboard which contains useful information and quick access to commonly used features of MyHR.

The dashboard is comprised of four tiles:

<table>
<thead>
<tr>
<th>Dashboard Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latest MyHR news</td>
<td>The Latest MyHR news section includes various news stories and useful information relevant to the MyHR system, services provided by the Human Resources Group and employment at the University of Huddersfield.</td>
</tr>
<tr>
<td>Sickness</td>
<td>The Sickness section contains links for you to see your absence calendar as well as view your sickness absence history.</td>
</tr>
<tr>
<td>Holiday</td>
<td>The Holidays section contains a reminder of when your next period of booked annual leave is. It also provides you with the option to review your annual leave on your absence calendar and a shortcut to book a new period of annual leave.</td>
</tr>
<tr>
<td>Latest Payslips</td>
<td>The Payslips section provides quick access to download your two most recent payslips. There is also an option to view/search all of your payslips.</td>
</tr>
</tbody>
</table>

From the home page, you can access additional pages which are available by clicking on the options on the left-hand side of the MyHR homepage. These are:
<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View my details</td>
<td>The <strong>View my details</strong> page allows you to view or update your personal information, as well as view, update or add new contact details. You can also update your bank details and review your job history during your time employed at the University.</td>
</tr>
<tr>
<td>My absence</td>
<td>The <strong>My Absence</strong> page allows you to view any period of sickness absence that is held on record for you.</td>
</tr>
<tr>
<td>My pay</td>
<td>The <strong>My Pay</strong> page allows you to view, print, and download your electronic payslips and P60s. There is also a search function should you need to view a specific payslip.</td>
</tr>
<tr>
<td>My PDPR</td>
<td>The <strong>My PDPR</strong> page is where you would prepare for an upcoming PDPR meeting as well as review previous PDPR lifecycles. You can also update/review your objectives relating to your PDPR.</td>
</tr>
<tr>
<td>Home</td>
<td>This button returns you to the homepage.</td>
</tr>
<tr>
<td></td>
<td>Clicking on this button in the upper right-hand side of MyHR will give you the option to change various preferences and allow you to log out of MyHR.</td>
</tr>
</tbody>
</table>

The MyHR Homepage also includes an events calendar which shows events associated with your MyHR record. These events include Annual Leave, Flexi time, PDPR meetings, Paydays and sickness absence. The events calendar shows the current month by default and days where an event is scheduled will be marked with a blue dot. To see more details of an event, click on the date and the event type will be shown below:
The events calendar also appears on the My absence, My pay, and My PDPR pages of MyHR. The events shown on the calendar are relevant to the current MyHR page. When on the MyHR main page, all events will be displayed, but when on any of the pages listed above, the events listed will change to only those that are relevant to the current page.
My details
Viewing, adding, or updating your personal information

Using the **My details** page in MyHR, you can view, add or update many of your personal details without needing to contact HR. To access the **My details** page, click on the “View my details” option on the MyHR home page, and you will see the page below:

![My Details Page](image)

The **Personal** tab of the **My Details** page is split into five tiles:

- **My personal details**
- **Equality Information**
- **Contact information**
- **Emergency contacts**
- **Bank details**
My personal details

Personal Details
You can view or amend your personal details by clicking on the “Edit” button on the Personal Details tile.

After clicking on the “Edit” button, the My personal details form will open which contains your details that are held by HR. Using this form, you can update your “Preferred name” (shown below). This is the name that will be used by HR for correspondence and will also be the name that is displayed for you in the HR system.
All other personal details on this form are not available to amend yourself, if you need to update or correct any other personal details such as Surname, Date of birth, or Marital status please contact HR (hr@hud.ac.uk) as these changes will need to be verified before they can be updated.

Clicking the “Save” button will update these details in MyHR and clicking “Cancel” will close the **Personal details** form without applying any changes made.

**Equality Information**

You can view and update the sensitive personal information that is held by HR by clicking on the “Equality information” option on the **Equality information** tile.

After clicking on this option, the **Equality information** form will open. From here you can update the “Religion”, “Ethnic origin”, “What is your gender”, “Does your gender identity differ from your sex as registered at birth”, “Sexual orientation”, “Self-certified disabled” and “Disability description” fields.
If you need to update/correct your “Marital status” or “Nationality”, please contact HR (hr@hud.ac.uk) as these changes will need to be verified before they can be updated.

Clicking the “Save” button will update these details in MyHR and clicking “Cancel” will close the Equality information form without applying any changes made.

Contact Information

The Contact information tile contains the contact information that is held for you by HR.

In this section, you can view and update your home address and view, update or add contact telephone numbers and email addresses.

Updating your address

If you have moved address and need to update your address details, you can do this using MyHR. To do this, click on the “Add Address” button on the Contact information tile which will open a blank Address details form, you can then enter your new address details on to this form. Once you save the page, your home address will be updated.
**Updating your contact information**

You can update your contact details by clicking on the appropriate contact detail from the Contact information tile.

![Contact information form](image)

This will open the Contact details form.

![Contact details form](image)

Here you can update your details by amending the Contact at field and then pressing the “Save” button.

**Note:** “User e-mail address” appears in the list of contact types, but you are unable to add or update this in MyHR. This is your work email address which is linked to your Active Directory account.

**Adding new contact information**

To add new contact information, you can click on the “Add Contact Details” button on the Contact details tile, this will open a new blank Contact details form.

![Contact details form](image)

From here you can add new details for Home Telephone and Mobile Telephone, however, you are only able to have one of each contact type recorded. Select the contact type from the “Contact
type” dropdown list and enter your contact detail in to the “Contact at” field. Once you have done this click the “Save” and your new contact details will be added to your record.

Emergency Contacts

You can add and update your emergency contacts in the Emergency contacts tile.

Adding a New Emergency Contact

To add a new emergency contact, click on the “Add Emergency Contact” button and the Emergency contact details form will open.

Updating an Existing Emergency Contact

You can update your emergency contact by clicking on the contact that you would like to change in the Emergency contacts tile.
This will open the **Emergency contact** form.

Here you can update the relevant information relating to this emergency contact.

**Note:** you are unable to delete the record for your primary contact as we need at least one emergency contact in the event of an emergency.
Bank Details

Updating your Bank Details

You can view and update the bank account information we currently have for you by clicking on the details listed in the Bank details tile.

This will open the Bank details form.

Here you can update the bank details which are used to pay your salary in to. It is extremely important that this is checked carefully before saving.

The “Bank name” field currently cannot be updated, but don’t worry, if your “Sort code”, “Account number” and “Account name” are correct, this should not cause any issues with your pay.

If you enter a sort code that is not recognised by the system, you will receive the following message:
If you receive this message, please contact payroll@hud.ac.uk quoting the sort code you would like to enter, and they will be able to resolve this error for you.

**Job History**

**Viewing Current and Previous Job Details**

From the My Details page, you can view your employment history by switching from the Personal tab to the Job History tab.

Doing this will present you with a list of any positions that you have held while employed at the University. By clicking on a job in this list, more details will be shown.

MyHR stores your job history of the job(s) you were employed as on 1 April 2013 and after. The date displayed on MyHR is the date of the last contractual change to your job (such as a change in hours or Grade). Don’t worry though, we have your full job history information available to staff in Human Resources.

If you click on a previous job, the Previous job details form will open. This will show your job title, the department you worked in and the period you were employed in this job.

If you click on your current job, the Current job details form will open. This includes more details than the Previous job details form, such as your Contractual hours and Payroll number.
You are also able to see the name and job title of your reporting manager.
My absence
Annual Leave

Reviewing Your Annual Leave

You can review your annual leave in MyHR. To do this, click on the “My Absence” option on the MyHR homepage and you will be taken to the **My Absence** page.

Click on the “View all holidays” button in the *Holiday* tile and you will be presented with a list of your future annual leave and all annual leave from the previous 12 months.
You can use the search function to filter this list or to view annual leave from before the previous 12 months by entering a date range in to the “Start Date” and “End Date” fields and clicking the “Search” button.

**Holiday Balances and Carry Forward**

In the **My absence** page of MyHR, you can review the holiday balances for the previous, current, and upcoming holiday years. To do this, click on the “My Absence” button on the left-hand side of the MyHR homepage to open the **My Absence** page.

Click on the “View balances” button and the holiday balance page will open.
You can also open the holiday balances page by clicking on the “Hours Available” on the Holiday tile on the MyHR dashboard.

Please note: If you hold multiple positions concurrently, the Holiday tile will not include your available hours due to the way your annual leave entitlement is applied to your positions. You can check your available holiday for each position on the Holiday Balances page.

The holiday balance page includes the figures below:

- **Start balance** – This figure is your overall annual leave entitlement and is made up of your annual leave entitlement, plus your public holiday entitlement, plus carry forward (where applicable).
- **Upcoming Leave** – This figure includes any future dated periods of annual leave and bank holidays/University closure days.
- **Leave already taken** – This figure includes any annual leave and bank holidays/University closure days that have already passed.
- **Remaining** – This is the annual leave entitlement that you have remaining to use for booked annual leave for the holiday year. This should be equal to your Start balance, minus the Upcoming leave and Leave already taken figures.

Clicking on the summary for each holiday year will open the “Holiday entitlement summary” page which lists all of the leave you have taken during the holiday year and also shows any time that you have carried forward from the previous holiday year in the “Entitlement for period” figure highlighted below:

<table>
<thead>
<tr>
<th>Holiday entitlement summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position</strong></td>
</tr>
<tr>
<td>Administration Assistant</td>
</tr>
<tr>
<td>21 Oct 2021</td>
</tr>
<tr>
<td>23 Nov 2021</td>
</tr>
<tr>
<td>17 Dec 2021</td>
</tr>
<tr>
<td>23 Dec 2021</td>
</tr>
<tr>
<td>24 Dec 2021</td>
</tr>
<tr>
<td>27 Dec 2021</td>
</tr>
<tr>
<td>20 Dec 2021</td>
</tr>
</tbody>
</table>
Requesting Annual Leave

In the **My absence** page of MyHR, you can request a period of annual leave. To do this, click on the “My Absence” button on the left-hand side of the MyHR homepage to open the **My Absence** page.

Click on the “Book holiday” button in the *Holiday* tile and the **Holiday details** form will open. You can also do this by clicking on the “Book holiday” shortcut on the MyHR homepage.

Select Annual Leave as the “Absence type” and then select either Part day, Full day or More than one day for the “Holiday Period”.

When booking a part day, select Part day as the “Holiday period” and you will be presented with options for the “Start date” and “Morning or Afternoon”. Enter the date you would like to book your annual leave for in to the “Start date” and then select whether you would like to book either the morning or the afternoon as leave from the “Morning or Afternoon” drop down list and click “Save”.

**Please note:** If you work on a part time basis and would normally only work in the morning or afternoon, you should select Full day as the “Holiday period” when you request annual leave otherwise the number of hours deducted from your annual leave entitlement will be incorrect.
When booking one full day select Full day as the “Holiday period” and then enter the date you would like to take as annual leave as the “Start date” and click “Save”.

When booking annual leave that is longer than one day, select More than one day as the “Holiday Period” and enter the first day as the “Start date”, then select whether the first day will be a full day or part day. Enter the last day of your leave as the “End date” and then select if the last day will be a full day or a part day. Once this has been completed click on “Save”.
After you have saved the Holiday details form the request will be added to the list of annual leave records on the My absence page of MyHR and a notification email will be sent to your line manager so that they know that you have made the request. The holiday list will show this request with a status of “Awaiting authorisation” until your manager has reviewed the request and approves it.

If your manager approves your annual leave, the request will update to “Authorised” and you will receive an email confirming that the annual leave has been approved.

If your manager has rejected your annual leave, you will receive an email informing you that the annual leave was rejected, and the annual leave will be removed from the list on the Holiday tile of the My absence page.

If you make a request for annual leave that exceeds your remaining annual leave entitlement for the current annual leave entitlement period, your entitlement summary will show as a negative number as shown in the example below:
Please note that negative entitlements are only permitted in exceptional circumstance, such as new employees joining the University with pre-booked holidays. Under normal circumstances these holiday requests should be refused, at which point your remaining balance should be positive once again.

**Amending an Annual Leave Request**

You can use MyHR to amend an annual leave request prior to the start date of your requested leave. Once this date has passed you will no longer be able to make any changes. If you notice that any of the details of a past annual leave record are incorrect, please contact your line manager who will be able to amend the annual leave record for you.

To amend a future dated annual leave request, click on the “My absence” option on the left-hand side of the MyHR homepage to open the My absence page.

Click on the “View all holidays” option on the Holiday tile and this will present you with a list of your annual leave.
Select the request you would like to amend from the list to open the **Holiday details** form.

Make the necessary changes to the request and click the “Save” button.

This will send an email to your line manager informing them that you have made a change to the annual leave request. If your request has already been approved by your manager, the status of the request will change back to “Awaiting authorisation” until your manager has reviewed the changes and approved it again.

**Cancelling an Annual Leave Request**

You can cancel an annual leave request prior to the start date of the requested leave. Once this date has passed you will no longer be able to make any changes. If you notice that any of the details of a past annual leave record are incorrect, please contact your line manager who will be able to amend or delete the annual leave record for you.

To cancel your annual leave request, click on the “My absence” option on the left-hand side of the MyHR homepage to open the **My absence** page.
Click on the “View all holidays” option on the Holiday tile and this will present you with a list of your annual leave.

<table>
<thead>
<tr>
<th>Start date</th>
<th>End Date</th>
<th>Duration</th>
<th>Type</th>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 Aug 2023</td>
<td>29 Aug 2023</td>
<td>7.4</td>
<td>Bank holiday</td>
<td>Administration Assistant</td>
<td>Not applicable</td>
</tr>
<tr>
<td>11 Jul 2023</td>
<td>15 Jul 2023</td>
<td>3.7</td>
<td>Annual Leave</td>
<td>Administration Assistant</td>
<td>Awaiting authorization</td>
</tr>
<tr>
<td>03 Jun 2023</td>
<td>03 Jun 2023</td>
<td>7.0</td>
<td>Bank holiday</td>
<td>Administration Assistant</td>
<td>Not applicable</td>
</tr>
<tr>
<td>02 Jun 2023</td>
<td>02 Jun 2023</td>
<td>7.0</td>
<td>Bank holiday</td>
<td>Administration Assistant</td>
<td>Not applicable</td>
</tr>
<tr>
<td>02 May 2023</td>
<td>02 May 2023</td>
<td>7.4</td>
<td>Bank holiday</td>
<td>Administration Assistant</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

Select the request you would like to cancel from the list to open the Holiday details form.

Click on the “Delete” button at the bottom of this form and the request will be cancelled. An email will be sent to your manager notifying them that you have cancelled your annual leave.

**Sickness Absence**

**Reviewing Sickness details**

In the My absence page of MyHR, you can view your sickness record. To do this, click on the “My absence” option on the left-hand side of MyHR homepage and click on the option to “View all sickness” in the Sickness tile. You can also do this by using the “View all sickness” shortcut on the MyHR homepage.
This will then present you with a list of your sickness absences for the last month.

You can use the search function to filter this list of your absences or to view sickness records from earlier than the previous 12 months by entering a date range in to the “Start Date” and “End Date” fields and clicking the “Search” button.

Selecting a period of sickness absence from this list will open the Sickness details form for you to review.
Note: You are not able to update the details of a historic absence record via MyHR. If you notice that any of the details of a past sickness absence record are incorrect, please contact your line manager in the first instance.

Returning to Work

When you return to work after a period of sickness absence, you will need to complete your sickness record. To do this, select the appropriate sickness absence record from the list on the Sickness tile and the Sickness details form will open.
To complete your sickness record, you will need to add your “Absence reason”, “Sickness period”, “Last day of absence before returning to work”, and “Last day of sickness type”. If the start date of your absence has been recorded incorrectly, please contact your line manager for assistance.

If you are unsure which absence reason you should use, please refer to the table in the Sickness Categories section in this guide.

If your sickness absence only lasted for one day, please select “Full Day” as your “Sickness period”. This will also populate your sickness end date automatically and you will not be able to amend this. If your sickness absence lasted for more than one day, please select “More Than One Day” as your “Sickness period” and then add the last day of the sickness absence.

Once you have filled out the relevant fields on this form, click on “Save” and the details entered will be added to your sickness record.

Note: If you have multiple jobs/contracts at the University and the Absence reason box is greyed out please contact myhr@hud.ac.uk.

Note: If you are returning from long term sickness that has lasted for more than one month, you will need to search for your sickness absence record by entering the date your absence started in to the “Start date” field and clicking on the “Search” button. You should not need to enter a value in to the “End date” field.

Sickness categories

You may notice that you have had a period of absence and think that the absence reason is incorrect. This is most likely because the University uses UCEA absence categories, therefore the absence reason you provided on your Sickness details form must be classified as one of the following categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples to Include</th>
<th>Don’t include</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancer (CNCR)</td>
<td>Cancer and cancer treatments (Chemotherapy, radiotherapy), lymphoma, biopsies, mastectomy, breast cancer</td>
<td></td>
</tr>
<tr>
<td>Cold (COLD)</td>
<td>Cold, cough, flu, fever, virus, temperature, general aches and pains, hay fever</td>
<td>Headaches</td>
</tr>
<tr>
<td>Diabetes, Endocrine and Glandular (DEGP)</td>
<td>Diabetes, Glandular fever, swollen glands, thyroid problems</td>
<td></td>
</tr>
<tr>
<td>Eyes, Ears, Nose, Throat and Dental (ENTD)</td>
<td>Eye problems, conjunctivitis, glaucoma, ear problems, earache, labyrinthitis, tinnitus, nosebleed, sinusitis, sore throat, laryngitis, toothache, tooth abscess, other oral problems, dental treatment</td>
<td>Surgery or operations e.g. tonsillectomy, tooth extractions</td>
</tr>
<tr>
<td>Genitourinary and Gynaecological (GNIT)</td>
<td>Cystitis, bladder infection, kidney problems, menstrual pain, urinary tract infections</td>
<td>Pregnancy related problems</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Heart, Circulatory and Blood Disorders (HEBL)</td>
<td>Heart attack, angina, stroke, seizure, irregular heartbeat, blood disorders, blood pressure, blood clots, DVT, anaemia</td>
<td></td>
</tr>
<tr>
<td>Infections and Infectious Diseases (INFC)</td>
<td>Measles, mumps, chicken pox, shingles, legionnaires, foot and mouth, Throat infections</td>
<td></td>
</tr>
<tr>
<td>Injury, Burns and Poisoning (INBP)</td>
<td>Burns, frostbite, sunburn, wasp sting, industrial injury</td>
<td></td>
</tr>
<tr>
<td>Menopause or Perimenopausal Symptoms (MENP)</td>
<td>Menstrual changes specifically heavy periods especially flooding</td>
<td></td>
</tr>
<tr>
<td>Mental Health (MNTL)</td>
<td>Stress, fatigue, debility, anxiety, depression, alcohol or drug dependency, bereavement, exhaustion, nervous debility, panic attacks</td>
<td></td>
</tr>
<tr>
<td>Migraine and Headache (MIGR)</td>
<td>Headaches, migraine, dizzy spells, neuralgia, sunstroke, epilepsy</td>
<td></td>
</tr>
<tr>
<td>Musculoskeletal (MUSC)</td>
<td>Back pain, neck pain, broken limbs, sprains, arthritis, sciatica, whiplash, muscle tears, bruises</td>
<td></td>
</tr>
<tr>
<td>Operations, Surgical Procedures (OPER)</td>
<td>Hospital appointments, organ donation, any operation or surgery, investigations, tests, tooth extraction, Dental appointments</td>
<td></td>
</tr>
<tr>
<td>Other, Unknown (OTUN)</td>
<td>Other reasons not classified elsewhere, only rarely used</td>
<td></td>
</tr>
<tr>
<td>Pregnancy Related (PREG)</td>
<td>Pregnancy related problems, miscarriage</td>
<td></td>
</tr>
<tr>
<td>Respiratory (RESP)</td>
<td>Asthma, breathing problems, bronchitis, chest infection, Pneumonia, Pleurisy, chest pains, respiratory tract infection, tracheitis, Ears, nose, throat, cold flu</td>
<td></td>
</tr>
<tr>
<td>Skin (SKIN)</td>
<td>Eczema, rash, psoriasis, alopecia, cellulitis, allergies, Burns, hay fever</td>
<td></td>
</tr>
<tr>
<td>Stomach, digestive and gastrointestinal (STMC)</td>
<td>Vomiting, diarrhoea, nausea, upset stomach, indigestion, gastritis, ulcers, norovirus, IBS</td>
<td></td>
</tr>
</tbody>
</table>
My pay
Payslips and P60s

You can access the My pay page by clicking on the “My Pay” option on the left-hand side of the MyHR homepage. From here you can view your previous payslips and download them as a PDF file. A shortcut to your two most recent payslips is available on the MyHR homepage.

Viewing Payslips

You can view a payslip by clicking on the relevant payslip from the list in the Payslips tile. This will open your payslip in your web browser and provides the option to download it as a .pdf file. To close the payslip and return to the payslips list, click on the “Back to My Pay” option in the top left of the payslip.

Searching Payslips

The payslips displayed in the Payslips tile are for the previous 12 months by default, however your payslips prior to the previous 12 months are still available in MyHR and can be found using the search feature.

To search for a specific payslip, or all payslips within a specific date range, enter the date range in to the “Start date” and “End date” fields and click the “Search” button. This will then return all payslips for the months that fall within that date range.
Once you find the Payslip that you are looking for, clicking on it on the list will open the payslip in your web browser and you will have the option download the payslip as a .pdf file.

**P60s**

You are also able to view and download you P60s from MyHR, and these are listed in the P60 tile in the My May page.

To open a P60, click on the relevant P60 in the list and it will be downloaded as a .pdf file.
My learning
Reviewing your Learning History

You can use MyHR to review your Learning history at the University of Huddersfield. To do this sign in to MyHR and navigate to the **My Learning** section and open the **My Courses** tab. On this tab, you will be presented with a list of your current courses (i.e., courses that have not yet been marked as complete including upcoming booked courses). If you are not currently booked on a course or have a course in progress this list will be blank at first.

Change the “Course Status” filter to “Completed” and the list will update to include any training courses that you have completed with the Professional and Organisational Development (P&OD) team, as well as any completed personal Learning activities you have added yourself.

![My courses](image)

Clicking on a course name from the list will open the *Course Details* page which provides an overview of this training course.

Searching for a Course

You can use MyHR to search for training courses that are delivered or organised by the Professional and Organisational Development (P&OD) team.

**Please note:** This does not include courses that are delivered via LearnUpon such as the Data Protection training.

To search for a course, sign in to MyHR and navigate to the **My Learning** section. This will open the “Search for a course” page which defaults to list all courses that have scheduled dates.
You can then search for a course by entering the course name in the “Keywords” field and clicking search. This will then list any courses that include the keywords that you entered in the title.

If you are not sure of the course name, or you are looking for courses that are available to help develop a particular area, you can also filter the report using the “P&OD Theme” filter. For example, if you wanted to look at course that could help you support your students better, you could filter the course listing by selecting “Supporting Students” from the “P&OD Theme” filter and clicking search. This would then return all upcoming courses within this category.

**Booking on to a Course**

To book on to a course, find the course you are interested in as detailed in the Searching for a Course section of this guide and select this by clicking on the course name from the list.

This will open the course details, which provides a brief summary of the course and listing the upcoming sessions that you can book on to.
This page lists the Date, Time, Facilitator, Venue and the number of spaces remaining for the upcoming sessions.

If there are no spaces left in a session, then the Spaces field will be 0 and the “Book onto course” button will be greyed out and you will not be able to book on to that session.

Click on the “Book on to course” button and the Course Booking Details form will open. This will provide more details for this course.
Select a reason for booking on to the course from the "Reason" drop down list and then click the save button at the bottom of the page.

This will book you on to the course and you will receive an automated email confirming that this has been done.

If there are no scheduled dates that you are able to attend, or none of the listed courses have any spaces remaining on them, you can add yourself to the waiting list by clicking on the "Add to waiting list" at the bottom of the event listing.

**Cancelling a Booked Course**

If you have booked on to a course but you are no longer able or want to attend you should cancel your booking in MyHR as soon as possible. Many courses are very popular and by cancelling your booking this may make it easier for another member of staff to book on to that date in your place.

**Please note:** Failing to attend a booked course or cancelling a booking within 2 working days of the date may incur a fee.

To cancel a booking, sign in to MyHR and navigate to the My Learning section and open the My Courses tab.
At the top of this section, you will see a list of your current courses, including your upcoming bookings. Select the booking that you need to cancel by clicking on the course name on the list to open the course booking details form.

Select a reason from the “Reason for Cancelling” field. If you would like to attend a course at another time, you can tick the “Join waiting list” tick box to be added to the waiting list for the course. Click on the save button at the bottom of the form.

This will cancel the booking and you will receive an automated email to confirm that this has been done.

If this cancellation has incurred a fee, the P&OD team will be in contact with you, at which point you may be able to appeal this.
Adding a Personal Learning Event

If you have completed a learning event outside of the University, and you would like to include this in your learning history, you can do so by adding it as a Personal Learning Event.

To do this, sign in to MyHR and navigate to the My Learning section and open the My Courses tab.

Click on the “Add Personal Learning” button to open a new “Personal Learning Details” form.

Enter the title of your Personal Learning event and the Start and end date of the course. If this course is something that requires refresher training (e.g. a first aid course) you can enter the date that the training will expire in the renewal date field. Leaving the completed check box un-checked will add the training as a current learning event, checking this box will add it as a completed learning event.
Click on the save button and this learning event will be added to your training history.

**My Talent Profile**

Your “My Talent Profile” is broken down in to 2 sections and displays the formal Qualifications (e.g. GCSEs/Degrees/PhDs etc) that you hold and any memberships to professional bodies that Human Resources have on record for you.

It is available in MyHR by navigating to the **My Learning** section and then opening the **My Courses** tab. You will then see an option the “View my talent profile” at the top of the page:

The “My Talent Profile” is also available by signing in to MyHR and clicking on the “View my personal details” option in the top left of the page and then opening the **Talent** tab.

If you need to make a change or add a new qualification/professional body membership you should contact the Human Resources team at hr@hud.ac.uk and they will update your record for you.
If you are adding a new qualification/professional body membership, you may be required to provide documentary evidence of this such as a certificate so that a copy of this can be added to your HR record.
Personal Development and Performance Review/Appraisals
The University of Huddersfield’s appraisals or Personal Development and Performance Review (PDPR) provides a formal opportunity for staff to stand back from their day-to-day activities and discuss what they feel to be their main achievements over the last 12 months, their performance and career aspirations in general, and to make plans for the year ahead and beyond. It should be a constructive two-way discussion and a way of ensuring staff understand how their performance is directly linked to our University’s strategic objectives and the related goals for the year ahead.

Information on the PDPR process is available on the PDPR webpage which includes process videos for both the Professional and Technical Services PDPR process and the Academic PDPR process.

What is the process?

Your manager should arrange a PDPR meeting with you every year with a short mid-year review around 6 months later.
You can then review your latest PDPR and objectives in MyHR via the *My PDPR* page which is available on the left-hand side of the MyHR homepage.

The *My PDPR* page of MyHR is comprises of two tabs:

- **Reviews** tab
  - *Review Lifecycles* tile – This section is available on the Reviews tab. The Lifecycle is the full PDPR process and will last for 12 months and includes the preparation for your PDPR meeting, the meeting itself, your manager’s feedback from this meeting, and a mid-year review meeting.
  - *Review Forms* tile - This section is available on the Reviews tab. This section lists individual forms that are included as part of the PDPR lifecycle. Typically, these should not be used and instead you should use the Lifecycle section to generate and submit and review your details.

- **Objectives** tab
  - *Objectives* tile – This section is available on the objectives tab and will list your current objectives that have been set in your previous PDPR meeting/s you can open each objective by clicking on the summary card and monitor your progress.
Objectives

Your objectives are the goals you agree with your manager during your PDPR meetings.

Note: If you are a new member of staff and have not yet gone through the PDPR process, you will not have any objectives set. However, you will likely have been set some objectives during your probation period.

Note: Objectives will no longer appear in this section once your line manager marks an objective as complete. This can be done at any point throughout the year but will typically occur during the annual or mid-year PDPR meeting.

Objective Types

When you add an objective, you will need to select the “Type” of objective you are adding. We have provided a list of the different objective types you are able to select below, along with a short description detailing the kind of objectives which should fall into each category:

- **University** - typically relates to an objective that extends beyond your own School or Service. For example, a University-wide project or international partnership.
- **School/Service** - typically relates to an objective that extends beyond your immediate team, but still within your own School or Service. For example, a School or Service initiative.
- **Team** - typically relates to an objective that involves one or more of your immediate team members. For example, a process that needs streamlining, improving customer services or new idea that needs developing.
- **Personal** - typically relates to an objective that is personal to you. For example, a skill you want to develop, or experience you want to gain.

Adding an Objective

Objectives should normally only need to be added while completing the “Looking Forward” section of your PDPR preparation form, however, if you have not completed a PDPR lifecycle in MyHR before, then you may need to add any pre-existing objectives before your first PDPR meeting.

These may be objectives set using the previous paper based PDPR process, or objectives set during your probationary period. You should only need to add a new objective outside of completing your PDPR preparation for the first time you complete the process, however it is worth noting that you are able to add and amend objectives at any time within MyHR.

To add an objective in MyHR, you should follow the steps below:

1. Navigate to the My PDPR page.
2. Select the Objectives tab at the top of this page, this will present you with a list of your current objectives.
3. Click on the “Add objectives” button to open a new **Objective details** form.
There are two types of objectives available: “Personal” and “Catalogue”.

A personal objective is an objective that you have created yourself, it may be specific to your position or professional development/goals.

A catalogued objective is a predefined objective that is more generic. These will often be associated with a particular type of role where objectives may not change significantly over time.

**Note:** You are also able to use a catalogued objective as a template, then convert it to a personal objective so that you can personalise it to your needs, if required.

### Adding a Personal Objective

1. To add a personal objective, tick the “Personal objective” box and then add a title to the “objective title” field.

2. Select a type from the list in the “Objective type” field. More information on objective types is available in the “Objective Types” section on this guide.

3. Add a description of your objective to the “Description” field.

4. Enter the date you would like to achieve this task by in the “Target completion date” field.

5. Enter the date you intend to start working towards this target in the “Start date” field.

6. Your objective should now look similar to the example below. Click on the save button and the objective will be added to your list of objectives.
Adding a Catalogue Objective

1. To add a catalogue objective, click on the search icon next to the “Objective title” field and then click on the search icon next to the “Objective search” field. This will display the available catalogued objectives.

2. Click on an objective and the details for the objective will be entered into the form for you.

**Note:** If the objective didn’t quite meet your needs, you can click on the “Personal objective” box and you can now edit the objective description to better suit your needs.
3. Enter the date you would like to achieve this task by in the Target completion date" field

4. Enter the date you intend to start working towards this target in the “Start date” field.

5. Your objective should now look similar to the example below. Click on the save button and the objective will be added to your list of objectives.

![Image of Objective details form]

**Reviewing Objectives**

You can review your current objectives in MyHR by following the steps below:

1. Navigate to the **My PDPR** page.

2. Select the **Objectives** tab at the top of this page, this will present you with a list of your current objectives.

3. Select the objective you want to review from this list to open the **Objective details** form.
4. You can add a comment to the Reviewee/Reviewer Comments section and click the “Save” button to add this comment to your objective.

Preparing for your Annual PDPR Meeting

Preparation for your PDPR meeting is completed via MyHR and will begin when you receive an automated email similar to the screenshot below informing you that your manager has created your annual PDPR review for you to complete.
You should receive this email up to 30 days prior to the review meeting taking place and you should complete the first stage at least 5 working days before the review meeting to allow enough time for your manager to review your comments.

It is important that this stage is completed to allow both you and your manager to prepare for the review meeting.

Once you have received this email, you should sign in to MyHR and navigate to the My PDPR page using the “My PDPR” option on the left-hand side of the MyHR homepage.

Click on the correct lifecycle from the list in the Review Lifecycles tile.

This will open the lifecycle.
Click on the “Reviewee to complete PDPR ahead of meeting” step (you may need to expand the Annual PDPR section to do this as shown in the screenshot above) and click the “Generate” button to create new form for your PDPR. Click on the “Start” button to be taken to the first section of the form.

The form will vary slightly depending on the type of work you do and is made up of 3 sections:

- **Looking Back** - to be completed by you (the reviewee) before the PDPR meeting takes place.
- **Looking Forward** - to be completed by you (the reviewee) before the PDPR meeting takes place.
- **Reviewer comments** - to be completed by your manager (the reviewer) during or after your PDPR meeting has taken place.

**PDPR Form Section 1 - Looking Back**

This section of the PDPR form is about reflecting on how you feel you have performed and developed over the last 12 months and is made up of the following questions, once these questions have all been completed click on the “Save” button to save the details you have entered and then click next.

**Overall, how do you feel the last 12 months have gone?**

Use the drop-down list to indicate how you have felt the last 12 months have gone from the available options:
Please provide a summary of how well you feel the last 12 months have gone. Please include any achievements over and above your objectives in this section.

With our emphasis on self-appraisal, this section is designed to help you look back over the last 12 months. These reflections could include things you are especially proud of and/or things that may have hindered you.

**Objectives**

These are your current objectives that were set in previous PDPR meetings, and you should not need to add any new objectives here.

NB: If this is the first time you are going through the PDPR process in MyHR, you will need to add your objectives set during your last appraisal in this Looking back section of the form.

To view your current objectives, expand this section by clicking on the arrow to the left of the word “Objectives” as in the screenshot below:

Clicking on the Objective name will open the **Objective details** form where you can review the objective.

If you would like to add a comment to the objective, you can add this to the “Reviewee/Reviewer Comments” field. Once you have done so, click on the “Save” button and the objective will be updated with your comment.

To go back to your PDPR form, click on the “Click here to return to the performance lifecycle” button.

How have you demonstrated our University values? (Team/Excellence/Community).

How have you demonstrated the attributes and behaviours associated with our University values?

Some examples you could consider when reflecting on our Team value include how you demonstrate trustworthiness, promote a collaborative and collegiate atmosphere, give colleagues
credit where credit is due, support struggling team members or have helped a team member learn a new skill. For our Excellent value you could consider how you strive to produce high-quality work, adopt an ethos of continuous improvement, innovative and explore new ideas or show a commitment to e.g., Customer Service Excellence (CSE Standards). For our Community value, you could consider how you build relationships and get to know colleagues from across our University, embrace equality, diversity and inclusion, celebrate the differing cultures, viewpoints, and beliefs or adopt a collaborative approach with colleagues from outside your immediate team or department. NB: please remember, these are just example, and you are not expected to write anything to detailed.

Which learning and development opportunities have you undertaken in the last 12 months and how useful were they?

This section is about learning and developing through many ways, for example, attending sessions and programmes, learning on-the-job or work shadowing.

The Huddersfield Leader Framework consists of three categories; Managing Yourself; Managing Others and Managing Strategy, each category includes the attributes and behaviours required to be successful in that area. For further details, please see the Huddersfield Leader Framework or Management Matters webpage.

Are you currently supervising Postgraduate Research (PGR) students as main supervisor? (Academic and Academic People Manager Only)

Use the drop-down list to indicate if you are supervising any Postgraduate Students as the main supervisor.

If you answered yes to the above question, how many Postgraduate Research (PGR) students are you currently supervising as main supervisor? (Academic and Academic People Manager Only)

Use the drop-down list to indicate how many Postgraduate Students you are currently supervising as the main supervisor. If you are not currently supervising any Post Graduate Researchers, you can leave this field blank.

Have you successfully undertaken supervisor training in the last 3 years? (Academic and Academic People Manager Only)

Use the drop-down list to indicate whether you have completed supervisor training in the last 3 years.

Have you successfully undertaken internal examiner training in the last 3 years? (Academic and Academic People Manager Only)

Use the drop-down list to indicate whether you have completed internal examiner training in the last 3 years.
In line with the Concordat to Support the Career Development of Researchers researchers are expected to undertake at least ten days of CPD per annum (pro-rata for part-time staff). During the last 12 months, approximately how many days have you spent on training and other continuing professional development activities? (Academic and Academic People Manager Only)

Use the drop-down list to indicate how many days you have spent on training and professional development activities. This is only required for Research staff, if you are not research staff, leave this section blank.

Managing Yourself: How have you demonstrated the attributes and behaviours in the Managing Yourself category? (People Manager, Academic People Manager, and Technical Services People Managers Only)

The Managing Yourself category is about acting as a positive role-model, demonstrating a high degree of integrity and self-awareness, and recognising your strengths and development needs.

Managing Others: How have you demonstrated the attributes and behaviours in the Managing Others category? (People Manager, Academic People Manager, and Technical Services People Managers Only)

The Managing Others category is about working collaboratively with your team(s) and colleagues, building, and maintaining excellent relationships, communicating effectively, and enhancing both individual and collective performance.

Managing Strategy: How have you demonstrated the attributes and behaviours in the Managing Strategy category? (People Manager, Academic People Manager, and Technical Services People Managers Only)

The Managing Strategy category is about your understanding of the strategic direction of your School, Service, and the University, and putting effective plans in place to manage your team(s) short-medium & long-term priorities. This category is also about how you innovate and adapt comfortably in an ever changing HE environment.

Please rate the following statement: "The Technician Commitment has helped me to achieve my goals over the past 12 months". (Technical Services and Technical Service People Manager Only)

For further details, please see the Technician Commitment Webpage or speak to your School/Service Technical Manager.

Comment on the rating given and consider how the Technician Commitment can help you succeed with your goals and ambitions over the next 12 months. (Technical Services and Technical Service People Manager Only)
For further details, please see the Technician Commitment Webpage or speak to your School/Service Technical Manager.

PDPR Form Section 2 - Looking Forward

This section is about looking ahead. For example: what do you see as your priorities over the next twelve months and beyond; how would you like to develop in your current role; and if you have any longer-term career plans, how can these be supported?

Objectives

Here you have the opportunity to suggest objectives for you to work on over the next 12 months, taking into account your overall team objectives, and School/Service priorities, all driven by our 2025 University Strategy Map.

There are two types of objectives available: “Personal” and “Catalogue”.

A personal objective is an objective that you have created yourself, it may be specific to your position or professional development/goals.

A catalogued objective is a predefined objective that is more generic. These will often be associated with a particular type of role where objectives may not change significantly over time. You are also able to use a catalogued objective as a template, then convert it to a personal objective so that you can personalise it to your needs, if required.

To add a personal objective, fill out the form like the screenshot below:
NB: You should select “Personal” from the “Type” drop down list (shown in the blue square), and you should leave the “Linked to type” and “Objective Title” fields blank (shown in the orange square).

Click the “Add” button and this objective will be added to your PDPR form and a new blank objective form will open for you to enter your next new objective. To review the objectives you have added, click on the dropdown list at the top of the objectives form and select the objective you would like to review.

To add a catalogue objective, you should Select “Catalogue” from the “Type” field (shown in the blue square). This will change the “Objective Title” field in to a drop-down menu. Clicking on the drop-down menu will list all of the predefined objectives that exist in the system (shown in the orange square).

Selecting an objective from this list will populate the “Description” field for you.

Once you have selected the objective from the catalogue, you should complete the rest of the form, when you have done it should look similar to the example shown below:
NB: The “Objective Title” drop-down menu should be left blank (shown in the orange square).

If you would like to personalise the catalogue objective, you can change the “Type" from “Catalogue" to “Personal”. This will then allow you to edit the “Description" if it doesn’t quite match your requirements.

Click the “Add” button and this objective will be added to your PDPR form and a new blank objective form will open for you to enter your next new objective. To review the objectives you have added, click on the dropdown list at the top of the objectives form and select the objective you would like to review.

Use this section to describe your personal ambitions, for example how you intend to develop in your role or any career aspirations you may have.

You may be keen to take on a new challenge (now or in the future) or happy to stay in your current role.

Bearing in mind your role, objectives for the coming year, and (if applicable) career aspirations, please outline what you see as your key development needs and how these can be met.

This section is about considering activities that will support your learning and development needs. Please see our People and Organisational Development webpages for further details.
Once you have completed all fields on the Looking Forward page, click on the “Save” button to ensure your work has been saved, and click the “Summary” button. Once the Summary page has loaded, you should now see that the “Submit” button is available. Click on this and your completed PDPR form will be submitted, and an automated email will be sent to your line manager informing them that you have completed your part of the process. They should then review your comments prior to your meeting.

**Important:** once you submit your PDPR it will become read-only and you will be unable to make further changes to this form. Please double check that you have included all of the information you wish before pressing the “Submit” button.

### Reviewing your manager's comments (after the PDPR meeting)

Once you have completed your meeting, your manager should add their comments to your PDPR form. You will receive an automated email informing you when they have done this, and you can review these in MyHR. To do this, you should follow the steps below:

1. Navigate to the **My PDPR** page.
2. Select the PDPR lifecycle from the list in the **Review Lifecycles** tile.
3. Click on the “Reviewee to complete PDPR ahead of meeting” step (you may need to expand the Annual PDPR Review section to do this as shown in the screenshot below)
4. Use the drop-down menu to select “Reviewer Comments”

![Screenshot of PDPR form showing reviewer comments step](image)

This will load the Reviewer Comments section of the PDPR form. You will see that your manager’s comments for each section have been added to the right of your own.

### Mid-Year Review

As well as your annual PDPR meeting, your manager should meet with you after six months for a mid-year review around the 6-month point. This review is not as detailed as your annual review
and is intended to allow you to catch up with your manager about your progress. It is recommended that you record your progress towards achieving agreed objectives and note any development activity on your PDPR on an ongoing basis, especially during the mid-year review.

You should receive an automated email as this meeting is approaching, informing you to sign in to MyHR to complete the preparation for this.

To do this, you should follow the steps below:

1. Navigate to the My PDPR page.

2. Select the PDPR lifecycle from the list in the Review Lifecycles tile.

3. Click on “Reviewee to complete the PDPR ahead of meeting”, you may need to expand the Mid-Year review section as shown in the screenshot below:

![Screenshot](image)

4. Click on the “Generate” button to create a new form.

5. Click the “Start” button and complete the form.

6. Once this form has been completed click on the “Save” button to save your work and then click on “Summary” to be taken back to the summary page.

7. The “Submit” button should now be available. Click on this and the form will be submitted for your manager to review.

You will receive an automated email notifying you once your manager has added their comments. You can review the comments for the Mid-Year review in the same way as outlined in the previous section.

**Important**: once you submit your Mid-Year review it will become read-only and you will be unable to make further changes to this form. Please double check that you have included all of the information you wish before pressing the “Submit” button.
MyHR Preferences
Setting Payslip/P45 Email Preferences

Using MyHR you can arrange for your Payslips, P60s and P45 to be emailed to you automatically. It is recommended that you do this if you will be leaving employment with the University so that your final payslip and P45 can be emailed to you after you have left.

To do this, you will need to complete your Payslips and P45 Email Preferences by clicking on the options button in the top right of the screen and click on “Settings” and then the “Payslips and P45 Email Preferences” option, this will open the Payslip and P45 Email Preferences form.

Tick the option to “Receive payslips and P45 via email”. You should then see options to enter an email address and password.

Note: If you do not see all the fields in the screenshot above, please try signing in to MyHR using a different browser or try using a private browsing session.

Enter the email address you want your Payslips/P45 to go to into the “Email address” field. This does not need to be a University email address and if you are completing this process as you are leaving the University, you should ensure you use an email address you will continue to have access to once you have left.
Enter the password that you would like the documents to be protected with into the “Password for payslip” field. Please ensure that this password is secure.

**Note:** This password should only contain the following characters: A-Z, a-z, 0-9, space or ! " $ % ^ & * ( ) - _ + ] } { , ; @ # / \ < > = ` : 

Confirm your password by entering it again in to the “Confirm password” field.

You can also choose to have your P60 automatically emailed to you by ticking the “Email P60” option.

Once you have done so, you will see the see options for P60s. You can choose to use the same details as your Payslips/P45 by ticking the “Use the same email and password for P60’s” option. Alternatively, you can follow the same steps outlined above to send your P60s using a different email address or password.
Once you have saved the page, your email preferences will be updated and any subsequent payslips, P60s and P45s that are generated for you will be automatically emailed to you using these preferences.

**Changing the Date Format**

By default, the date format in MyHR is set to the UK format of DD/MM/YYYY (e.g. 14/01/2020), however, you can change this if you prefer in to the US date format of MM/DD/YYYY (e.g. 01/14/2020).

To change the date format used in MyHR, click on the options button in the top right of the screen and click on the “Settings” and then select the “Preferences” option, this will open the Preferences form.

The “Date format” field will show you your current date format selection.

To change this, click on the arrow to open the drop-down list and select the format you want to use.
Click the “Save” button. Your preferences have now been updated. These changes will take effect from the next time you sign in to MyHR.

**Note:** The date format will be updated within MyHR, including the date on your short Payslip summary, however, the date format on the exported full pdf payslip will always be in the UK date format.
FAQs

I have been working at the University for years, why can’t I see my full job history?
MyHR uses the information in our HR & Payroll system which was implemented in April 2013. An operational decision was made to import the relevant information from any role(s) you had on the go live date. The date displayed on MyHR is the date of the last contractual change to your job (such as a change in hours or Grade). We have your full job history information available to the staff in Human Resources and Payroll but unfortunately it is not something we aim to bring into MyHR in the foreseeable future.

I am unable to log in to MyHR, what do I do?
MyHR uses the same Active Directory account information you log in with for your staff computer. If you have multiple accounts (if you have more than one job for example) then you will only be able to log in with one of these accounts. If you are able to log in to your computer but are unable to log in to MyHR please contact myhr@hud.ac.uk.

If I leave the University will I still be able to access MyHR?
MyHR is a service which is only available for current employees of the University. If you need copies of your Payslips, we strongly recommend you download or print these before leaving. If you will be leaving the University shortly, you should update your Payslip and P45 email preferences (see the "Setting Payslip/P45 Email Preferences" section of this guide) before leaving and your last payslip and P45 will be automatically emailed to you. If you have not done this and would like a copy of a previous payslip please contact payroll@hud.ac.uk who will be able to assist.

When I change my bank details I get an error message “Invalid Sort Code has been entered. Please check and re-enter”.
MyHR has a restricted list of approved sort codes which can be entered in order to reduce any potential inaccurate bank account details being entered. If you have received this message, please contact payroll@hud.ac.uk with the sort code you would like adding and they will be able to do this for you.