Contents

Login.................................................................................................................................................. 3
Homepage ............................................................................................................................................ 4
My details ........................................................................................................................................... 5
  Viewing, adding or updating your personal information................................................................. 6
    My personal details ...................................................................................................................... 7
    Sensitive Information .................................................................................................................. 8
  Viewing, adding or updating your contact information ............................................................... 9
    Updating your address ................................................................................................................ 9
    Adding new contact information ............................................................................................... 11
    Updating your contact information .......................................................................................... 12
  Viewing, adding or updating your emergency contact ............................................................... 13
    Adding a new emergency contact ............................................................................................. 13
    Updating your emergency contact’s details ............................................................................ 14
  Viewing or updating your bank account details ........................................................................ 15
My absence ....................................................................................................................................... 17
  Sickness details .......................................................................................................................... 18
  Sickness categories .................................................................................................................... 19
My pay ............................................................................................................................................... 21
  Payslips ........................................................................................................................................ 22
My job history .................................................................................................................................. 24
  View current and previous jobs ................................................................................................. 25
FAQs .................................................................................................................................................. 27
Login

You can log in to your MyHR account by using the following link: https://myhr.hud.ac.uk/

You are then able to log in using your Active Directory account. You are able to use MyHR both on and off campus, and it can also be used on a mobile device.

If you encounter any problems logging in please contact myhr@hud.ac.uk.
### Button | Description
--- | ---
My details
My absence
My pay
My job history

This button takes you to the Personal section of MyHR. Here you can view and update your personal details, such as your address or bank account.

This button takes you to the Absence section of MyHR. Here you can view and update any periods of sickness absence you have had.

This button takes you to the Pay & Benefits section of MyHR. Here you can view your previous payslips and download them as a PDF.

This button takes you to the Employment section of MyHR. Here you can see details of your current and previous jobs you have had at the University.

This button returns you to the homepage.

Clicking on this button will enable you to log out of MyHR.

Clicking on any of the Quick Links will take you to the relevant page.
My details
Viewing, adding or updating your personal information

Select the **My details** button at the top of the homepage.

You will then see the following page.

The **Personal** section is split into four subsections:

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

You can update, view or update your personal details by clicking on the **Personal details** summary card.

The **Personal details** page will open. From here you can update your **Preferred name**.

To amend any other personal details such as **Surname** or **Date of birth** please contact HR as these changes will need to be verified before they can be updated.
**Sensitive Information**

You can update, view or update your sensitive information by clicking on the **Sensitive information** summary card.

The **Sensitive information** page will open. From here you can update the **Religion, Ethnic origin, 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.
Viewing, adding or updating your contact information

You are also able to view and add your address and contact information on this page.

To add new details, click on the + Add button. This button will then change to giving you the option to enter either a new address or new contact details.

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 address button which will open the Address details page.

You can enter your new address details here. Please remember to press the Save button before leaving this page.
You can also update your address by selecting your **Home – mailing address** summary card.

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

To add new contact information, click on the **Add contact details** button. 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. This is your work email address which is linked to your Active Directory account.
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.
Viewing, adding or updating your emergency contact

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. 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 your emergency contact’s details

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.
Viewing or updating your bank account 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.
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 quoting the sort code you would like to enter and they will be able to resolve this error for you.
My absence
Sickness details

In this section you are able to view your sickness record.

Select the Absence button at the top of the homepage.

You are able to view your sickness record in this section. You can see further details by clicking on the relevant summary card.

This will open the Sickness details page.
## 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 has to 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 gastrointestinal (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>----------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>-----------------------------</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>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.

The payslips listed here are for the last 12 months. If you want to view a payslip from an earlier date, click on the icon. This will bring up the **Payslip search** page.

Enter the date range you would like to search for.

Click on the relevant summary card to see that payslip.
Here you can view, print or download your payslip as a PDF. To print a copy of your payslip, click the **Print** button. To download your payslip, click the **Download PDF** button.

### Payslip

<table>
<thead>
<tr>
<th>Payment</th>
<th>Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td>UOH_PAY_Sal...</td>
<td>1,552.83</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deduction</th>
<th>Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax</td>
<td>152.20</td>
</tr>
<tr>
<td>NI - A</td>
<td>108.62</td>
</tr>
</tbody>
</table>

**Name:** Mr Michael R Brown  
**Pay date:** 20/09/2013  
**Tax code:** 950L  
**Cumulative**  
**Tax month:** 6  
**National Insurance category:** A  
**Legislation:** UK  
**Currency:** British Pound  
**National Insurance number:** JN200392A  

**Total payments:** 1,552.83  
**Total deductions:** 261.02  
**Net pay:** 1,291.81
My job history
View current and previous jobs

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

Q1. I have been working at the University for years, why can't I see my full job history?

A1. 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.

Q2. I am unable to log in to MyHR, what do I do?

A2. 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.

Q3. If I leave the University will I still be able to access MyHR?

A3. 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.

Q4. When I change my bank details I get an error message “Invalid Sort Code has been entered. Please check and re-enter”.

A4. 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.