If I leave the University will I still be able to access MyHR? .................................................................34

When I change my bank details I get an error message “Invalid Sort Code has been entered. Please check and re-enter”. .................................................................................................................................34
Logging in

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

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

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

If you are experiencing any difficulties logging into MyHR and would like assistance please contact myhr@hud.ac.uk.
Once you have successfully logged into MyHR, you will be presented with the Homepage as shown below.

From here, you are able to access the four sections of MyHR, but there are also several quick links on the right hand side of the page where you can access the most commonly used features.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>My details</td>
<td>The My Details Section allows you to view or update your personal information, as well as view, update or add new contact details.</td>
</tr>
<tr>
<td>My absence</td>
<td>The My Absence section allows you to view any period of sickness absence that is held on record for you.</td>
</tr>
<tr>
<td>My pay</td>
<td>The My Pay section allows you to view, print, and download your electronic payslips and P60s. There is also a search function should you need to</td>
</tr>
<tr>
<td></td>
<td>view a specific payslip.</td>
</tr>
<tr>
<td>My job history</td>
<td>The My Job History section allows you to view details around the positions you have held while employed at the university.</td>
</tr>
<tr>
<td>myHR</td>
<td>This button returns you to the homepage.</td>
</tr>
<tr>
<td></td>
<td>Clicking on this button will give you the option to log out of MyHR</td>
</tr>
</tbody>
</table>
My details
Viewing, adding or updating your personal information

Using the *My details* section of MyHR, you are able to view, add or update many of your personal details without needing to contact HR. To access the *My details* section, click on the *My details* button at the top of the page, and you will see the page below:

The My Details section of MyHR is split into four subsections:

- My personal details
- Contact information
- Emergency contacts
- Bank details

**My personal details**

*Personal Details*

By clicking on the *Personal details* summary card, you are able to view or update your personal details.
After clicking on **Personal details** summary card, a window will open which contains the details held by HR.

In this window, you are able to update your **Preferred name**.

All other personal details on this page 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 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** page without applying any changes made.
**Equality Information**

You are able to view and update the sensitive personal information that is held by HR by Clicking on the *Equality information* summary card.

After clicking on the summary card the Equality information page will open. From here you can update the Religion, *Ethnic origin*, *Sex identifier*, *Gender reassignment*, *Sexual orientation* and *Self-certified disabled* fields.

If you need to update your *Marital status* or if your *Nationality* is incorrect, please contact HR 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* page without applying any changes made.
Contact Information

The Contact information section contains the contact information that is held about you by HR.

In this section, you are able to view and update your home address and also to 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, there are two ways you can do this using MyHR. You can click on the Add button and select the option to “Add Address”. Doing so will open a blank Address details page, you can then enter your new address details in to this page. Please remember to press the Save button before leaving this page.
Alternatively you can update the details for the existing address by selecting your *Home – Mailing address* summary card.

This will open the existing *Address details* page. This page can be used to update or amend the address information we currently hold for you.
**Updating your contact information**

You are able to update your contact details by clicking on the appropriate summary card.

This will open the Contact Information page.

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

**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 button and select the option to “Add Contact Details”. The *Contact information* page will then open.
From here you can add new details for Home Telephone and Mobile Telephone. You are only able to have one of each contact type.

**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.
Emergency Contacts

You are able to add and update your emergency contacts in the Emergency contacts subsection.

Adding a New Emergency Contact

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

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 are able to update your emergency contact by clicking on the appropriate summary card.

This will open the *Emergency contact* details page.

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 are able to view and update the bank account information we currently have for you by clicking on the *Bank details* summary card.

This will open the *Bank details* page.

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, as long as your *Sort code*, *Account number* and *Account name* are correct, this should not cause any issues with your pay.

If you enter a sort code that is not recognised by the system, you will receive the following message:

If you receive this message please contact payroll@hud.ac.uk quoting the sort code you would like to enter and they will be able to resolve this error for you.
My absence
Annual Leave

Requesting Annual Leave

In the My absence section of MyHR, you can request a period of annual leave. To do this, click on the “My Absence” button at the top of the screen. You will then see all of your annual leave listed in the “Holidays” section along with your remaining holiday entitlement in hours remaining.

Note: If you have 5 or more instance of annual leave on record, you will see a list rather than summary cards as in the image above.

Click on the “Add holiday” button and the Holiday details page will open.

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 *Morning or Afternoon* and click Save.

**Please note:** If you work on a part time basis and would normally only work in the morning or afternoon, you should select Full day as the *Holiday period* when you request annual leave otherwise the number of hours deducted from your annual leave entitlement will be incorrect.

When booking one full day select Full day as the *Holiday period* and then enter the date you would like to take as annual leave as the *Start date* and click Save.
When booking annual leave that is longer than one day, select More than one day as the *Holiday Period* and enter the first day as the *Start date*, then select whether the first day will be a full day or part day. Enter the last day of your leave as the *End date* and then select if the last day will be a full day or a part day. Once this has been completed click on Save.

After you have saved the Holiday details page the request will be added to the list of annual leave 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 summary card for this annual leave will show a status of “Awaiting authorisation” until your manager has reviewed the request and approves it.

If your manager approves your annual leave, the summary card 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 Holidays section of My absence.

If you make a request for annual leave that exceeds your remaining annual leave entitlement for the current annual leave entitlement period, you will see a warning message and the entitlement summary will show as a negative number as shown in the example below:

In this case, you would need to discuss the reason that you need to take this time as annual leave and your manager can then contact the MyHR team to update the system and deduct the additional time taken from your annual leave entitlement for the following entitlement period.

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 and so 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 your annual leave request, click on the My absence button at the top of the screen. You will then see a list of annual leave requests. Click on the summary card of the request you would like to amend, and this will open the Holiday details page. Make the necessary changes to the request and click save. 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 and so 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 button at the top of the screen. You will then see a list of your annual leave requests. Click on the summary card of the request you would like to cancel, and this will open the Holiday details page. Click on the Delete button at the
bottom if this page and the request will be cancelled. An email will be sent to your manager notifying them that you have cancelled your annual leave.

Sickness Absence

Sickness details

In the *My absence* section of MyHR, you are able to view your sickness record. To do this, click on the *My absence* button at the top of the screen. You will then see a list of all of the instances of sickness absence on record.

![My absence screenshot](image)

**Note:** If you have 5 or more instance of absence on record, you will see a list of absences, rather than summary cards as in the image above.

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, click on the summary card for the absence and you will see the below screen.
To complete your sickness record, you will need to add your Absence reason, Sickness period, and Last day of absence. If the start date of your absence has been recorded incorrectly, please contact payroll@hud.ac.uk for assistance.

If you are unsure what absence reason you should use, please refer to the table in the Sickness Categories section in this guide (Pages 25-26).

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 page, 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 or call ext. 1875.

**Viewing Sickness Absence Details**
From this screen, you are able to view the details of the sickness record by clicking on the relevant summary card.
When you click on the summary card, the *Sickness Details* window will open as below.

![Sickness Details Window](image)

**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 [myhr@hud.ac.uk](mailto:myhr@hud.ac.uk) for assistance.

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

In the My pay section you are able to view all of your previous payslips. You also have the option to download them as a PDF.

Note: if you have less than 5 payslips showing on this screen then you will see summary cards instead of a list of payslips in a table as shown below.

Viewing Payslips

You can view a payslip by clicking on the relevant summary card, this will open a window with a summary of your pay.
From this window, you will have the option to Print your payslip or download the payslip as a .pdf file. Clicking on the Print option will print the summary as you see it on your screen, however, this is not a complete payslip. To access your full payslip, click on the Download PDF button and this will download a full payslip with all details which can then be printed.

**Searching Payslips**
The payslips that are listed are for the previous 12 months. Your payslips prior to the previous 12 months are still available and can be found using the search button. Clicking on the search button will open the following search window:

Once you find the Payslip that you are looking for, clicking on it will open the summary as normal where you will have the option to Print the summary or download the full payslip as a .pdf file.

**P60s**
You are also able to view and download you P60s from MyHR, and these are listed below your payslips.

To open a P60, click on the relevant summary card and the P60 will open as a .pdf file which can then be printed if required.
My job history
Viewing Current and Previous Job Details

You can click on a summary card to show details of your current job, as well as any previous jobs you may have had at the University.

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 through our legacy systems.

If you click on a previous job, the Previous job details page will open. This will show your job title, the department you worked in and the period you were employed in this job.
If you click on your current job, the *Current job* details page will open. This includes more details than the *Previous job* details page, such as your *Contractual hours* and *Payroll reference*.

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

I have been working at the University for years, why can’t I see my full job history?

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

I am unable to log in to MyHR, what do I do?

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

If I leave the University will I still be able to access MyHR?

MyHR is a service which is only available for current employees of the University. If you need copies of your Payslips, we strongly recommend you download or print these before leaving. If you have not done this and would like a copy of a previous payslip please contact payroll@hud.ac.uk who will be able to assist.

When I change my bank details I get an error message “Invalid Sort Code has been entered. Please check and re-enter”.

MyHR has a restricted list of approved sort codes which can be entered in order to reduce any potential inaccurate bank account details being entered. If you have received this message, please contact payroll@hud.ac.uk with the sort code you would like adding and they will be able to do this for you.