MyHR User Guide

University of HUDDERSFIELD

Inspiring global professionals
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Logging in

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

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

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

If you are experiencing any difficulties logging into MyHR and would like assistance please contact myhr@hud.ac.uk.
Homepage

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 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 change various preferences and allow you 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, What is your gender, Does your gender identity differ from your sex as registered at birth, 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.
Address details

This form allows you to correct your current address information. If your address has changed please use the add address details option.

Address type:
Home

Address 1
45 New Street

Address 2

Address 3

Address 4
Huddersfield

Postcode
HD3 1TF

Country
United Kingdom

Save  Cancel
**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.

- **Primary contact** checkbox: 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.

- **Use my home address** checkbox: 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 screen](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 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</td>
<td>Diabetes, Glandular fever, swollen glands, thyroid problems</td>
<td></td>
</tr>
<tr>
<td>Glandular (DEGP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Injury, Burns and Poisoning</td>
<td>Burns, frostbite, sunburn, wasp sting, industrial injury</td>
<td></td>
</tr>
<tr>
<td>(INBP)</td>
<td></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.

![Payslips Section](image)

**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.

![Viewing Payslip](image)
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:

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 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 your 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.

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.

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 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.
Personal Development and Performance Review/Appraisals (Professional & Technical Services)
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 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 section which is available at the top of the MyHR.

The My PDPR section of MyHR is made up of three sections:

- **Objectives** – This section 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.
- **Lifecycle** – 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.
- **Forms** - This section lists individual forms that are included as part of the PDPR lifecycle. Typically, these should not be used and instead you should use the Lifecycle section to generate and submit and review your details.
Objectives

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

NB: 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.

NB: 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.

Reviewing Objectives

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

1. Sign in to MyHR and navigate to the *My PDPR* section.

2. Select the objective you want to review to open the Objective Details page.

3. You can add a comment to the Reviewee/Reviewer Comments section and click save 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 like the screenshot below informing you that your manager has created your
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 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 section using the link at the top of the page.

Click on the summary card for your current PDPR lifecycle and the Lifecycle window will open.
Click on the **Generate** button to create new form for your PDPR and 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:

![Drop-down list of options]

Please provide a summary of how well you feel the last 12 months have gone. Please include any achievements over and above your objectives in this section.

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

**Objectives**

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

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

To view your current objectives, expand this section by clicking on the arrow to the left of the word "**Objectives**" as in the screenshot below:
Clicking on the **Objective name** will open the **Objective details** page where you can review the objective.

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

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

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

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

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**.

Managing Yourself: How have you demonstrated the attributes and behaviours in the Managing Yourself category? (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 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 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 an ever changing HE environment.

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

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

Comment on the rating given and consider how the Technician Commitment can help you succeed with your goals and ambitions over the next 12 months. (Technical Services and Technical Service People Manager Only)

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

PDPR Form Section 2 - Looking Forward

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

Objectives

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

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

Click the Add button and this objective will be added to your PDPR form as shown in the screenshot below:

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 link to the 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.
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:

4. Sign in to MyHR and navigate to the *My PDPR* section.
5. Click on the summary card for the correct lifecycle.
6. Click on Annual PDPR Review

![Personal Development and Performance Review](image)

7. 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 and asking you to sign in to MyHR to complete the preparation for this.

To do this, you should follow the steps below:

1. Sign in to MyHR and navigate to the *My PDPR* section.
2. Click on the summary card for the correct lifecycle.
3. Click on the Mid-Year review

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.
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 the “Payslips and P45 Email Preferences” option, this will open the Payslip and P45 Email Preferences page.

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

**Payslip options**

- Receive payslips and P45 via email
- Email address
- Password for payslip
- Confirm password

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

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

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

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

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**Payslip options**

- Receive payslips and P45 via email

- Email address
  - m.brown@hud.ac.uk

- Password for payslip
  - ............................

- Confirm password
  - ............................

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

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

**Enabling Accessibility View**

MyHR includes an accessibility view which when activated makes various changes to layout and colour schemes to make the page meet the WCAG 2.0 Level AA standard.

To switch accessibility view on, click on the options button in the top right of the screen and click on the “Preferences” option, this will open the Preferences page.

Tick the *Accessibility view* option.
Click the save button. Your preferences have now been updated. These changes will take effect from the next time you sign in to MyHR.

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 “Preferences” option, this will open the Preferences page.

The Date format field will show you your current date format selection.
To change this, click on the arrow to open the drop-down list and select the format you want to use.

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

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

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

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

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

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