

# MyHR User Guide

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*University of*  
**HUDDERSFIELD**



Inspiring global professionals

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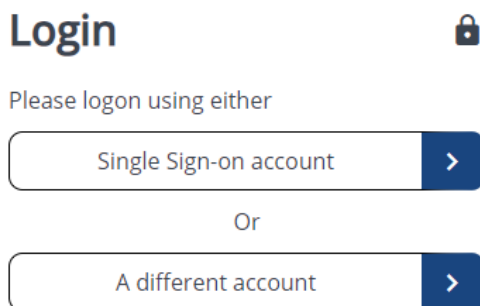
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## Logging in

MyHR is available at the following web address <https://myhr.hud.ac.uk>.

MyHR uses Single Sign On (SSO) which means if you are accessing it on campus your University login credentials will be passed through and you will be signed into the system automatically.

If you are prompted with Login options like below, please choose “Single Sign-on account”.



**Login** 

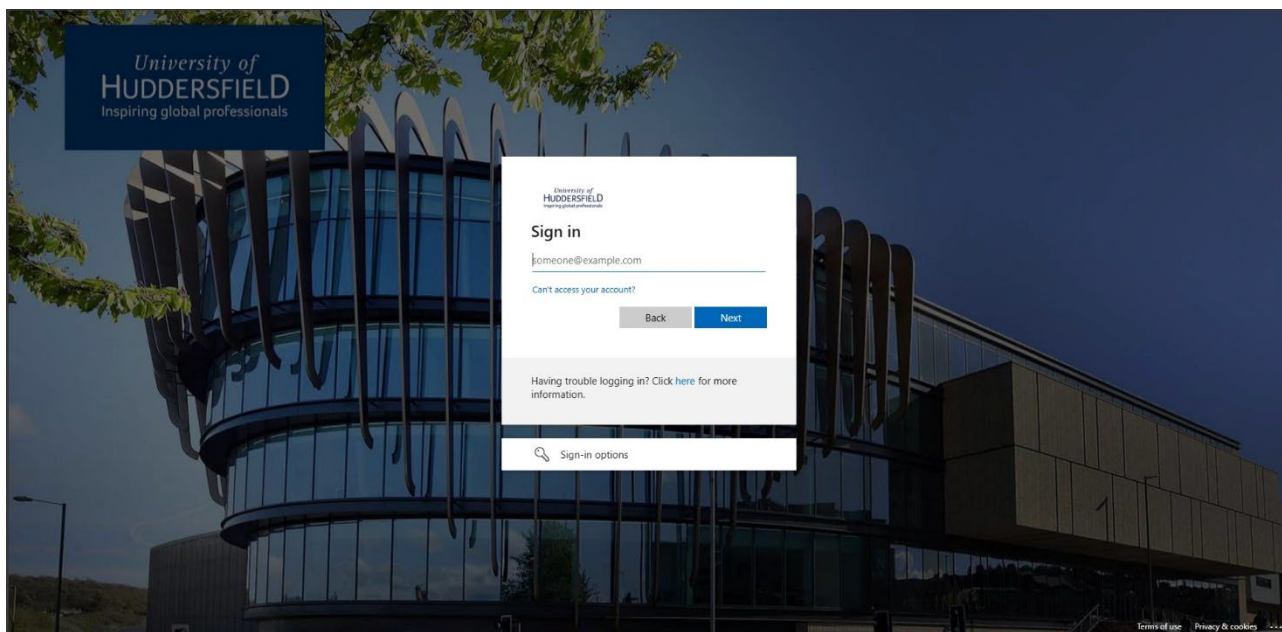
Please logon using either

Single Sign-on account >

Or

A different account >

If you are accessing MyHR off campus you will be redirected to the University's SSO login screen which will look like the image below. Your user login details are the same as you would use to sign in to your University PC or Email account. Once you have logged in you will be redirected back to MyHR.

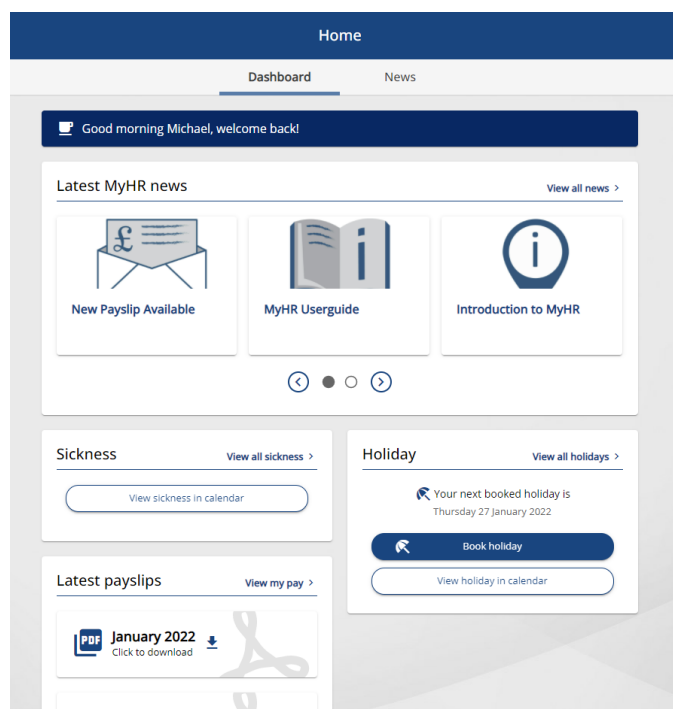


You should be able to access MyHR regardless of whether you are accessing it from on campus, while working away from campus or at home and it is available on PC, Mac and most mobile devices.

If you are experiencing any difficulties logging into MyHR and would like assistance, please contact [myhr@hud.ac.uk](mailto:myhr@hud.ac.uk).

## Homepage







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.



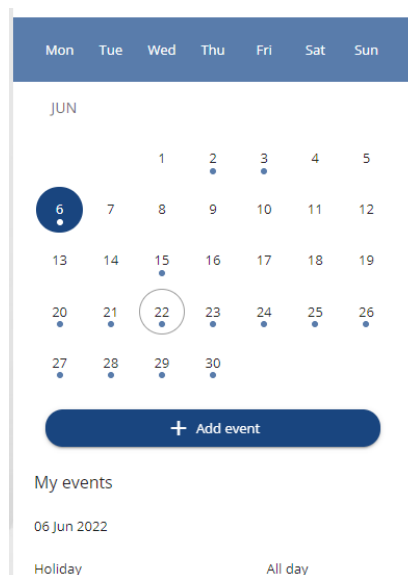
The dashboard is comprised of four tiles:

Dashboard Section	Description
<b>Latest MyHR news</b>	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.
<b>Sickness</b>	The Sickness section contains links for you to see your absence calendar as well as view your sickness absence history.
<b>Holiday</b>	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.
<b>Latest Payslips</b>	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.

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:

Button	Description
 <a href="#">View my details</a>	The <b>View my details</b> 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.
 <a href="#">My absence</a>	The <b>My Absence</b> page allows you to view any period of sickness absence that is held on record for you.
 <a href="#">My pay</a>	The <b>My Pay</b> 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.
 <a href="#">My PDPR</a>	The <b>My PDPR</b> 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.
 <a href="#">Home</a>	This button returns you to the homepage.
	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

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

Personal

Employment

Talent

My personal details



Name: Michael Brown

Known as: Michael

Date of birth: 04 May 1985

Edit

Equality information

Select the links below to view or amend your equality information

[Equality information >](#)

Contact information

Home - Mailing Address: 4 New Street, Huddersfield, HD3 1TF, United Kingdom

Home telephone: 01484 572466

Mobile telephone: 07785 244658

User e-mail address: m.brown24@hud.ac.uk

+ Add address

+ Add contact details

Emergency contacts

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Mrs Julie Brown	Wife	01484 472568	Yes

+ Add emergency contact

Bank details

Account name	Bank name	Sort code
<a href="#">M R Brown</a>	<a href="#">Bank</a>	<a href="#">205143</a>

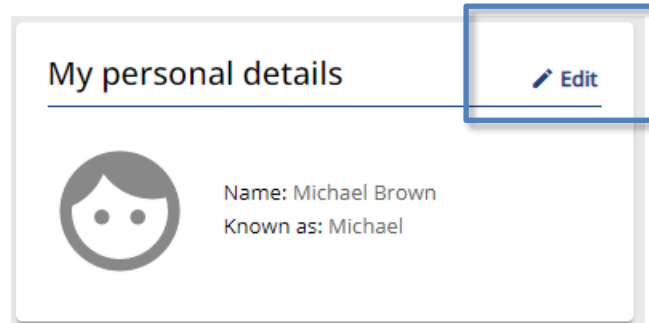
The *Personal* tab of the **My Details** page is split into five tiles:

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

## My personal details

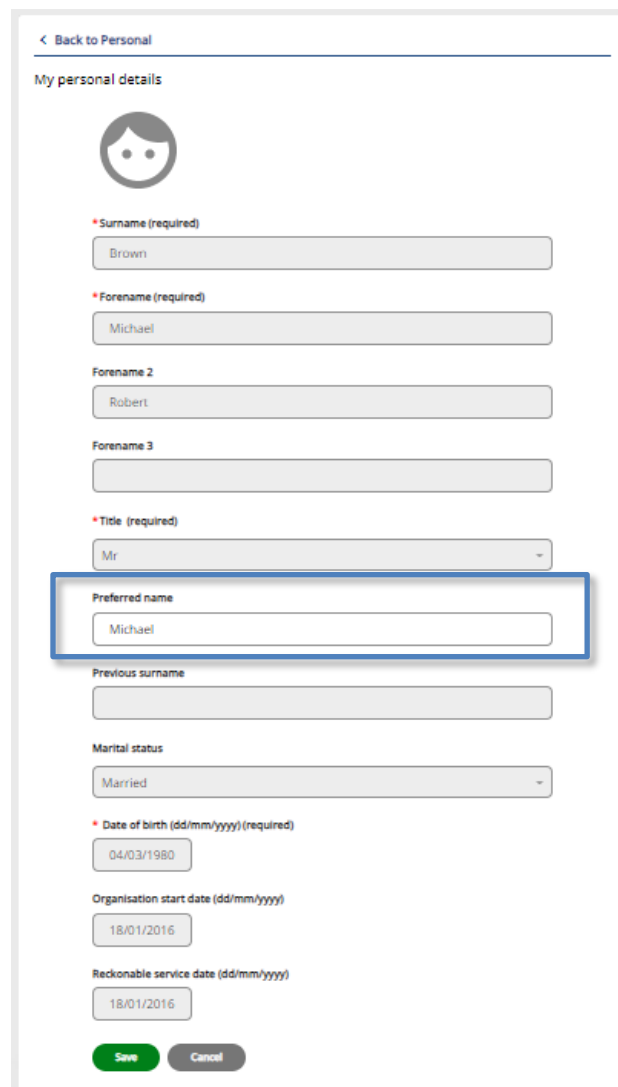
### Personal Details

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



The image shows a 'My personal details' tile. It has a title 'My personal details' at the top left and an 'Edit' button with a pencil icon at the top right. Below the title is a circular profile icon. To the right of the icon, the text reads 'Name: Michael Brown' and 'Known as: Michael'. The 'Edit' button is highlighted with a blue rectangular box.

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.



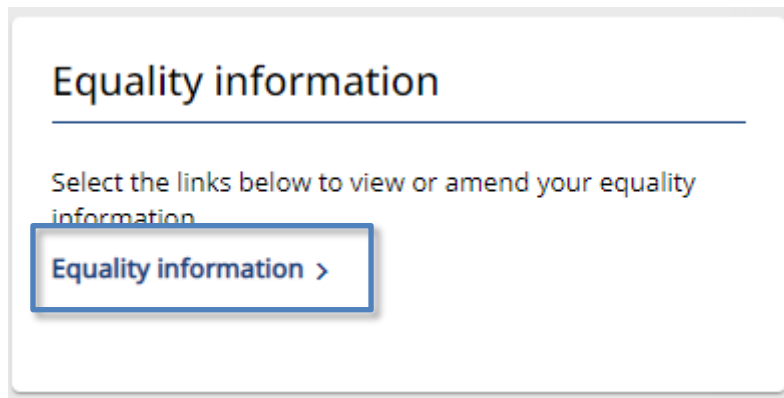
The image shows the 'My personal details' form. It has a back arrow and 'Back to Personal' link at the top left. Below the title 'My personal details' is a circular profile icon. The form contains several fields: 'Surname (required)' with the value 'Brown', 'Forename (required)' with the value 'Michael', 'Forename 2' with the value 'Robert', 'Forename 3' (empty), 'Title (required)' with a dropdown menu showing 'Mr', 'Preferred name' with the value 'Michael' (this field is highlighted with a blue rectangular box), 'Previous surname' (empty), 'Marital status' with a dropdown menu showing 'Married', 'Date of birth (dd/mm/yyyy) (required)' with the value '04/03/1980', 'Organisation start date (dd/mm/yyyy)' with the value '18/01/2016', and 'Reckonable service date (dd/mm/yyyy)' with the value '18/01/2016'. At the bottom are 'Save' and 'Cancel' buttons.

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](mailto: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.



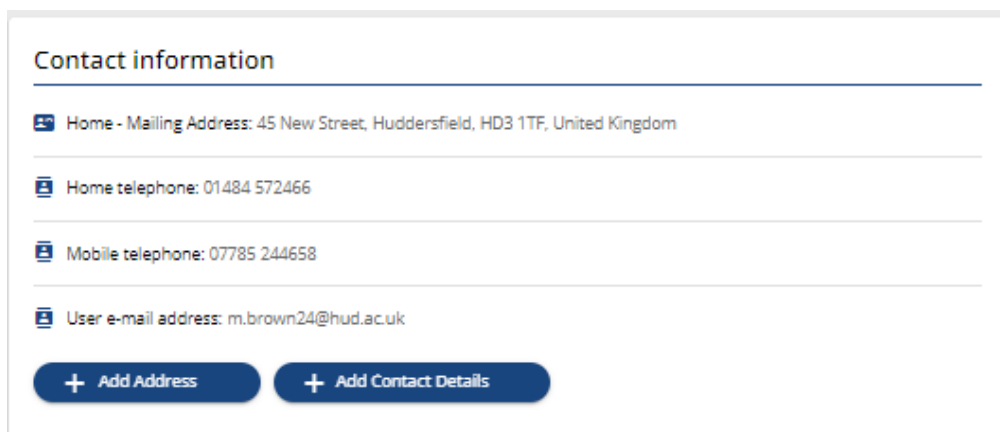
After clicking on this option, the **Equality information** form will open. From here you can update the “Religion”, “Ethnic origin”, “What is your gender”, “Does your gender identity differ from your sex as registered at birth”, “Sexual orientation”, “Self-certified disabled” and “Disability description” fields.

If you need to update/correct your “Marital status” or “Nationality”, please contact HR ([hr@hud.ac.uk](mailto: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

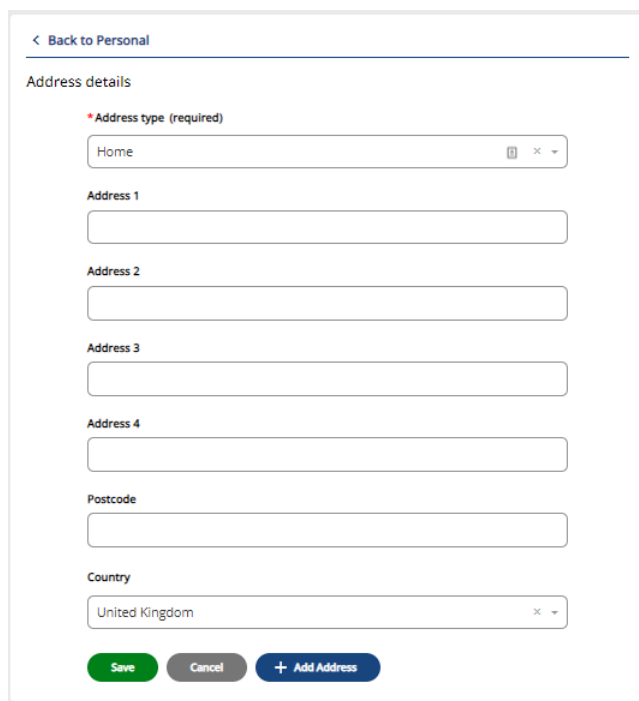
The *Contact information* tile contains the contact information that is held for you by HR.

A screenshot of the 'Contact information' tile in a web application. The tile has a title 'Contact information' at the top. Below the title, there are four rows of information, each with a small icon on the left: 'Home - Mailing Address: 45 New Street, Huddersfield, HD3 1TF, United Kingdom', 'Home telephone: 01484 572466', 'Mobile telephone: 07785 244658', and 'User e-mail address: m.brown24@hud.ac.uk'. At the bottom of the tile, there are two blue buttons: '+ Add Address' and '+ Add Contact Details'.

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

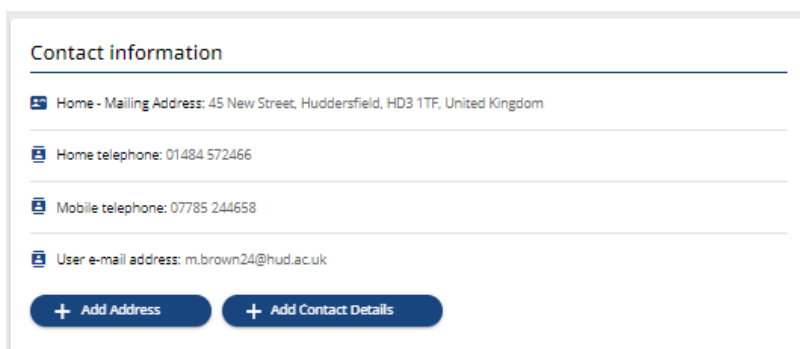
## Updating your address

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.

A screenshot of the 'Address details' form in a web application. The form has a title 'Address details' at the top. Below the title, there is a dropdown menu for 'Address type (required)' with 'Home' selected. Below this, there are four text input fields labeled 'Address 1', 'Address 2', 'Address 3', and 'Address 4'. Below these is a text input field for 'Postcode'. Below the postcode field is a dropdown menu for 'Country' with 'United Kingdom' selected. At the bottom of the form, there are three buttons: 'Save' (green), 'Cancel' (grey), and '+ Add Address' (blue).

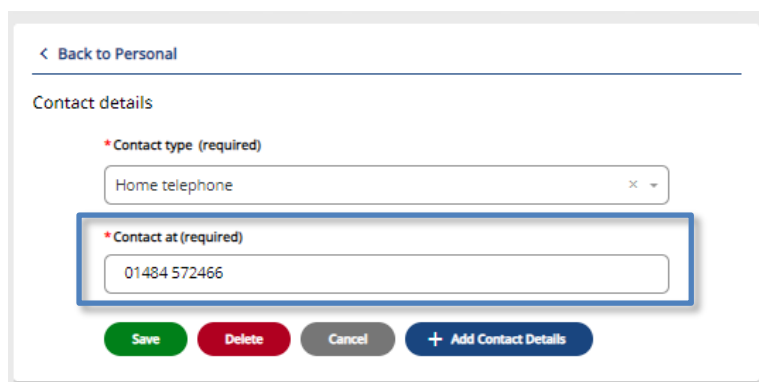
## Updating your contact information

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



The 'Contact information' tile displays a list of contact details. At the top, it shows 'Home - Mailing Address: 45 New Street, Huddersfield, HD3 1TF, United Kingdom'. Below this are 'Home telephone: 01484 572466' and 'Mobile telephone: 07785 244658'. At the bottom, it shows 'User e-mail address: m.brown24@hud.ac.uk'. Two buttons are at the bottom: '+ Add Address' and '+ Add Contact Details'.

This will open the **Contact details** form.



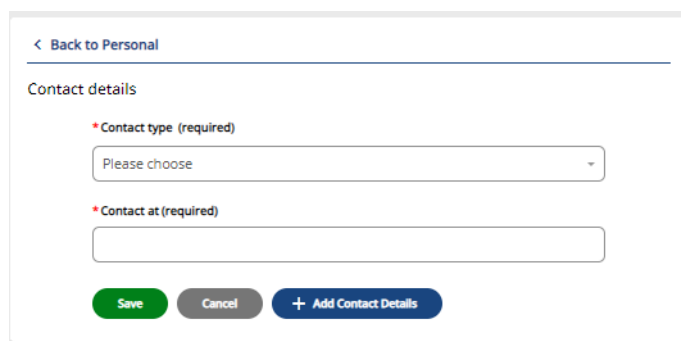
The 'Contact details' form has a back arrow and 'Back to Personal' link. It contains two required fields: 'Contact type (required)' with a dropdown menu showing 'Home telephone', and 'Contact at (required)' with a text input field containing '01484 572466'. The 'Contact at' field is highlighted with a blue border. At the bottom are 'Save', 'Delete', 'Cancel', and '+ Add Contact Details' buttons.

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.



The blank 'Contact details' form shows the 'Contact type (required)' dropdown menu with 'Please choose' selected. The 'Contact at (required)' text input field is empty. The 'Save', 'Cancel', and '+ Add Contact Details' buttons are at the bottom.

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.

Emergency contacts				
Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Mrs Julie Brown	Wife	01484 472568	Yes
<a href="#">+ Add Emergency Contact</a>				

### 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.

[< Back to Personal](#)

Emergency contact

\* Contact name (required)

Relationship to me

Contact at

Contact email

☐ Primary contact

☐ Use my home address

Address 1

Address 2

Address 3

Address 4

Postcode

Country

[Save](#) [Cancel](#) [+ Add Emergency Contact](#)

This checkbox makes this emergency contact your primary contact. This means they would be the first person the University would try to contact in the event of an emergency.

This checkbox can be used if you live with your emergency contact. It will auto-populate your emergency contact's address with your Home address.

### 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.

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Mrs Julie Brown	Wife	01484 472568	Yes

[+ Add Emergency Contact](#)

This will open the **Emergency contact** form.

[< Back to Personal](#)

Emergency contact

\* Contact name (required)

Relationship to me

Contact at

Contact email

☒ Primary contact

☒ Use my home address

Address 1

Address 2

Address 3

Address 4

Postcode

Country

[Save](#)
[Delete](#)
[Cancel](#)
[+ Add Emergency Contact](#)

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.

Bank details		
Account name	Bank name	Sort code
M R Brown	Bank	204304

This will open the **Bank details** form.

[< Back to Personal](#)

Bank details

These details are used to pay your salary and any changes will take immediate effect. Please check the details carefully before saving. Please note that you will not be able to edit your bank details when the Payroll is being run - please contact Payroll if you need to update your details during this time.

\* Sort code (required)

Bank name

Roll number

\* Account number (required)

\* Account name (required)

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:

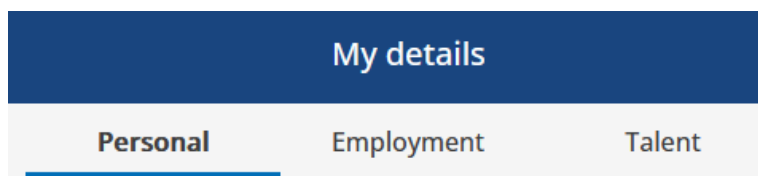
✗ Invalid Sort Code has been entered. Please check and re-enter.

If you receive this message, please contact [payroll@hud.ac.uk](mailto:payroll@hud.ac.uk) quoting the sort code you would like to enter, and they will be able to resolve this error for you.

## Employment

### 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 *Employment* 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

The screenshot shows the 'My employment' page with the 'Employment' tab selected. It displays a table of job history:

Period of employment	Position	Department
18 Jan 2016 - present	Administration Assistant	HRHUM
<u>01 Jan 2018 - 01 Jan 2019</u>	<u>Administrative Officer</u>	<u>HRHUM</u>

A blue callout box on the right explains: "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.

The screenshot shows the 'Previous job details' form with the following fields:

- Job details**
- Department**: HRHUM-Human Resources
- Position name**: Administrative Officer
- Start date (dd/mm/yyyy)**: 01/01/2018
- Leaving date (dd/mm/yyyy)**: 01/01/2019
- Cancel** button

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.

< Back to Employment

Current job details

**Job details**

Department	Position name
HRHUM-Human Resources	Administration Assistant

Personal reference	Start date (dd/mm/yyyy)
36396	15/01/2017

Payroll number	Contractual hours
7363605	37.00

Salary

27365 Annually

**Manager**

Reporting manager and job title

Kelly Armitage - Team Leader

Cancel

You are also able to see the name and job title of your reporting manager.

## Electronic Correspondence

Some correspondence from the Human Resources team will be delivered to you electronically via MyHR. This correspondence will need you to sign in to MyHR to either acknowledge them or provide an electronic signature. An example of the type of correspondence you may receive would be an updated contract that you will need to sign.

### *Signing/Acknowledging Electronic Correspondence*

When new correspondence is made available to you in MyHR, you will receive an automated email to inform you that the correspondence is there and what action is required from you.

When you next sign in to MyHR the correspondence will open for you to review and acknowledge/sign.

**myHR**

**Correspondence**

**University of HUDDERSFIELD**  
Inspiring global professionals

**PRIVATE AND CONFIDENTIAL**  
Mr Michael Brown

Dear Mr Brown

**Re: D123, Administration Officer**

**Permanent , Full time (37)**

Further to your recent interview I am delighted to formally offer you the above post subject to:

1. Proof of eligibility to work in the UK. Page 16 of our [Right to Work Checks guidance](#) confirms which documents we can accept. Please scan and email your documents through to me. If you currently hold a visa, or don't currently have a right to work in the UK, please also send a copy of your passport.
2. Satisfactory health clearance. You will shortly receive an email from [occupational.health@hud.ac.uk](mailto:occupational.health@hud.ac.uk) with a link to the Occupational Health online assessment. Please complete this assessment as soon as possible.

**Acknowledge** **Print**

If you would prefer to review this later, you can close it without signing/acknowledging it by clicking on the cross in the top right-hand corner (highlighted in the screenshot above). This will close the correspondence and continue to the MyHR main page as normal. This will appear every time that you sign in to MyHR until it has been signed/acknowledged.

**Note:** Correspondence **cannot** be amended or removed from your record once it has been signed or acknowledged so always ensure that you carefully read any correspondence before doing so.

To acknowledge correspondence, click on the “Acknowledge” button that appears at the bottom of the correspondence window.

**Acknowledge** **Print** **Cancel**

If the correspondence requires signing you will see a signature field at the bottom of the correspondence window. If you have already set up an electronic signature in MyHR this will already contain your signature ready for you to use, otherwise you can enter a signature by typing it into this field.

**\*Signature (required)**

*MBrown*

**Sign** **Print** **Cancel**

Click on the “Sign” button and the correspondence will be signed.

You can change your signature if needed by following the steps in the [Changing an E-Signature](#) section of this guide.

*Reviewing Electronic Correspondence*

You can view electronic correspondence that you have received in MyHR. To do this, navigate to the *Employment* tab in the **Personal Details** section of MyHR and the “My correspondence” section will be shown below the “My employment” section.

My correspondence

Template name

Correspondence status  
All

Start date (dd/mm/yyyy)  
12/11/2023

End date (dd/mm/yyyy)  
11/11/2024

Search

Clear search

Correspondence	Created	Status	Changed date/time	Download
Offer Letter (Int)	11 Nov 2024 11:25	Pending		

By default, this will list all correspondence received in the last 12 months.

New correspondence will be recorded with a status of “Pending”. To view your correspondence select it from the list and it will open.

You can use the filters at the top of the “My correspondence” section to search for a particular correspondence record.

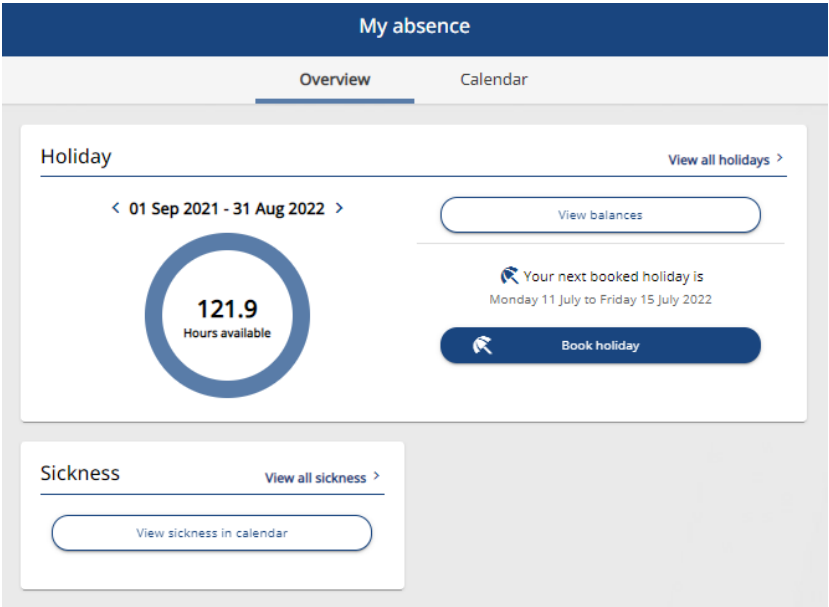
Update the filters as appropriate and click on the “Search” button. The list will then update and return all correspondence that match the search criteria provided.

# **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.

[< Back to Overview](#)

### Absence records

*Searching with neither Start date nor End date will return all absences.*

Type: 
 Status:

Start date (dd/mm/yyyy): 
 End date (dd/mm/yyyy):

Start date	End Date	Duration	Type	Position	Status	Attachments
29 Aug 2022	29 Aug 2022	7.4	Bank holiday	Administration Assistant	Not applicable	
11 Jul 2022	15 Jul 2022	37	Annual Leave	Administration Assistant	Awaiting authorisation	
03 Jun 2022	03 Jun 2022	7.4	Bank holiday	Administration Assistant	Not applicable	
02 Jun 2022	02 Jun 2022	7.4	Bank holiday	Administration Assistant	Not applicable	
02 May 2022	02 May 2022	7.4	Bank holiday	Administration Assistant	Not applicable	
18 Apr 2022	18 Apr 2022	7.4	Bank holiday	Administration Assistant	Not applicable	
15 Apr 2022	15 Apr 2022	7.4	Bank holiday	Administration Assistant	Not applicable	
04 Jan 2022	07 Jan 2022	29.6	Annual Leave	Administration Assistant	Authorised	
03 Jan 2022	03 Jan 2022	7.4	Bank holiday	Administration Assistant	Not applicable	

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.

### Absence records

*Searching with neither Start date nor End date will return all absences.*

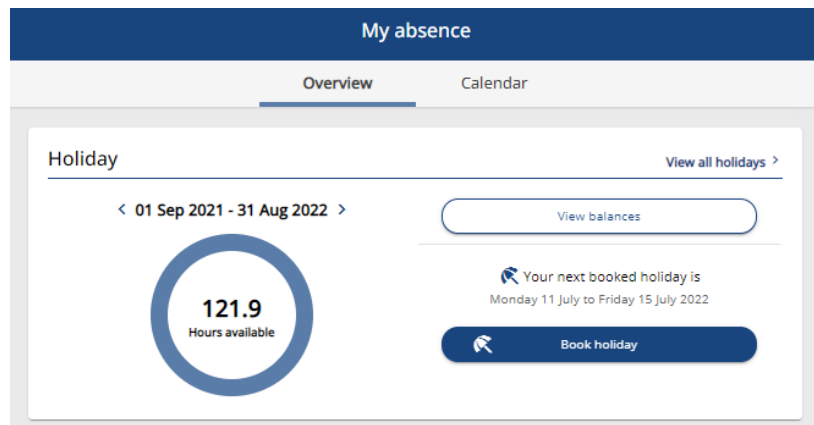
Type: 
 Status:

Start date (dd/mm/yyyy): 
 End date (dd/mm/yyyy):

## 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.

Scheme name Annual Leave Support	Holiday period 01 Sep 2020 - 31 Aug 2021
Start balance 333 hours	Leave already taken 296 hours
Upcoming leave 0 hours	Remaining 37 hours

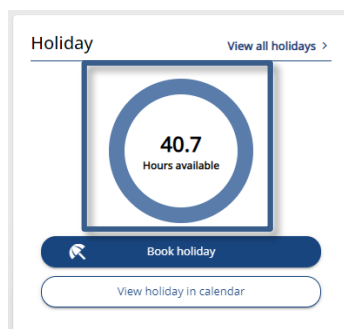
  

Scheme name Annual Leave Support	Holiday period 01 Sep 2021 - 31 Aug 2022
Start balance 362.6 hours	Leave already taken 270.1 hours
Upcoming leave 51.8 hours	Remaining 40.7 hours

Scheme name Annual Leave Support	Holiday period 01 Sep 2022 - 31 Aug 2023
Start balance 318.2 hours	Leave already taken 0 hours
Upcoming leave 46.25 hours	Remaining 271.95 hours

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:

Holiday entitlement summary <span>Close X</span>			
Position Administration Assistant		Holiday period dates 01 Sep 2021 - 31 Aug 2022	
Scheme name Annual Leave Support		Entitlement for period 362.6 hours (325.6 hours Pro Rata) (37 brought forward)	
Start date	End date	Duration	Remaining entitlement
20 Sep 2021	24 Sep 2021	37	325.6
21 Oct 2021	21 Oct 2021	7.4	318.2
23 Nov 2021	23 Nov 2021	7.4	310.8
17 Dec 2021	17 Dec 2021	7.4	303.4
23 Dec 2021	23 Dec 2021	7.4	296
24 Dec 2021	24 Dec 2021	7.4	288.6
27 Dec 2021	27 Dec 2021	7.4	281.2
28 Dec 2021	28 Dec 2021	7.4	273.8

## 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.

[< Back to Overview](#)

---

Holiday details

*i* All holiday requests are subject to approval by your line manager and you should wait until your request has been approved before making personal commitments. Holidays requested at short notice may be refused.

**\* Absence type (required)**

**\* Holiday period (required)**

**\* Start date (dd/mm/yyyy) (required)**

**\* Morning or Afternoon (required)**

Save
Cancel
Book holiday

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”.

[< Back to Dashboard](#)

---

Holiday details

*i* All holiday requests are subject to approval by your line manager and you should wait until your request has been approved before making personal commitments. Holidays requested at short notice may be refused.

**\* Absence type (required)**

**\* Holiday period (required)**

**\* Start date (dd/mm/yyyy) (required)**

Save
Cancel
Book a new holiday

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”.

[< Back to Dashboard](#)

### Holiday details

i All holiday requests are subject to approval by your line manager and you should wait until your request has been approved before making personal commitments. Holidays requested at short notice may be refused.

**\* Absence type (required)**

Annual Leave
✕ ▼

**\* Holiday period (required)**

More than one day
✕ ▼

**\* Start date (dd/mm/yyyy) (required)**

21/03/2022
📅

**\* Full or part day (required)**

Full day
✕ ▼

**\* End date (dd/mm/yyyy) (required)**

23/03/2022
📅

**\* Full or part day (required)**

Full day
✕ ▼

Save
Cancel
Book a new holiday

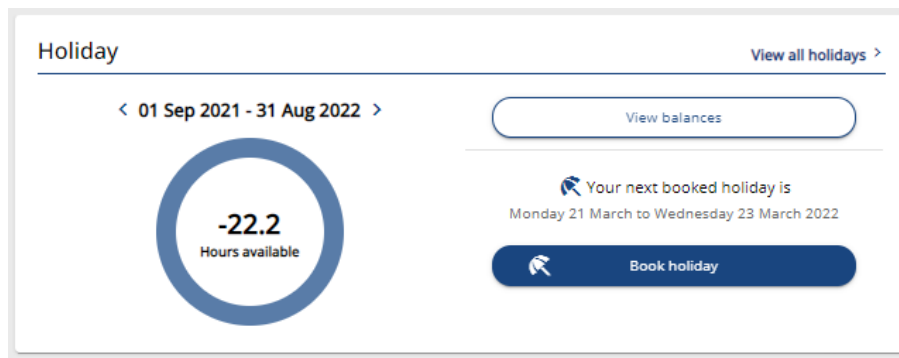
After you have saved the **Holiday details** form the request will be added to the list of annual leave records on the **My absence** page of MyHR and a notification email will be sent to your line manager so that they know that you have made the request. The holiday list will show this request with a status of “Awaiting authorisation” until your manager has reviewed the request and approves it.

02 May 2022	02 May 2022	7.4	Bank holiday	Administration Assistant	Not applicable
18 Apr 2022	18 Apr 2022	7.4	Bank holiday	Administration Assistant	Not applicable
15 Apr 2022	15 Apr 2022	7.4	Bank holiday	Administration Assistant	Not applicable
21 Mar 2022	23 Mar 2022	22.2	Annual Leave	Administration Assistant	Awaiting authorisation
04 Jan 2022	07 Jan 2022	29.6	Annual Leave	Administration Assistant	Authorised

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:

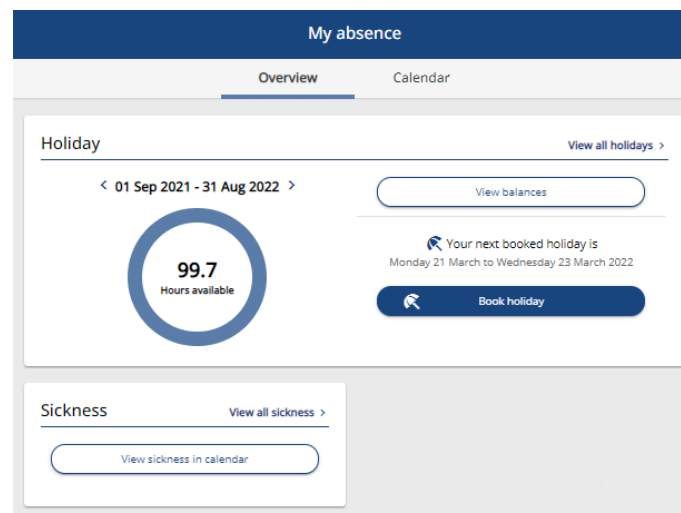


Please note that negative entitlements are only permitted in exceptional circumstance, such as new employees joining the University with pre-booked holidays. Under normal circumstances these holiday requests should be refused, at which point your remaining balance should be positive once again.

### 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.

Start date ↓	End Date	Duration	Type	Position	Status
29 Aug 2022	29 Aug 2022	7.4	Bank holiday	Administration Assistant	Not applicable
11 Jul 2022	15 Jul 2022	37	Annual Leave	Administration Assistant	Awaiting authorisation
03 Jun 2022	03 Jun 2022	7.4	Bank holiday	Administration Assistant	Not applicable
02 Jun 2022	02 Jun 2022	7.4	Bank holiday	Administration Assistant	Not applicable
02 May 2022	02 May 2022	7.4	Bank holiday	Administration Assistant	Not applicable

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

[< Back to Absence records](#)

---

Holiday details

All holiday requests are subject to approval by your line manager and you should wait until your request has been approved before making personal commitments. Holidays requested at short notice may be refused.

\* Absence type (required)  
Annual Leave

\* Holiday period (required)  
More than one day

\* Start date (dd/mm/yyyy) (required)  
11/07/2022

\* Full or part day (required)  
Full day

\* End date (dd/mm/yyyy) (required)  
15/07/2022

\* Full or part day (required)  
Full day

\* Position (required)  
Administration Officer (C123, 18/01/2016) (Current)

Authorisation  
Awaiting authorisation

[Save](#) [Delete](#) [Cancel](#) [Book a new holiday](#)

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.

My absence

Overview

Calendar

Holiday

View all holidays >

< 01 Sep 2021 - 31 Aug 2022 >

View balances

99.7

Hours available

Your next booked holiday is

Monday 21 March to Wednesday 23 March 2022

Book holiday

Sickness

View all sickness >

View sickness in calendar

Click on the “View all holidays” option on the *Holiday* tile and this will present you with a list of your annual leave.

Start date	End Date	Duration	Type	Position	Status
29 Aug 2022	29 Aug 2022	7.4	Bank holiday	Administration Assistant	Not applicable
11 Jul 2022	15 Jul 2022	37	Annual Leave	Administration Assistant	Awaiting authorisation
03 Jun 2022	03 Jun 2022	7.4	Bank holiday	Administration Assistant	Not applicable
02 Jun 2022	02 Jun 2022	7.4	Bank holiday	Administration Assistant	Not applicable
02 May 2022	02 May 2022	7.4	Bank holiday	Administration Assistant	Not applicable

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

< Back to Absence records

Holiday details

All holiday requests are subject to approval by your line manager and you should wait until your request has been approved before making personal commitments. Holidays requested at short notice may be refused.

\* Absence type (required)

Annual Leave

\* Holiday period (required)

More than one day

\* Start date (dd/mm/yyyy) (required)

11/07/2022

\* Full or part day (required)

Full day

\* End date (dd/mm/yyyy) (required)

15/07/2022

\* Full or part day (required)

Full day

\* Position (required)

Administration Officer (C123, 18/01/2016) (Current)

Authorisation

Awaiting authorisation

Save

Delete

Cancel

Book a new holiday

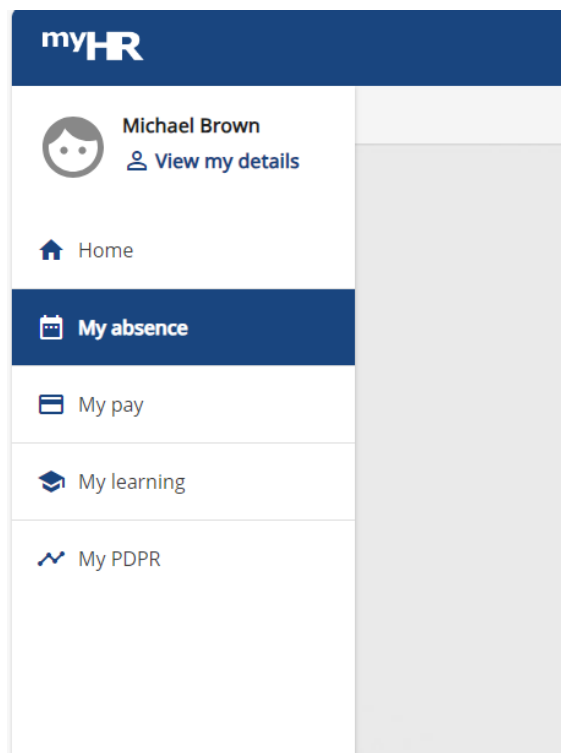


Click on the “Delete” button at the bottom of this form and the request will be cancelled. An email will be sent to your manager notifying them that you have cancelled your annual leave.

### Requesting To Buy Annual Leave

If you are contracted to 52 weeks per year and have a permanent or fixed term contract in place until the end of the leave year, you can use MyHR to make a request to buy additional annual leave during a period known as the “benefit window”. You can make one request to buy 37 hours (pro rata for part time staff) which is the equivalent of one week of annual leave in a holiday year. The request is subject to authorisation by your line manager, and so it is recommended you discuss this with them before making a request in MyHR.

To make a request to buy annual leave, click on the “My Absence” button on the left-hand side of the MyHR home page.



Click on the “Buy holidays” button in the *Holiday* tile and the **Buy holidays** form will open.

The screenshot shows the 'My absence' interface. At the top is a dark blue header with the text 'My absence'. Below this are two tabs: 'Overview' (selected) and 'Calendar'. The main content area is divided into two sections: 'Holiday' and 'Sickness'. The 'Holiday' section has a sub-header 'Holiday' and a link 'View all holidays >'. Below this is a date range '< 01 Sep 2023 - 31 Aug 2024 >'. A large blue circle displays '136.2 Hours available'. To the right of the circle are two buttons: 'View balances' and 'Buy holidays' (highlighted with a blue box). Below these buttons is a message: 'Your next booked holiday is No holidays currently booked' and a 'Book holiday' button. The 'Sickness' section has a sub-header 'Sickness' and a link 'View all sickness >'. Below this is a button 'View sickness in calendar'.

On the **Buy holidays** form select your job from the *Position name* drop down list, your annual leave scheme from the *Scheme* drop-down list, select the current annual leave year from the *Holiday period dates* drop down list and the Buy option from the *Action* drop down list.

In the *No of hours* field, enter the total hours you are contracted to per week for the selected job, this will be specified in the *Min/Max allowed* field. When you click out of the *No of hours* field the *Total amount to be repaid* field will then be automatically populated with the total amount that you will need to repay, based on your current hourly rate and the number of hours you are buying. If your request is approved by your line manager, these repayments will be made in equal instalments starting from the month following the end of the benefit window up to the end of the holiday year.

Click save to submit the request and your manager will be notified by email and will be able to authorise or reject your request.

My pay

[< Back to Overview](#)

Buy holidays

\* Position name (required)

Administration Officer (N\*1689, 03/04/2023) (Current) x

\* Scheme (required)

Annual Leave Support x

\* Holiday period dates (required)

01/09/2023 - 31/08/2024 x

Benefit window is open from 01 Sep 2023 to 27 Feb 2024.

\* Action (required)

Buy x

Min/Max allowed

37 / 37

\* No of hours (required)

37

Total amount to be repaid

574.56

Save

Cancel

As soon as you submit the request, the hours will be added to your annual leave entitlement, but it is important to note they are still subject to authorisation by your manager and will be removed if the request is rejected and so you should not use this annual leave or make any personal commitments for this time until your manager has approved your request. You will receive the outcome via email once your manager has responded to it in iTrent.

You can confirm that your additional leave has been added to your entitlement on the **My absence** page in MyHR by clicking on the “View balances” button in the *Holiday* tile.

My absence

Overview

Calendar

Holiday

View all holidays >

< 01 Sep 2023 - 31 Aug 2024 >

136.2

Hours available

View balances

Buy holidays

Your next booked holiday is

No holidays currently booked

Book holiday

Sickness

View all sickness >

View sickness in calendar

On the **Holiday balances** page, click on the tile for the current annual leave year.

March 2025

35 | Page

**Holiday balances**

Your 'Start balance' includes all bank holidays, University closures and annual leave hours you are entitled to for the full annual leave year. 'Leave already taken' and 'Upcoming leave' include annual leave already booked and also bank holidays and University closures which fall within your working pattern. Your 'Remaining balance' refers to any annual leave remaining. A maximum of 37 hours (pro-rata) will be automatically carried forward if not taken by the end of the annual leave year (31 August)

**Information Systems Officer**

Scheme name Annual Leave Support	Holiday period 03 Apr 2023 - 31 Aug 2023 (Part)
Start balance 136.2 hours	Leave already taken 118.4 hours
Upcoming leave 0 hours	Remaining 17.8 hours

Scheme name Annual Leave Support	Holiday period 01 Sep 2023 - 31 Aug 2024
Start balance 343.4 hours	Leave already taken 170.2 hours
Upcoming leave 37 hours	Remaining 136.2 hours

Scheme name Annual Leave Support	Holiday period 01 Sep 2024 - 31 Aug 2025
Start balance 1.2 hours	Leave already taken 0 hours
Upcoming leave 0 hours	Remaining 1.2 hours

A Holiday entitlement summary page will appear which lists all the leave you have taken during the holiday year. Under “Entitlement for period” it will show your total leave entitlement inclusive of the number of hours bought. The total number of hours bought will also be shown separately as “inc \_ bought” in brackets.

**Holiday entitlement summary** Close X

Position  
Administration Officer

Holiday period dates  
01 Sep 2023 - 31 Aug 2024

Scheme name  
Annual Leave Support

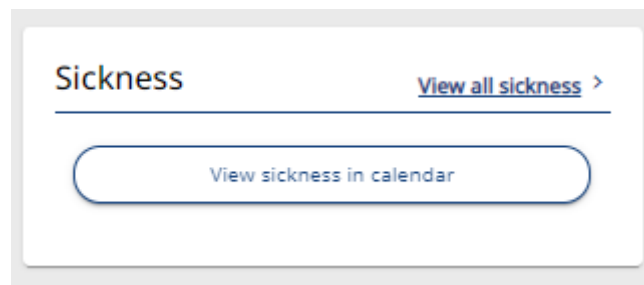
Entitlement for period  
380.4 hours (325.6 hours Pro Rata) (17.8 brought forward) (inc 37 bought)

Start date	End date	Duration	Remaining entitlement
04 Oct 2023	06 Oct 2023	22.2	358.2
30 Oct 2023	30 Oct 2023	7.4	350.8
27 Nov 2023	01 Dec 2023	37	313.8
18 Dec 2023	21 Dec 2023	29.6	284.2
22 Dec 2023	22 Dec 2023	7.4	276.8
25 Dec 2023	25 Dec 2023	7.4	269.4
26 Dec 2023	26 Dec 2023	7.4	262
27 Dec 2023	27 Dec 2023	7.4	254.6

## 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.

A screenshot of a web interface titled "Absence records". At the top, there is a link "< Back to Overview". Below this, there is a blue banner with a white information icon and the text "Searching with neither Start date nor End date will return all absences." Below the banner, there are three tabs: "All", "Holiday", and "Sickness" (which is selected with a checkmark). Below the tabs, there are two dropdown menus: "Type" (set to "All") and "Status" (set to "Not refused"). Below these, there are two date input fields: "Start date (dd/mm/yyyy)" (set to "27/12/2021") and "End date (dd/mm/yyyy)". Below the date fields, there is a blue "Search" button. Below the search section, there is a table with the following columns: "Start date", "End Date", "Duration", "Type", "Position", "Status", and "Attachments". The table contains one row of data: "10 Jan 2022", "11 Jan 2022", "", "Sickness", "Administration Assistant", "Not applicable", and "".

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.

A screenshot of a web interface titled "Absence records". At the top, there is a link "< Back to Overview". Below this, there is a blue banner with a white information icon and the text "Searching with neither Start date nor End date will return all absences." Below the banner, there are three tabs: "All", "Holiday", and "Sickness" (which is selected with a checkmark). Below the tabs, there are two dropdown menus: "Type" (set to "All") and "Status" (set to "Not refused"). Below these, there are two date input fields: "Start date (dd/mm/yyyy)" (set to "01/01/2021") and "End date (dd/mm/yyyy)" (set to "31/12/2021"). Below the date fields, there is a blue "Search" button.

Selecting a period of sickness absence from this list will open the **Sickness details** form for you to review.

[Back to Absence records](#)

Sickness details

\* Absence type (required)
 

Sickness

\* Absence reason (required)
 

Cold

\* Sickness period (required)
 

More than one day

\* First day of absence (including weekend) (dd/mm/yyyy) (dd/mm/yyyy) (required)
 

10/01/2022

\* Last day of absence before returning to work (including weekend) (dd/mm/yyyy) (dd/mm/yyyy) (required)
 

11/01/2022

\* Last day of sickness type (required)
 

Full day

\* Position (required)
 

Administration Assistant (A123, 18/01/2016) (Current)

Cancel

**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.

[Back to Absence records](#)

Sickness details

\* Absence type (required)
 

Sickness

\* Absence reason (required)
 

Please choose

\* Sickness period (required)
 

More than one day

\* First day of absence (including weekend) (dd/mm/yyyy) (dd/mm/yyyy) (required)
 

24/01/2022

\* Last day of absence before returning to work (including weekend) (dd/mm/yyyy) (dd/mm/yyyy) (required)

\* Last day of sickness type (required)
 

Please choose

\* Position (required)
 

Administration Assistant (A123, 18/01/2016) (Current)

Save

Cancel

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](mailto: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:

Category	Examples to Include	Don't include
Cancer ( <b>CNCR</b> )	Cancer and cancer treatments (Chemotherapy, radiotherapy), lymphoma, biopsies, mastectomy, breast cancer	
Cold ( <b>COLD</b> )	Cold, cough, flu, fever, virus, temperature, general aches and pains, hay fever	Headaches
Diabetes, Endocrine and Glandular ( <b>DEGP</b> )	Diabetes, Glandular fever, swollen glands, thyroid problems	
Eyes, Ears, Nose, Throat and Dental ( <b>ENTD</b> )	Eye problems, conjunctivitis, glaucoma, ear problems, earache, labyrinthitis, tinnitus, nosebleed, sinusitis, sore throat, laryngitis, toothache, tooth abscess, other oral problems, dental treatment	Surgery or operations e.g. tonsillectomy, tooth extractions
Genitourinary and Gynaecological ( <b>GNIT</b> )	Cystitis, bladder infection, kidney problems, menstrual pain, urinary tract infections	Pregnancy related problems

Heart, Circulatory and Blood Disorders ( <b>HEBL</b> )	Heart attack, angina, stroke, seizure, irregular heartbeat, blood disorders, blood pressure, blood clots, DVT, anaemia	
Infections and Infectious Diseases ( <b>INFC</b> )	Measles, mumps, chicken pox, shingles, legionnaires, foot and mouth	Throat infections
Injury, Burns and Poisoning ( <b>INBP</b> )	Burns, frostbite, sunburn, wasp sting, industrial injury	
Menopause or Perimenopausal Symptoms ( <b>MENP</b> )	Menstrual changes specifically heavy periods especially flooding	
Mental Health ( <b>MNTL</b> )	Stress, fatigue, debility, anxiety, depression, alcohol or drug dependency, bereavement, exhaustion, nervous debility, panic attacks	
Migraine and Headache ( <b>MIGR</b> )	Headaches, migraine, dizzy spells, neuralgia, sunstroke, epilepsy	
Musculoskeletal ( <b>MUSC</b> )	Back pain, neck pain, broken limbs, sprains, arthritis, sciatica, whiplash, muscle tears, bruises	
Operations, Surgical Procedures ( <b>OPER</b> )	Hospital appointments, organ donation, any operation or surgery, investigations, tests, tooth extraction	Dental appointments
Other, Unknown ( <b>OTUN</b> )	Other reasons not classified elsewhere, only rarely used	
Pregnancy Related ( <b>PREG</b> )	Pregnancy related problems, miscarriage	
Respiratory ( <b>RESP</b> )	Asthma, breathing problems, bronchitis, chest infection, Pneumonia, Pleurisy, chest pains, respiratory tract infection, tracheitis	Ears, nose, throat, cold flu
Skin ( <b>SKIN</b> )	Eczema, rash, psoriasis, alopecia, cellulitis, allergies	Burns, hay fever
Stomach, digestive and gastro-intestinal ( <b>STMC</b> )	Vomiting, diarrhoea, nausea, upset stomach, indigestion, gastritis, ulcers, norovirus, IBS	



# 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.

The screenshot shows the 'Payslips' page. At the top, there's a header with 'Payslips' on the left and 'View my bank details >' on the right. Below the header is a blue banner with a white information icon and the text: 'Searching with neither Start date nor End date will return all payslips.' Underneath the banner are two date input fields: 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)', each with a calendar icon. Below these fields are two buttons: 'Search' and 'Download all'. The main content area is a table with two columns: 'Pay date' and 'Download'. The table lists several pay dates from 21 Jan 2022 down to 21 Jun 2021. Each date has a corresponding download icon (a blue arrow pointing down) in the 'Download' column. A vertical scrollbar is visible on the right side of the table.


Pay date	Download
21 Jan 2022	<a href="#">Download</a>
21 Dec 2021	<a href="#">Download</a>
21 Nov 2021	<a href="#">Download</a>
21 Oct 2021	<a href="#">Download</a>
21 Sep 2021	<a href="#">Download</a>
21 Aug 2021	<a href="#">Download</a>
21 Jul 2021	<a href="#">Download</a>
21 Jun 2021	<a href="#">Download</a>

### 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.

### Interactive Payslips

When viewing your payslip in your web browser, interactive payslip can be used for a number of pay elements to see a breakdown on how it has been calculated. It also includes a breakdown of Tax Codes, Legislation and National Insurance Codes.

be identified as elements highlighted blue with a  icon.

Payments				Deductions		
Payment	U/T	Rate	Cash	Deduction	Rate	Cash
OvertimeRt1 (Back Pay) ⓘ			1.70	Tax ⓘ		1,717.26
OvertimeRt1 ⓘ	2	29.2474	58.49	Ni - A ⓘ		293.62
OvertimeRt2	4	29.2474	175.48	LGPS 2014 AVC Wise	8.5	1.00
OvertimeRt3	3	29.2474	175.48	LGPS 2014 Main Scheme ⓘ	8.5	537.35
On Call 1 ⓘ	9	16.7778	151.00	LGPS 2014 Main Scheme (Back Pay) ⓘ	8.5	9.00
On Call 2 (Back Pay) ⓘ			38.22			
On Call 2 ⓘ	9	19.1111	172.00			
On Call 3 ⓘ	9	0	900.00			
AVC Wise ⓘ			-15.50			
Salary ⓘ			4,689.33			
Salary (Abs. offset) ⓘ			-440.61			
Salary (Back Pay) ⓘ			66.01			
Salary (Abs. payment) ⓘ			440.61			
Total Payments			6,412.21	Total Deductions		2,558.23



**Overtime Rt1** Close X

---

**Overtime Calculations**

The breakdown below is based on the information provided to payroll.

The overtime calculation is based upon the hourly rate of £29.25 multiplied by 2.00 hours to provide the total of £58.49. This calculation relates to work carried out on 07/04/2025.

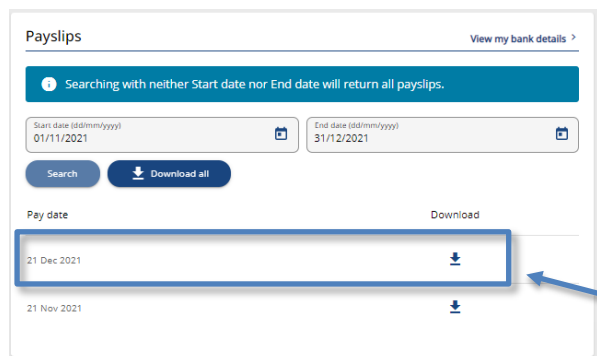
Is this helpful? Yes No Cancel

You can provide feedback to the payroll team if you find the information is helpful or not by clicking on the Yes or No.

## 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.



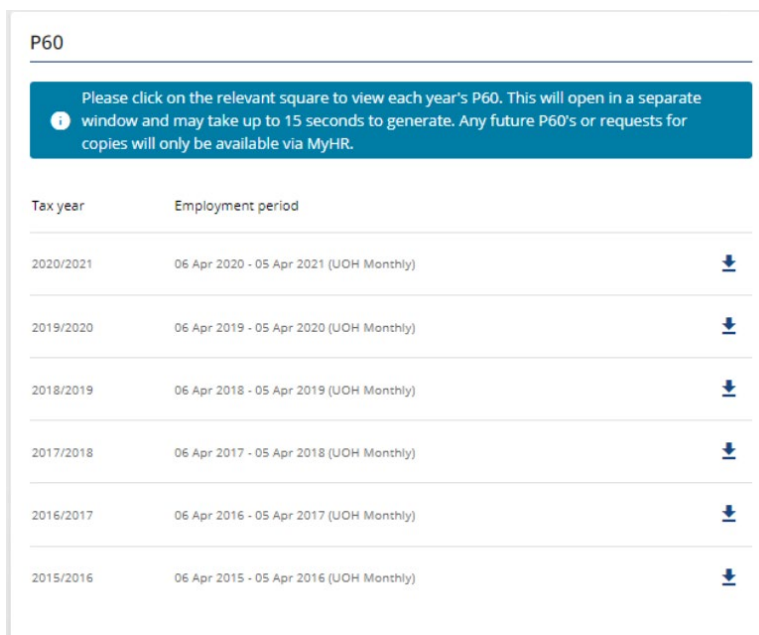
Enter the date range you would like to search for.

Click on the relevant summary card to see that payslip.

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 your P60s from MyHR, and these are listed in the P60 tile in the My May page.



Tax year	Employment period	
2020/2021	06 Apr 2020 - 05 Apr 2021 (UOH Monthly)	Download
2019/2020	06 Apr 2019 - 05 Apr 2020 (UOH Monthly)	Download
2018/2019	06 Apr 2018 - 05 Apr 2019 (UOH Monthly)	Download
2017/2018	06 Apr 2017 - 05 Apr 2018 (UOH Monthly)	Download
2016/2017	06 Apr 2016 - 05 Apr 2017 (UOH Monthly)	Download
2015/2016	06 Apr 2015 - 05 Apr 2016 (UOH Monthly)	Download

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 [View my talent profile >](#)

*Searching with neither Start date nor End date will return all courses*

Course status  
Completed

Start date (dd/mm/yyyy)

End date (dd/mm/yyyy)

**Search** **Clear search**

Course name	Status	Start date ↓	Failed / reason	Renewal	Cost
First Aid	Completed	02 Feb 2023	No	03 Feb 2025	
Customer Service: Walking In Your Customers Shoes	Completed	09 May 2019	No		

**+ Add personal learning**

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.

### Search for a course

*Searching with neither Start date nor End date will return all courses.*

All

Courses available

Keywords

P&OD Theme

All

Start date (dd/mm/yyyy)

03/03/2023

End date (dd/mm/yyyy)

Search

Clear search

Course name ↑	P&OD Theme	Duration	Courses available
Campus Awareness - Our Campus Tour for New Starters	Induction and Settling In	5 courses	16 Mar 2023 - 16 Mar 2023 10:00 - 12:00...
Course Leader Development Programme (Part 1) - The Role of The...	Teaching and Learning	1 course	03 May 2023 - 03 May 2023 10:00 - 12:00
Course Leader Development Programme (Part 2) - Quality and...	Teaching and Learning	1 course	03 May 2023 - 03 May 2023 12:00 - 13:00
Customer Service: Walking In Your Customers Shoes	Personal Effectiveness	1 course	02 May 2023 - 02 May 2023 09:30 - 11:30
Developing Your Coaching Skills (Part 1)	Coaching and Mentoring	1 course	10 May 2023 - 10 May 2023 09:30 - 14:45

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.

## Campus Awareness - Our Campus Tour for New Starters

Who is this course aimed at?

\*New Starters with our University

What is this course about?

This course aims to help all new staff navigate our Queensgate Campus and learn about the role of Estates and Facilities. Please note: this session may be cancelled at late notice due to extreme bad weather conditions.

Details of any pre-course/programme requirements

Please bring suitable and warm outdoor clothing as there will be a tour of the campus (The presentation is 30 minutes and the tour is 1 hour 30 minutes).

Date ↑	Time	Facilitator	Venue	Spaces	
16 Mar 2023 - 16 Mar 2023	10:00 - 12:00	Sandra Hirst	The Boardroom	0	<a href="#">Book onto course</a>
29 Mar 2023 - 29 Mar 2023	10:00 - 12:00	Sandra Hirst	The Boardroom	0	<a href="#">Book onto course</a>
20 Apr 2023 - 20 Apr 2023	10:00 - 12:00	Sandra Hirst	The Boardroom	10	<a href="#">Book onto course</a>
28 Apr 2023 - 28 Apr 2023	10:00 - 12:00	Sandra Hirst	The Boardroom	13	<a href="#">Book onto course</a>
04 May 2023 - 04 May 2023	10:00 - 12:00	Sandra Hirst	The Boardroom	15	<a href="#">Book onto course</a>
<a href="#">Add to waiting list</a>					

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.



Course booking details

Close X

Campus Awareness - Our Campus Tour for New Starters (14812)

Course information

Date: 20 Apr 2023 - 20 Apr 2023

Venue: The Boardroom

Time: 10:00 - 12:00

Facilitator: Sandra Hirst

Course booking details

\* Reason (required)

Please choose

Overview

Who is this course aimed at?

\*New Starters with our University

What is this course about?

This course aims to help all new staff navigate our Queensgate Campus and learn about the role of Estates and Facilities. Please note: this session may be cancelled at late notice due to extreme bad weather conditions.

Details of any pre-course/programme requirements

Please bring suitable and warm outdoor clothing as there will be a tour of the campus (The presentation is 30 minutes and the tour is 1 hour 30 minutes).

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.

My learning

Search for a course

My courses

My courses

View my talent profile >

Searching with neither Start date nor End date will return all courses

Course status

Current

Start date (dd/mm/yyyy)

End date (dd/mm/yyyy)

Search

Clear search

Course name	Status	Start date ↓	Failed / reason	Renewal	Cost
Campus Awareness - Our Campus Tour for New Starters	Booked	20 Apr 2023	No		

+ Add personal learning

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.

< Back to my courses

Course booking details

Campus Awareness - Our Campus Tour for New Starters (14812)

Course information

Date: 20 Apr 2023 - 20 Apr 2023

Venue: The Boardroom

Time: 10:00 - 12:00

Facilitator: Sandra Hirst

Course booking details

\* Reason for cancelling (required)

Please choose

☐ Join waiting list

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.

My courses [View my talent profile >](#)

**i** Searching with neither Start date nor End date will return all courses

Course status  
Current

Start date (dd/mm/yyyy)

End date (dd/mm/yyyy)

**Search** **Clear search**

Course name	Status	Start date ↓	Failed / reason	Renewal	Cost
Campus Awareness - Our Campus Tour for New Starters	Booked	20 Apr 2023	No		

**+ Add personal learning**

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.

< Back to my courses

Personal learning details

\* Title (required)

First Aid

\* Start date (dd/mm/yyyy) (required)

02/02/2023

End date (dd/mm/yyyy)

03/02/2023

Renewal date (dd/mm/yyyy)

03/02/2025

☒ Completed

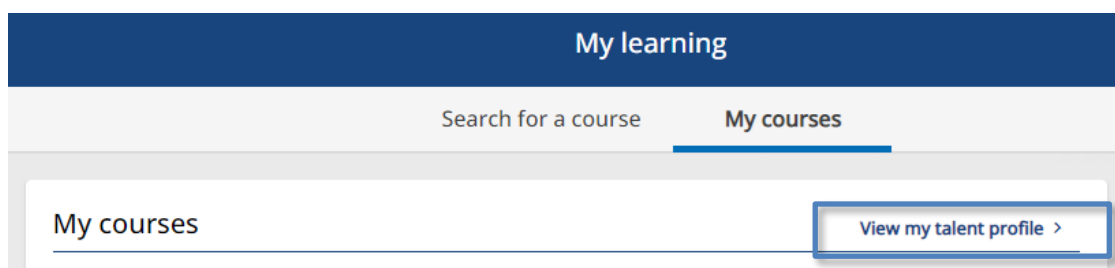
Save Cancel

Click on the save button and this learning event will be added to your training history.

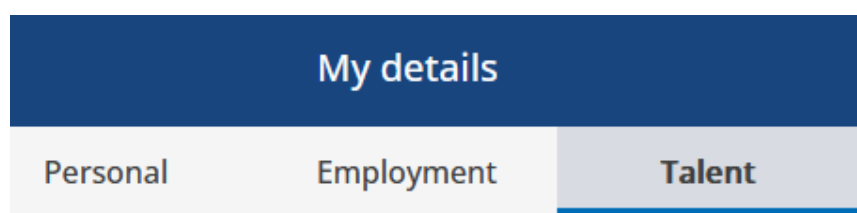
## My Talent Profile

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.

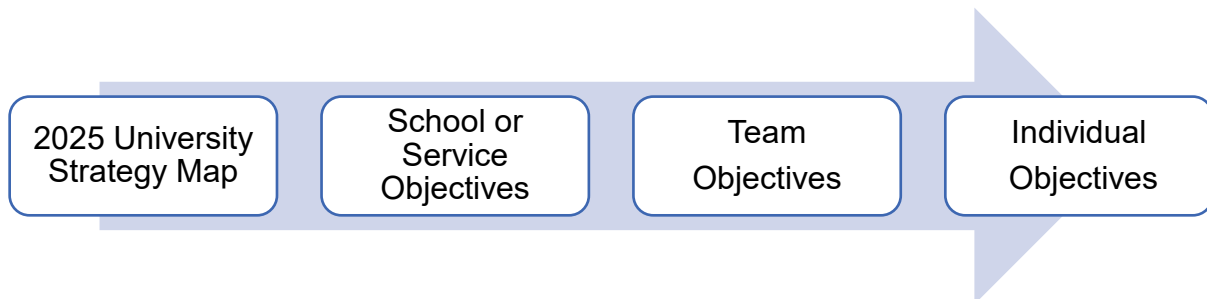


If you need to make a change or add a new qualification/professional body membership you should contact the Human Resources team at [hr@hud.ac.uk](mailto:hr@hud.ac.uk) and they will update your record for you.

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.

# My PDPR

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.



### What is the process?

Your manager, known as the “reviewer”, should arrange a PDPR meeting with you, the “reviewee”, every year with another meeting for a shorter mid-year review around 6 months later. Both annual and mid-year reviews function in the same way on MyHR but exist as separate PDPRs or “reviews” on MyHR.

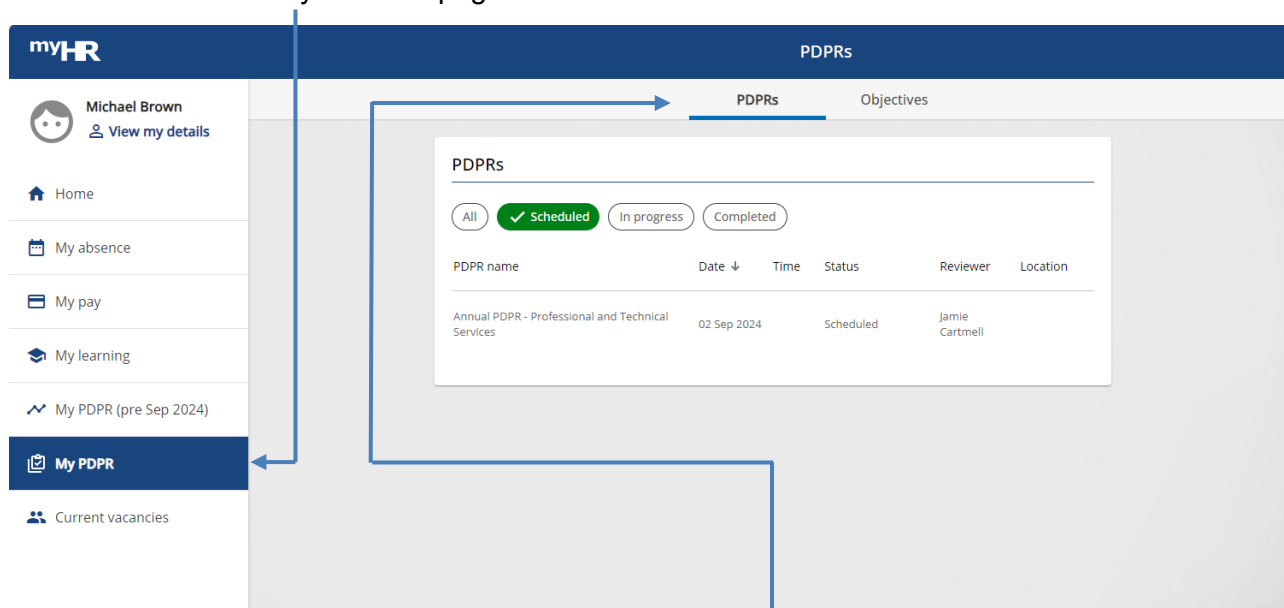


Further information about PDPRs, including the roles of reviewer and reviewee and FAQs are available on the [PDPR](#) page of the University website.



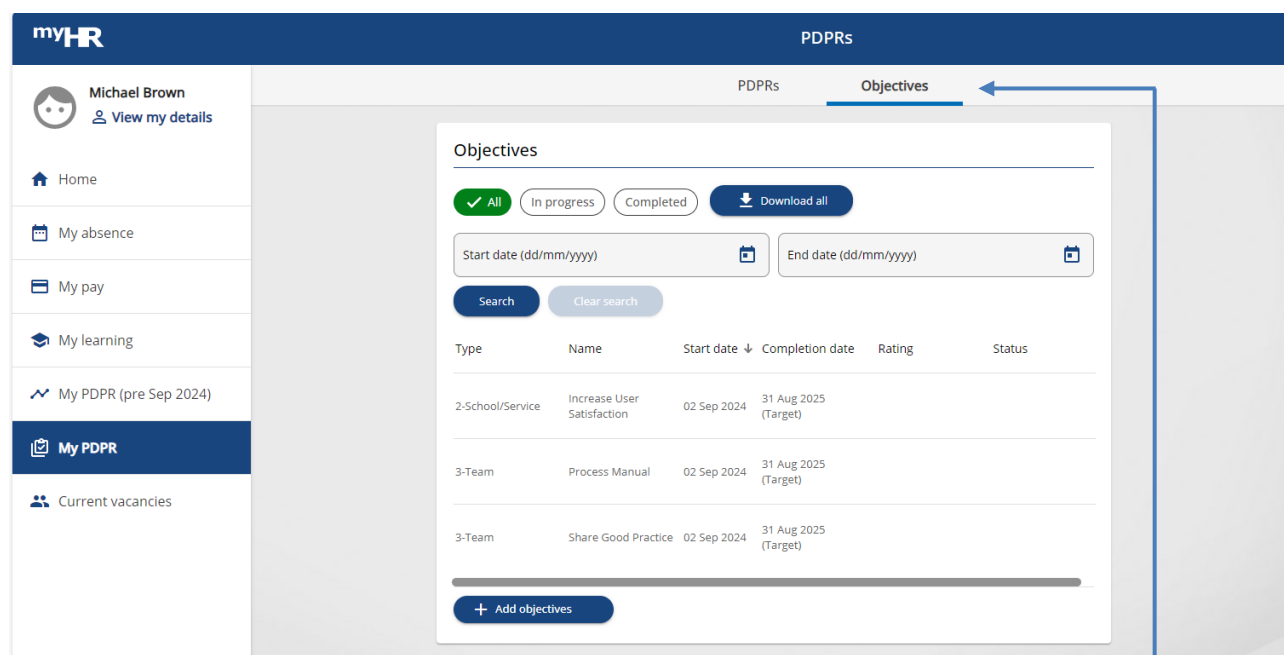
## How to Find Your PDPRs and Objectives

You can find your PDPRs 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 comprised of two tabs:

1. **PDPRs** tab: This section will list all your PDPRs. By default, it will show your “scheduled” PDPRs but you can apply filters to show “all”, “in progress” or “completed” PDPRs as well.



2. **Objectives** tab: This page will list your current objectives that have been set in your previous PDPR meeting/s you can open each objective by clicking on the objective name.

## Objectives

Your objectives are the goals you agree with your manager to work towards in the coming months or year. Objectives can be set during your probation period, in PDPRs or through general day to day conversations and meetings with your manager.

In MyHR there are two sorts of objectives available: “Personal” and “Catalogue”.

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

A catalogue objective is a predefined objective selected from a list that is more generic. These will often be associated with a particular role where objectives may not change significantly over time.

## Types of Objectives

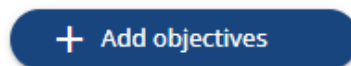
When you add an objective, you will need to select what the “Type” of objective it is. We have provided a list of the different objective types below, along with a short description detailing the kind of objectives which should fall into each category:

- **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.

If more than one of the above type applies to an objective, you can select more than one.

## Creating New Objectives

If you have agreed an objective with your manager, you can add it to MyHR at any time. To do this, navigate to the My PDPR page. Select the Objectives tab at the top of this page, if you already have objectives they will be listed on this page. Click on the **Add objectives** button:



### Personal Objective

To add a personal objective, keep the *Personal objective* box ticked and complete the form with the details of the objective. An example is shown below:

## Objective details

☒ Personal objective

\* Title (required)

Process Review

\* Type (required)

3-Team

\* Attachment date (dd/mm/yyyy) (required)

13/09/2024

Description

Reviews are made annually, and then every 6 months. Regularly reviewed at monthly School Manager meetings. If specific issues arise that require attention, we arrange to meet as a group of school managers outside of the monthly meetings.

Reviewee/Reviewer Comments

Position

<All Jobs>

Target completion date (dd/mm/yyyy)

31/08/2025

Start date (dd/mm/yyyy)

14/10/2024

Rating (to be completed by your manager)

Please choose


Actions specific to the above objective

Actions can only be added once the objective has been saved

+ Add action

The *Attachment date* should be today's date, and the *Start date* is when you intend to start working on the objective. For more information about choosing the *Type*, see the [Types of Objective](#) sections of this user guide.

Click **Save** and look for this message to confirm it has been created successfully:

 Changes have been saved.

## Catalogue Objective

To add a catalogue objective, untick the *Personal objective* box and click the magnifying glass icon that appears after the *Title* field

Objective details

☐ Personal objective

\* Title (required)  
 Administrative - Process Manual

Type  
 3-Team

\* Attachment date (dd/mm/yyyy) (required)  
 13/09/2024

Description  
 Assist with the development of a comprehensive 'manual' of Processes and Procedures for the team and ensure these are kept updated.  
 Measure development of the manual through continuous amendments

Reviewee/Reviewer Comments

Position  
 <All Jobs>

Target completion date (dd/mm/yyyy)

Start date (dd/mm/yyyy)

Rating (to be completed by your manager)  
 Please choose

Actions specific to the above objective  
 Actions can only be added once the objective has been saved  
 + Add action

Save Cancel

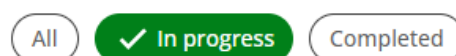
Select an objective from the list and this will populate the *Objective title*, *Type* and *Description* fields for you. The *Target completion date* and *Start date* fields will need to be entered manually by you.

Click **Save** and look for the message to confirm it has been created successfully. To navigate back to the Objectives tab, click the “Back to PDPR details” link at the top.

## Reviewing and Updating Objectives

To review or update an existing objective, navigate to the *My PDPR* page. Select the *Objectives* tab at the top of this page and your objectives will then be listed. By default, all objectives are shown but you can apply filters to show “in progress” or “completed” objectives only. When a filter is applied it is highlighted green with a tick.

### Objectives



To see the full details of an objective including any associated actions, click the objective name to open it.

## Objectives

✓ All
In progress
Completed
Download all

Start date (dd/mm/yyyy)

End date (dd/mm/yyyy)

Search
Clear search

Type	Name	Start date ↓	Completion date	Rating	Status
2-School/Service	Increase Customer Satisfaction	14 Oct 2024	31 Aug 2025 (Target)		
3-Team	Process Review	14 Oct 2024	31 Aug 2025 (Target)		
3-Team	Share Good Practice	14 Oct 2024	31 Aug 2025 (Target)		

+ Add objectives

This will open the Objective details where you can make your changes and then click **Save**. To navigate back by clicking the “Back to objectives” link at the top.

## Objective Actions

You can add further detail to objectives using actions, which are the specific things you plan to do to complete the objective.

To add an action for an objective, click the objective name to open it and then click the **Add action** button at the bottom of the *Objective details* page.

### Actions specific to the above objective

+ Add action

Enter the details of the action and click the **Save** button. Look for the message to confirm it has been created successfully.

[< Back to objective details](#)

Action details

Changes have been saved.


\* Title (required)
 

Review and Update SOP Documents


Description
 

Ensure Standard Operating Procedure documents are consistent and accurate.


Target completion date (dd/mm/yyyy)
 

31/12/2024
 

Start date (dd/mm/yyyy)
 

14/10/2024
 

Completion date (dd/mm/yyyy)
 



Save

Delete

Cancel

To navigate back to the objective, click the *Back to objective details* link at the top.

Saved actions are then listed below the objective details. To view or edit an objective action, click on the title of the action.

### Actions specific to the above objective

Title ↑	Description	Completion date
Feedback From Colleagues	Obtain feedback from colleagues about the current processes	
Review and Update SOP Documents	Ensure Standard Operating Procedure documents are consistent and accurate.	

## Finding and Accessing a PDPR

Preparation for your PDPR meeting is completed via MyHR and will begin when you will receive a notification email informing you that your manager has created a PDPR review for you.

The email will confirm whether it is your annual PDPR or the mid-year review, although the process on MyHR is the same for both.

You should receive this email around 30 days prior to the PDPR meeting taking place and you should submit your responses at least 5 working days before the review meeting to allow enough time for your manager to read your comments.

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.

In the PDPRs tile, PDPRs with a status of “scheduled” will be show by default. When a PDPR is created it has a status of “scheduled”, once you have saved responses it’s status changes to “In progress”.

The date and the PDPR name in the email should correspond with the name and date shown in MyHR, which should help you to identify it.

If required, use the status filters to find the PDPR you are looking for, when a filter is applied it is highlighted green with a tick.

PDPRs					
<div><span>All</span> <span>✓ Scheduled</span> <span>In progress</span> <span>Completed</span></div>					
PDPR name	Date ↓	Time	Status	Reviewer	Location
Annual PDPR - Professional and Technical Services	02 Sep 2024		Scheduled	Jamie Cartmell	

Click any of the details of the PDPR to open it.

## Responses in a PDPR

Questions in a PDPR on MyHR are called “talking points”. There is information available for each talking point by clicking the ‘i’ icon in the right.

\*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. (required)

Add response here

i

Talking points that you can respond to have a white box underneath them with either multiple choice options or a space for free text entry.

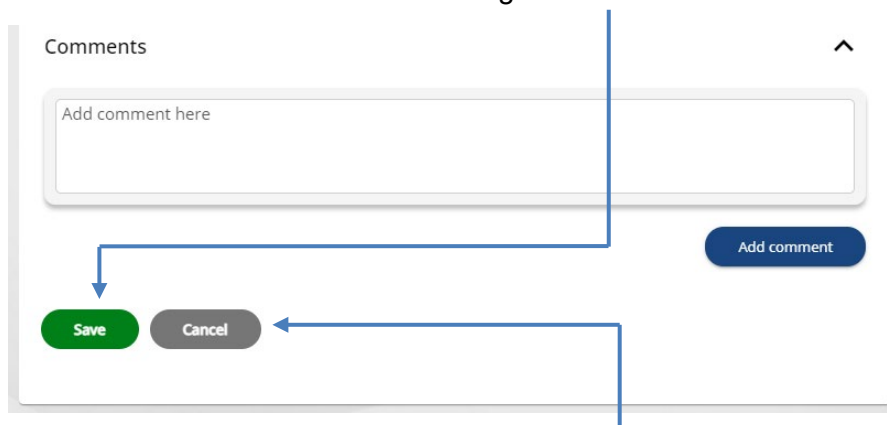
Talking points with a \* red asterisk are mandatory. A review can be saved and returned to at any point, but it can only be submitted once you have responded to all the mandatory talking points.

Read all the talking points carefully, not all of them are mandatory but some may be applicable for your position. For example, if you are a People Manager, on a research contract or supervise Postgraduate Research (PGR) students, there are additional talking points for you to respond to.

Responses can be saved by using the green save icon at the bottom right-hand side...



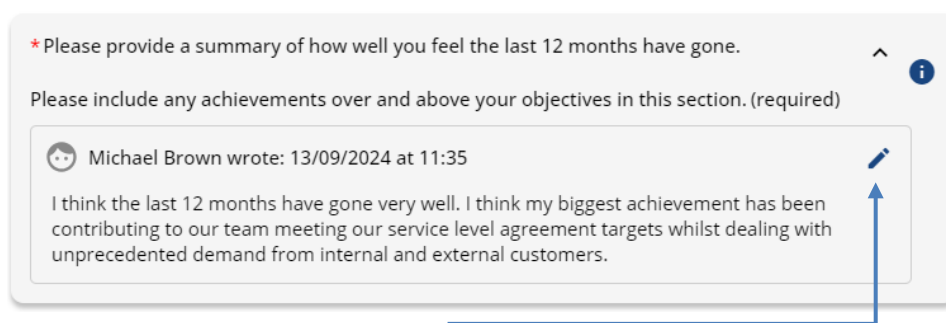
Or by scrolling to the bottom of the review and clicking the Save button.



You can also clear any unsaved responses by clicking the **Cancel** button which will take you out of the review.

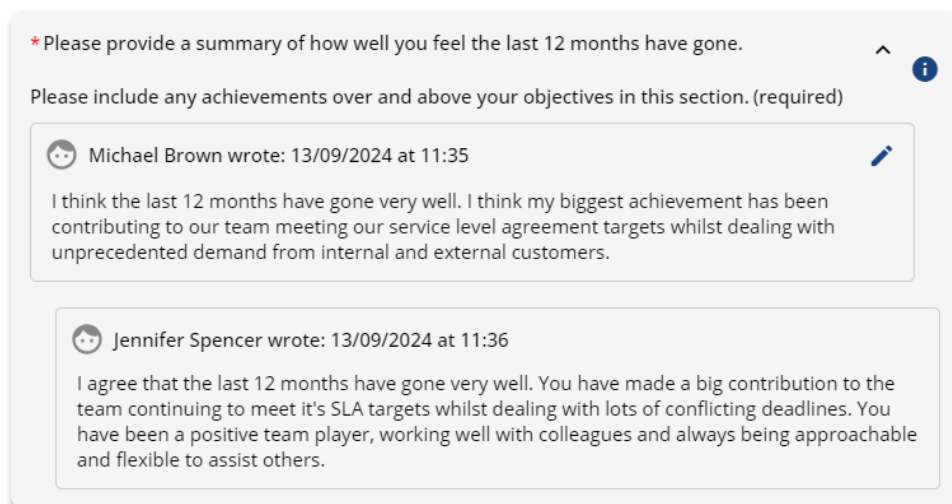
Please note that once you have saved any responses in a review, these are visible to the reviewer straight away.

Once responses have been saved, they appear with your name, date and time.



They can be amended by clicking the pencil icon in the top right-hand corner of the response. Remember to save after making an amendment, otherwise it will be lost.

Responses to talking points by the reviewer also appear with their name and the date and time.



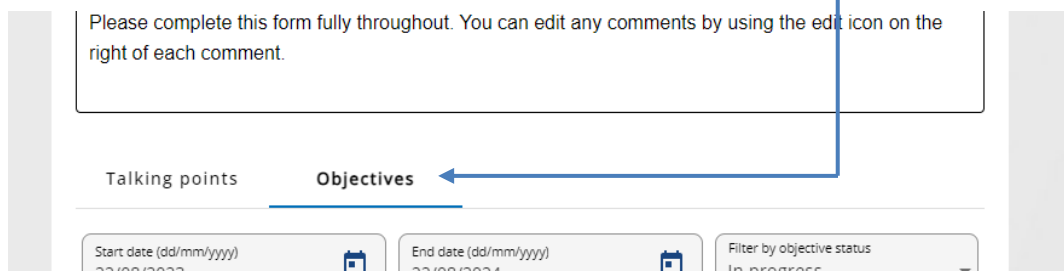
## Objectives in a PDPR Review

Here you have the opportunity to review your objectives from the last 12 months and 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](#).



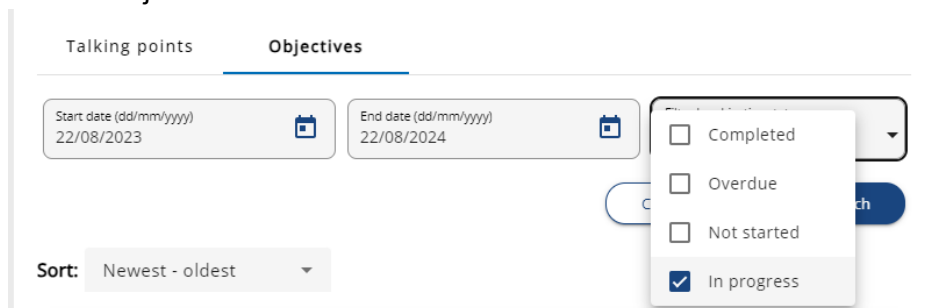
To find out more about objectives, see the [Objectives](#) and [Types of Objectives](#) sections of this guide.

To view an existing objective or to create a new one, switch to the **Objectives** tab in the PDPR.



### Existing Objectives in a PDPR

By default, any in-progress objectives that have been created within the 12 months will show in the list, however, you can change the date range and update the objective status and then click 'Search' to see more objectives.

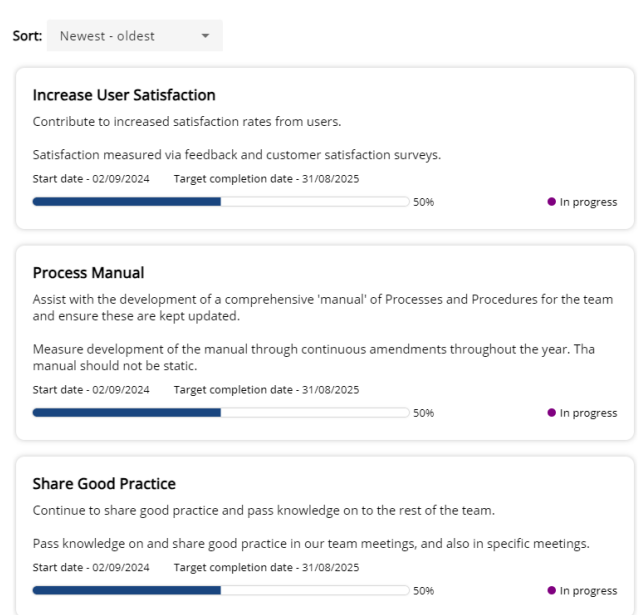


For an objective to appear the "Attachment date" for the objective needs to be within the specified date range.

You can also show all objectives current and past by using the "Clear search" button. You can then re-apply a filter on status or a date range and click "Search" to narrow down the results.



To see the full details of an objective including any associated actions, click the objective name in bold to open it.



This will open the details for the selected objective, you can record progress using the *Reviewee/Reviewer Comments* box. If you make any changes, remember to click the **Save** button at the bottom. To navigate back to the **Objectives** tab, click the **Back to PDPR details** link at the top.

< Back to PDPR details

Objective details

Personal objective: Yes

\* Title (required)

Process Review

\* Type (required)

3-Team

\* Attachment date (dd/mm/yyyy) (required)

12/09/2024

Description

To undertake a process of continuous review to ensure administrative procedures are as efficient as possible.

Reviews are made annually, and then every 6 months. Regularly reviewed

Reviewee/Reviewer Comments

Position

<All Jobs>

Target completion date (dd/mm/yyyy)

31/08/2025

## Creating an Objective in a PDPR

To create a new objective in a PDPR, click the **Add objective** button.

Talking points Objectives

+ Add objective

Start date (dd/mm/yyyy) 13/09/2023

End date (dd/mm/yyyy) 13/09/2024

Filter by objective status In progress

Clear search Search

## Personal Objective

To add a personal objective, keep the *Personal objective* box ticked and complete the form with the details of the objective. An example is shown below.

[< Back to PDPR details](#)

Objective details

☒ Personal objective

**\* Title (required)**

**\* Type (required)**

**\* Attachment date (dd/mm/yyyy) (required)**

**Description**

**Reviewee/Reviewer Comments**

**Position**


**Target completion date (dd/mm/yyyy)**

**Start date (dd/mm/yyyy)**

**Rating (to be completed by your manager)**

The *Attachment date* should be today's date, and the start date is when you intend to start working on the objective. For more information about choosing the *Type*, see the [Types of Objectives](#) section in this user guide.

Click **Save** and look for this message to confirm it has been created successfully:

 Changes have been saved.

You can return to Objectives tab in the PDPR by clicking the *Back to PDPR* link at the top.

### Catalogue Objective

To add a catalogue objective, untick the *Personal objective* box and click the magnifying glass icon that appears after the Title field.

#### Objective details

☐ Personal objective

**\* Title (required)**

Search for a objective title...



Select an objective from the list that appears.

Objective search

Close X

To search the catalogue of objectives, enter the objective title below and select the search icon

Objective search string

Q

Results: 48 records

Objective title	Code	Type	Start date	End date	Top level
Administrative - Links to Strategy and KPIs	ADM001	4-Personal	01 Jan 2022		Yes
Administrative - Process Manual	ADM002	3-Team	01 Jan 2022		Yes
Administrative - Share Good Practice	ADM003	3-Team	01 Jan 2022		Yes
Campus Support - Campus Buildings	CSO007	3-Team	01 Jan 2023		Yes
Campus Support - Campus Services	CSO010	3-Team	01 Jan 2023		Yes
Campus Support - Customer Service	CSO001	3-Team	01 Jan 2022		Yes
Campus Support - Health and Safety	CSO006	3-Team	01 Jan 2022		Yes

The selected objective will populate the *Objective Title*, *Type* and *Description* fields for you. The *Target completion date* and *Start date* fields will need to be entered by you.

< Back to PDPR details

Objective details

☐ Personal objective

\*Title (required)

Administrative - Process Manual

Q

Type

3-Team

\* Attachment date (dd/mm/yyyy) (required)

13/09/2024

Description

Assist with the development of a comprehensive 'manual' of Processes and Procedures for the team and ensure these are kept updated.  
Measure development of the manual through continuous amendments

Reviewee/Reviewer Comments

Position

<All Jobs>

X

Target completion date (dd/mm/yyyy)

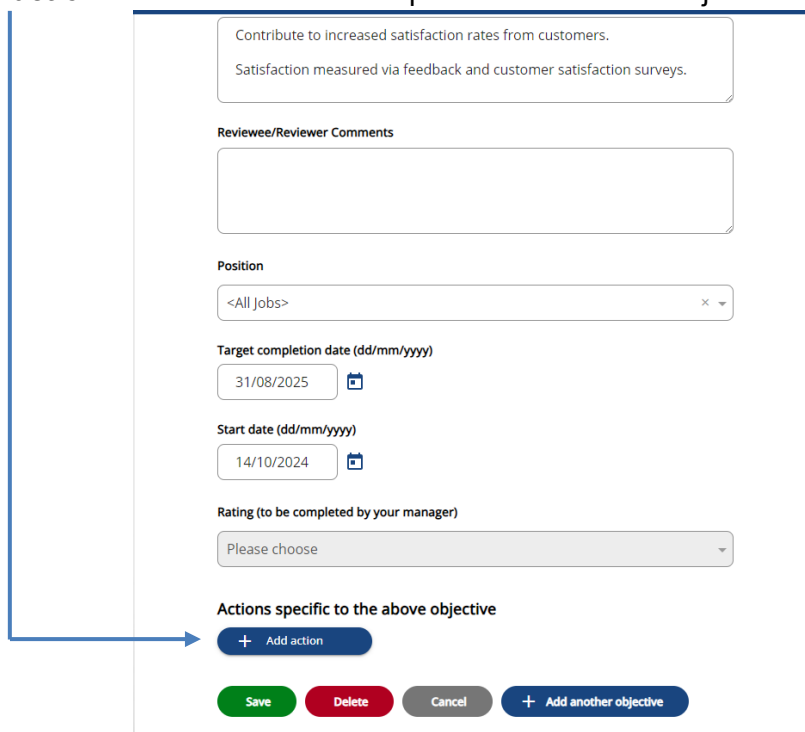
Start date (dd/mm/yyyy)

Click **Save** at the bottom and look for the message to confirm it has been created successfully. To navigate back to the Objectives tab, click the **Back to PDPR details** link at the top.

## Objective Actions in a PDPR

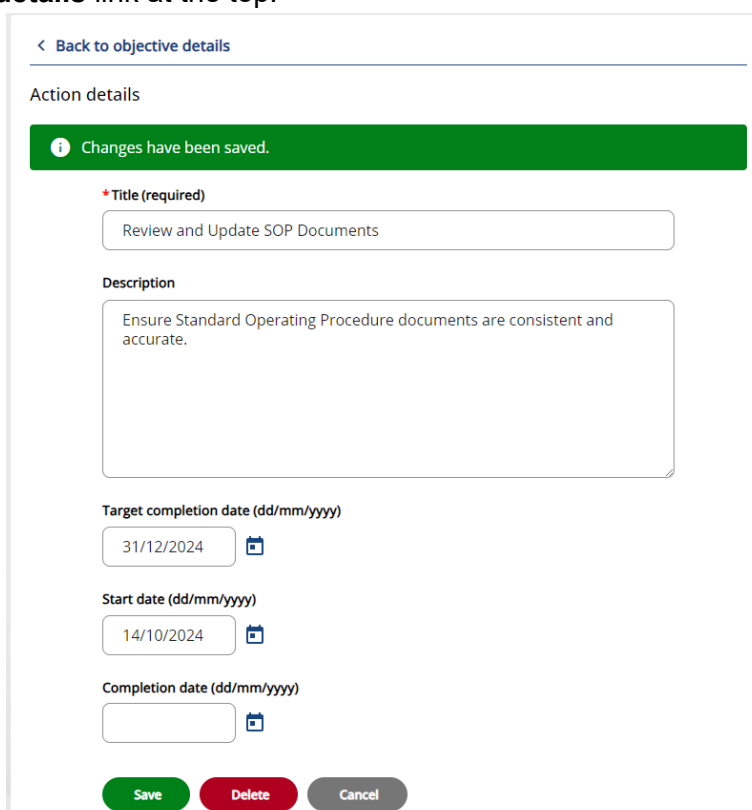
Objective actions are linked to an individual objective and are a way of breaking it down into more specific and detailed steps and tasks. They can help to plan and track progress towards achieving the overall objective.

To add an action for an objective, navigate to the *Objective details* for the applicable objective and click the **Add action** button under “Actions specific to the above objective” near the bottom.



The screenshot shows the 'Objective details' form. At the top, there is a text box with the objective: 'Contribute to increased satisfaction rates from customers.' Below this is a text box for 'Reviewee/Reviewer Comments'. Then, there is a 'Position' dropdown menu set to '<All Jobs>'. Below that are two date pickers: 'Target completion date (dd/mm/yyyy)' set to '31/08/2025' and 'Start date (dd/mm/yyyy)' set to '14/10/2024'. There is also a 'Rating (to be completed by your manager)' dropdown menu set to 'Please choose'. At the bottom, under the heading 'Actions specific to the above objective', there is a blue button with a plus sign and the text 'Add action'. A blue arrow points to this button. Below the button are four buttons: 'Save' (green), 'Delete' (red), 'Cancel' (grey), and '+ Add another objective' (blue).

On the *Action details* page, enter the details of the action and click the **Save** button. Look for the message to confirm it has been created successfully. To navigate back to the objective, click the **Back to objective details** link at the top.



The screenshot shows the 'Action details' form. At the top, there is a link '< Back to objective details'. Below this is a green banner with an information icon and the text 'Changes have been saved.'. Then, there is a red asterisk and the text '\*Title (required)'. Below this is a text box with the title 'Review and Update SOP Documents'. Then, there is a text box for 'Description' with the text 'Ensure Standard Operating Procedure documents are consistent and accurate.'. Below that are three date pickers: 'Target completion date (dd/mm/yyyy)' set to '31/12/2024', 'Start date (dd/mm/yyyy)' set to '14/10/2024', and 'Completion date (dd/mm/yyyy)' which is empty. At the bottom are three buttons: 'Save' (green), 'Delete' (red), and 'Cancel' (grey).

Saved actions are then listed near the bottom of the Objective details page. To edit an existing objective action, click on the objective action title.

#### Actions specific to the above objective

Title ↑	Description	Completion date
Feedback From Colleagues	Obtain feedback from colleagues about the current processes	
Review and Update SOP Documents	Ensure Standard Operating Procedure documents are consistent and accurate.	

+ Add action

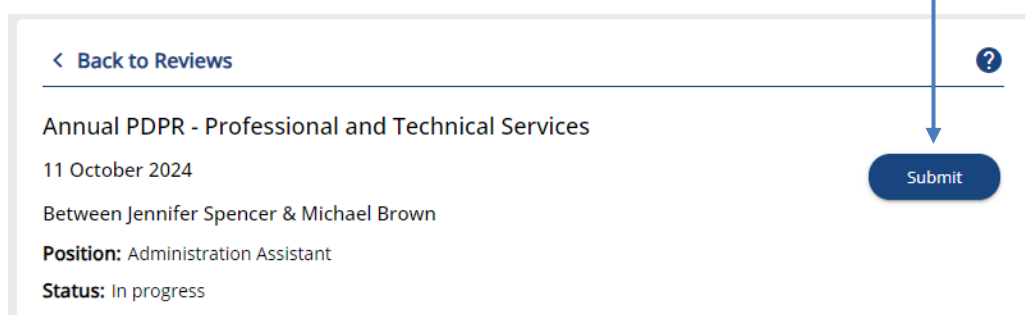
## Submitting a PDPR

It's recommended that you submit your PDPR responses 5 days before the meeting is scheduled to take place, this will give the reviewer time to read your responses in preparation for the meeting.

Submitting cannot be undone and will make your responses read-only, so only submit when you are happy with your responses, and you have responded to all the talking points relevant to your job.

If make amendments to your responses or add new ones, make sure you save them before submitting otherwise they will be lost.

The **Submit** button is in the top right corner of the PDPR.



< Back to Reviews

Annual PDPR - Professional and Technical Services

11 October 2024

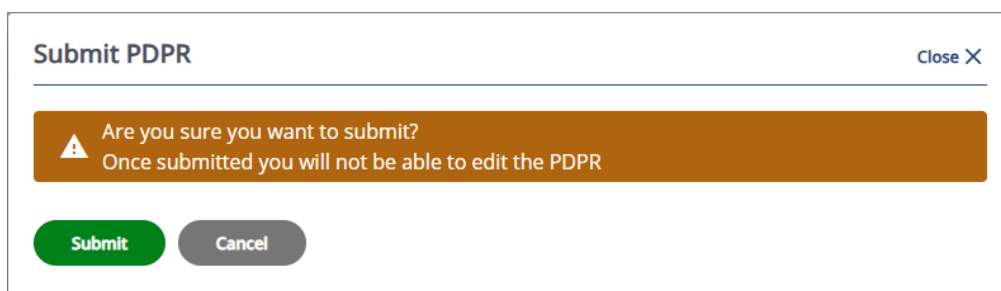
Between Jennifer Spencer & Michael Brown

**Position:** Administration Assistant

**Status:** In progress

Submit

When you see the Submit PDPR prompt, click **Submit**.




Submit PDPR

Close X

⚠ Are you sure you want to submit?  
Once submitted you will not be able to edit the PDPR

Submit Cancel

This message at the top of PDPR will confirm that it has been successfully submitted:

 You have already submitted this review and it cannot be modified.

After the PDPR meeting, the reviewer will save their responses and give you an opportunity to read them before they submit, during this stage the PDPR will still be “In progress”. Your manager then needs to submit and “complete” the PDPR, this means the PDPR has been concluded successfully, at which point you will also receive a confirmation email. Completed PDPR will have a status of “Complete” and can be found by applying either the “All” or “Completed” filter in MyHR.

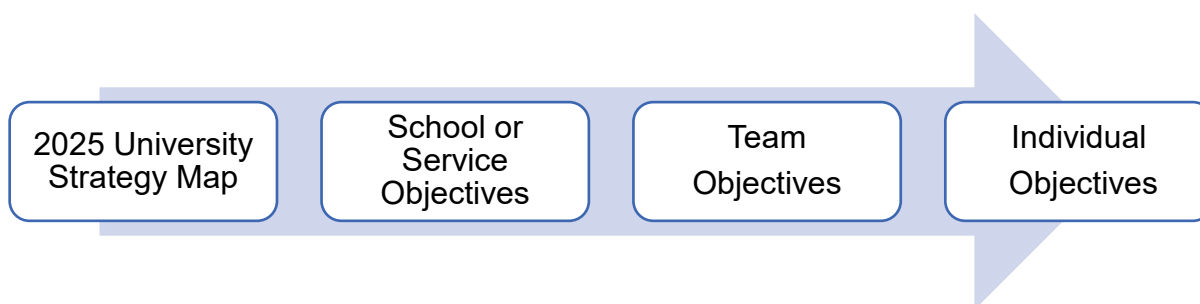
PDPRs					
<div>AllScheduledIn progressCompleted</div>					
PDPR name	Date ↓	Time	Status	Reviewer	Location
Annual PDPR - Professional and Technical Services	11 Oct 2024		Complete	Jennifer Spencer	

# **My PDPR (Pre-September 2024)**



Please note that the new process for conducting PDPRs can be found within the [My PDPR](#) section of this user guide. The instructions below should only be followed for PDPR reviews which were attached prior to September 2024 and are in-progress.

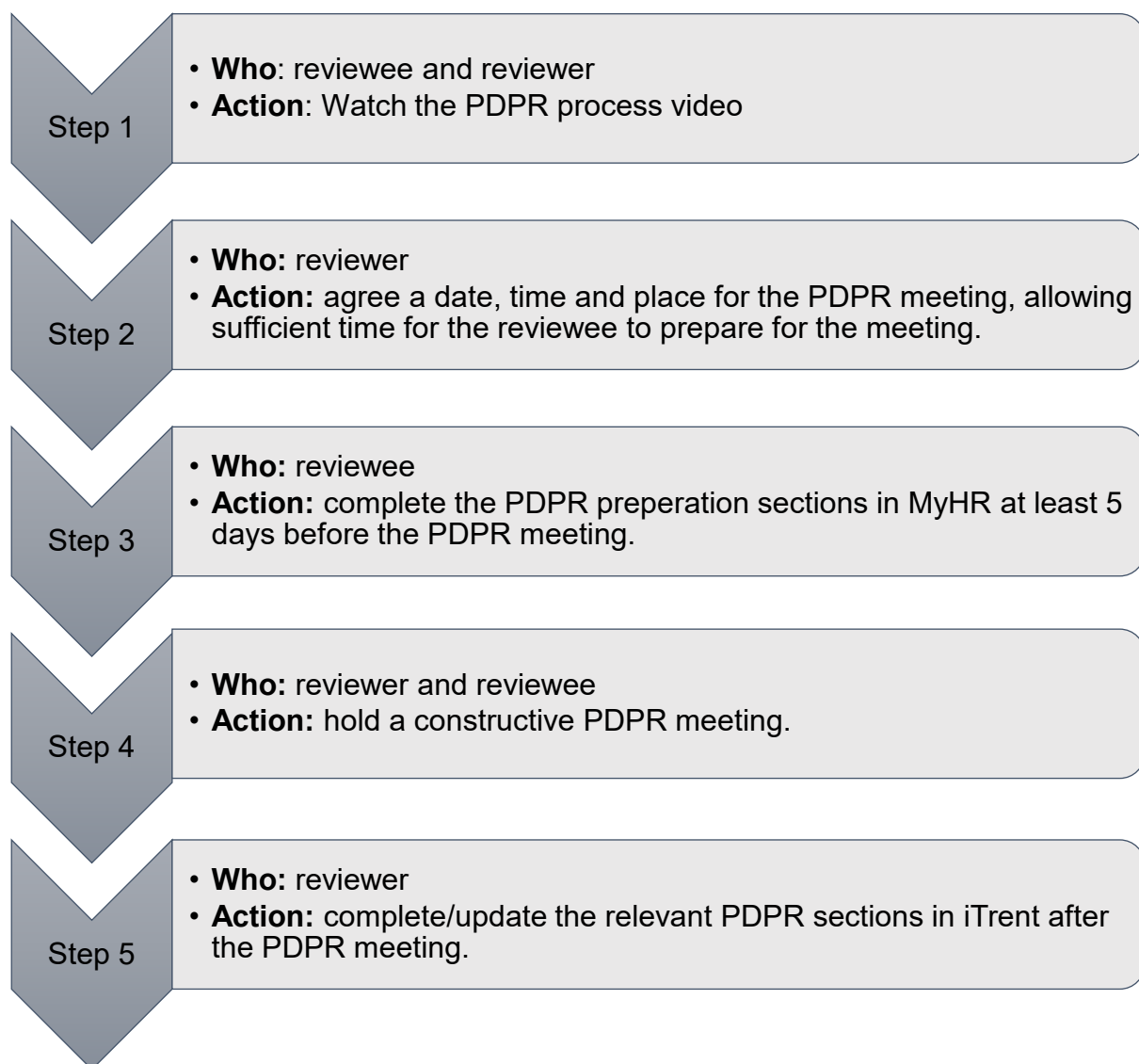
The University of Huddersfield's appraisals or Personal Development and Performance Review (PDPR) provides a formal opportunity for staff to stand back from their day-to-day activities and discuss what they feel to be their main achievements over the last 12 months, their performance and career aspirations 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:

3. *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.

4. *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.

## Objective details

Objective details: New

Personal objective  
☐

Objective title (required)

Attachment date (required)  
18/07/2022

Description

Reviewee/Reviewer Comments

Target completion date

Start date

Position  
<All>

Save

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.

< Back to Objectives

Objective details

☒

Objective Title (required)  
Obtain ICDL

Type (required)  
1-University  
2-School/Service  
3-Team  
4-Personal

Attachment date (required)  
26/01/2022

Description  
I would like to improve my IT skills and would like to complete the ICDL course offered by the People and Organisational Development team.

Reviewee/Reviewer Comments

Target completion date  
30/08/2022

Start date  
01/03/2022

Rating (to be completed by your manager)

Save

## 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.

### Objective search

Back to objective details

**i** To search the catalogue of objectives enter the objective title below and select the search icon.

Objective search

Results 38 Records

Objective title	Code	Type	Start date	End date	Top level	Select
Administrative - Links to Strategy and KPIs	ADM001	4-Personal	01/01/2022		Yes	▶
Administrative - Process Manual	ADM002	3-Team	01/01/2022		Yes	▶
Administrative - Share Good Practice	ADM003	3-Team	01/01/2022		Yes	▶
Campus Support - Customer Service	CSO001	3-Team	01/01/2022		Yes	▶
Catering - Customer Service	CAT001	4-Personal	01/01/2022		Yes	▶
Catering - Health & Safety	CAT004	4-Personal	01/01/2022		Yes	▶
Catering - Sales Targets	CAT002	3-Team	01/01/2022		Yes	▶

2. Click on an objective and the details for the objective will be entered in to 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.

The screenshot shows the 'Objective details' form in MyHR. At the top, there is a link '< Back to Objectives'. Below this, the form is titled 'Objective details: New'. It includes a 'Personal objective' checkbox, an 'Objective title (required)' field with the text 'Administrative - Process Manual', a 'Type' dropdown menu set to '3-Team', an 'Attachment date (required)' field with the date '18/07/2022', a 'Description' text area containing the text 'Assist with the development of a comprehensive manual of Processes and Procedures for the team and ensure these are kept updated. Measure development of the manual through', a 'Reviewee/Reviewer Comments' text area, a 'Target completion date' field with the date '30/08/2022', a 'Start date' field with the date '01/03/2022', and a 'Rating (to be completed by your manager)' field. A green 'Save' button is located at the bottom right of the 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.

[Back to Objectives](#)

Objective details

Objective details: Obtain ICDL

Personal objective  
Yes

Objective Title (required)  
Obtain ICDL

Type (required)  
☒ 4-Personal  
☐ 1-University  
☐ 2-School/Service  
☐ 3-Team

Attachment date (required)  
26/01/2022

Description  
I would like to improve my IT skills and would like to complete the ICDL course offered by the People and Organisational Development team.

Reviewee/Reviewer Comments

Target completion date  
30/08/2022

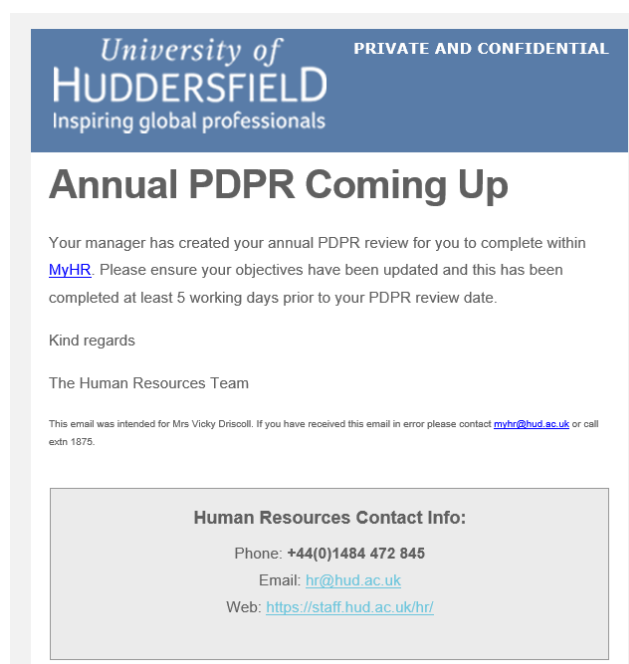
Start date  
01/03/2022

Rating (to be completed by your manager)

- 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.

Review Lifecycles				
<div> <span>All</span> <span>✓ Current</span> </div>				
Lifecycle name	Start date ↓	Current stage	Stage target end date	Stage owner
PDPR Professional Services	26 Jan 2022	Reviewee to complete PDPR ahead of meeting	20 Feb 2022	Michael Brown

This will open the lifecycle.



< Back to Reviews

PDPR Professional Services

Personal Development and Performance Review

Annual PDPR Review

Reviewee to complete PDPR ahead of meeting

Reviewer to complete PDPR after meeting

Mid Year Review

End of Year

PDPR completed

**Reviewee to complete PDPR ahead of meeting**

Target end date: 20/02/2022

Action responsibility: Michael Brown

When you initially start this PDPR, select the 'Generate' button below to access and complete the PDPR form.

You only need to Generate once so if you save and return to complete the form at a later date, you can continue from where you last saved.

**Generate**

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:

Overall how do you feel the last 12 months have gone? (required)

Please choose

Please choose  
Not well  
Satisfactorily  
Well  
Very well

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:

Objectives (0)

ADD

Name	Type	Start date	Completion date	Rating (to be completed by your manager)	Objective linked to
<div> </div> Obtain ICDL	4 Personal	01/03/2022	30/08/2022(Target)		

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.

Click here to return to the performance life cycle

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 too 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.

## P DPR 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:

The screenshot displays a form for adding a new objective. The form includes several fields and a table at the bottom. The 'Type (required)' dropdown is set to 'Personal'. The 'Objective type (required)' dropdown is set to '4-Personal'. The 'Objective title (required)' field contains 'Obtain ICDL'. The 'Description' field contains 'I would like to improve my IT skills and so would like to complete the ICDL offered by the People and Organisational Development team'. The 'Target start date' is '01/03/2022' and the 'Target completion date' is '30/08/2022'. At the bottom, there is a table with two columns: 'Linked to type' and 'Objective Title'. The 'Add' button is highlighted with an orange border.

Linked to type	Objective Title

**Add** **Remove**

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.

Select an item from the Objective list to amend the details

Obtain ICDL

Objective

▼

Obtain ICDL

Document new system processes

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).

Type (required)

Catalogue

▼

Objective type (required)

Please choose

▼

Objective title (required)

Please choose

▼

Please choose

Administrative - Links to Strategy and KPIs

Administrative - Process Manual

Administrative - Share Good Practice

Campus Support - Customer Service

Catering - Customer Service

Catering - Health & Safety

Catering - Sales Targets

Catering - Sustainability

Cleaning - Customer service

Cleaning - Sustainability

Cleaning - Team Working

Cleaning - Use of systems

Finance - External Engagement

Finance - Training

Finance - Value for Money

Growth & Efficiency - Continuous Process Review

Growth & Efficiency - Efficiency Savings

Growth & Efficiency - Increase User Satisfaction

Growth & Efficiency - Support Digital Transformation

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:

Type (required)  
 Catalogue

Objective type (required)  
 3-Team

Objective title (required)  
 Please choose

Description  
 Assist with the development of a comprehensive 'manual' of Processes and Procedures for the team and ensure these are kept updated.

Target start date  
 01/03/2022

Target completion date  
 30/08/2022

Linked to type  
 Objective Title

Add Remove

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.

Select an item from the Objective list to amend the details

Obtain ICDL Objective

Obtain ICDL

Document new system processes

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.

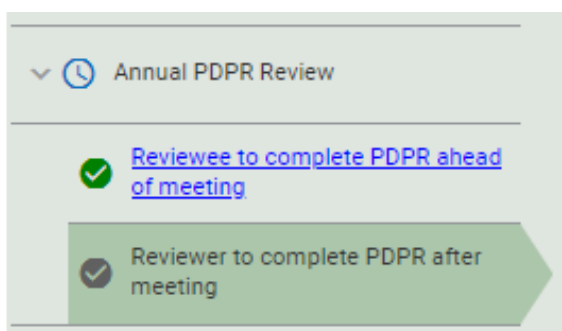
Once you have completed all fields on the Looking Forward page, click on the “Save” button to ensure your work has been saved, and click the “Summary” button. Once the Summary page has loaded, you should now see that the “Submit” button is available. Click on this and your completed PDPR form will be 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.

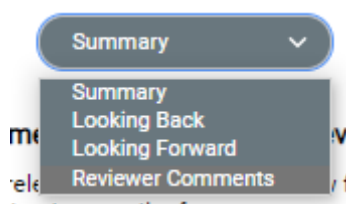
## Reviewing your manager’s comments (after the PDPR meeting)

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”



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:



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.

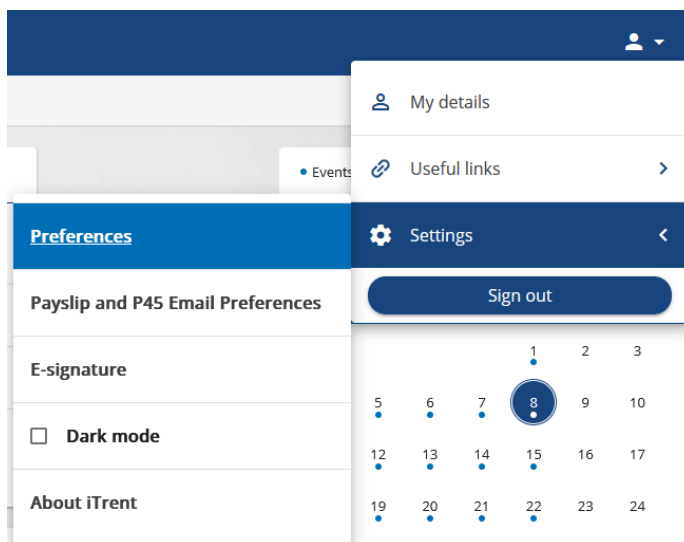
**Important:** once you submit your Mid-Year review it will become read-only and you will be unable to make further changes to this form. Please double check that you have included all of the information you wish before pressing the “Submit” button.

# **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.

**E-form preferences** Close X

*The payslip/P60 passwords can only use the characters A-Z, a-z, 0-9, or ! " \$ % ^ & \* ( ) - \_ + [ ] { } ? , . ; @ # ~ / | \ < > ` ' :*

**Payslip options**

☒ Receive payslips and P45 via email

\* Email address (required)

\* Password for payslip (required)

\* Confirm password (required)

**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.

### Payslip options



Receive payslips and P45 via email

\*Email address (required)

m.brown@hud.ac.uk



\*Password for payslip (required)

.....



\*Confirm password (required)

.....



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.

### P60 options



Email P60



Use the same email and password for P60's

\* Email address (required)

\* Password for P60 (required)

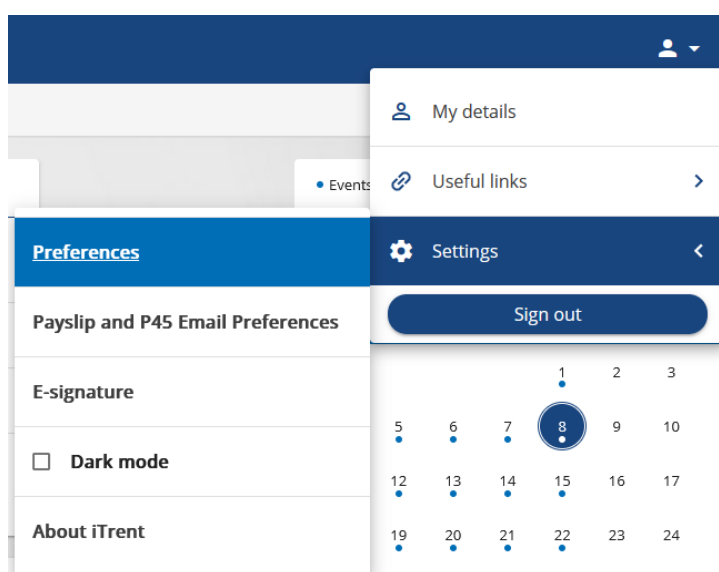
\* Confirm password (required)

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.

Preferences Close X

*Not all changes to your preferences will take effect until you next login.*

Date format

DD/MM/YYYY X ▼

Language

English X ▼

Save Cancel

To change this, click on the arrow to open the drop-down list and select the format you want to use.

Preferences Close X

*Not all changes to your preferences will take effect until you next login.*

Date format

DD/MM/YYYY X ▲

DD/MM/YYYY

MM/DD/YYYY

English X ▼

Save Cancel

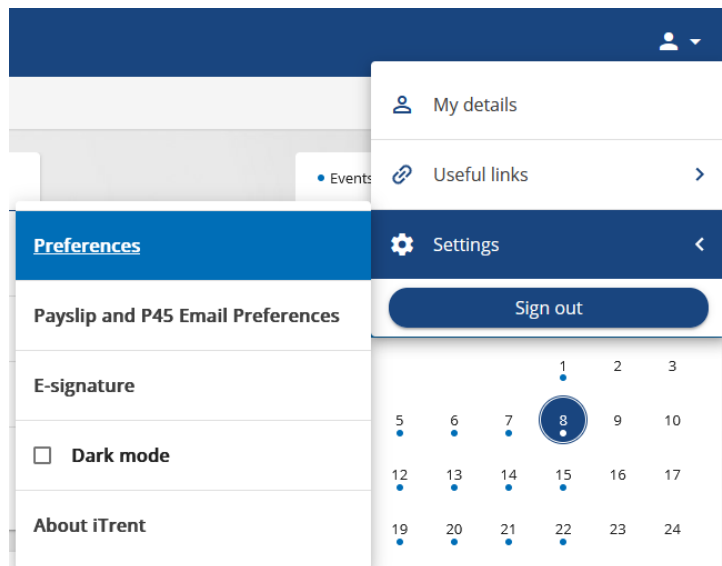
Click the “Save” button. Your preferences have now been updated. These changes will take effect from the next time you sign in to MyHR.

**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.

## Setting up an E-Signature

Some letters sent to you by the Human Resources team will require an electronic signature.

You can set up your signature used in MyHR by clicking on the options button in the top right of the screen and click on the “Settings” and then select the “E-signature” option, this will open the **E-signature details** form.



Enter the signature in the format you would like to use by typing in to the “Signature” field

E-Signature details

Close X

\* Signature (required)

MBrown

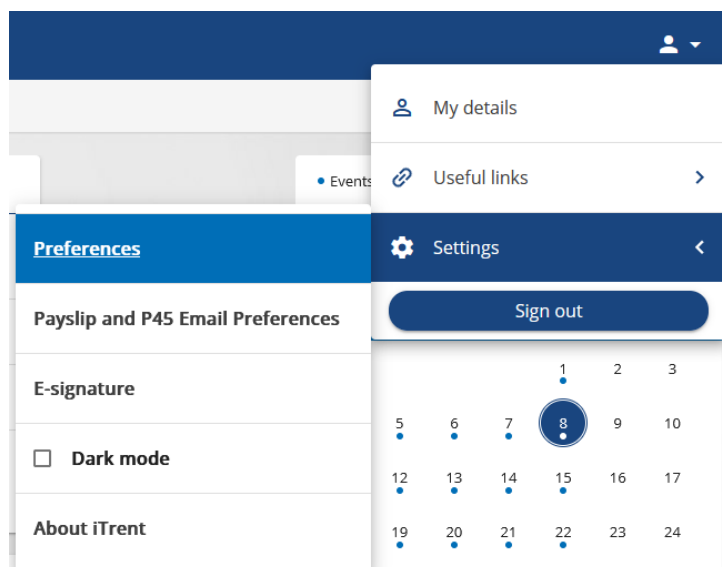
Save

Cancel

Click the “Save” button. Your signature has now been updated. This signature will be used on any future e-correspondence from Human Resources that you sign electronically via MyHR.

## Changing an E-Signature

If you have already set an e-signature up and would like to change it (e.g. you may have changed your name since you initially set up your signature), you can do so by clicking on the options button in the top right of the screen and click on the “Settings” and then select the “E-signature” option.



This will open the **E-signature details** form.

E-Signature details

Close X

\* Signature (required)

MBrown

Save

Cancel

Type your new signature over the existing one in the “Signature” field.

E-Signature details

Close X

\* Signature (required)

MRBrown

Save

Cancel

Click the “Save” button. Your updated signature has now been saved. This signature will be used on any future e-correspondence from Human Resources that you sign electronically via MyHR.



## 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](mailto: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](mailto: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](mailto:payroll@hud.ac.uk) with the sort code you would like adding and they will be able to do this for you.