

This guide is designed to ensure we collect all the relevant information related to your employment. This information can be updated at any time, and new starters should visit these pages as soon as they have access to complete the onboarding process and provide us with the bank details and tax declarations required. Other guides available [here](#).

Visit StaffNet if you are looking for detailed guidance on [Pay](#) and [Holidays, Leave and Absence](#).

Login to MyHR

1. On a University networked device, open a web browser and go to www.abdn.ac.uk/myhr
 - Off campus, or on a personal device? You must first log into the VPN. See our Toolkit resource for [guidance on using the VPN](#). Once logged into the VPN, you will see a link to MyHR under the **Home** tab. Click on this then follow the steps below.
2. You'll see the MyHR **Welcome** screen the login dialog, latest news, and links to other resources.



Mark this page as a favourite or bookmark so that it's easy to find again.

3. Enter your University username (e.g. s99jb7) and password, and click **Log in**.

- If this is the first time you have logged in, you will be asked to setup your security questions and answers – follow the on-screen directions.

Subsequent logins will require you to answer one of your security questions, for example your Mother's maiden name, to verify your details.



Note: Your answers are case sensitive. If you can't remember your security questions contact the [MyHR Team](#) to reset your questions.

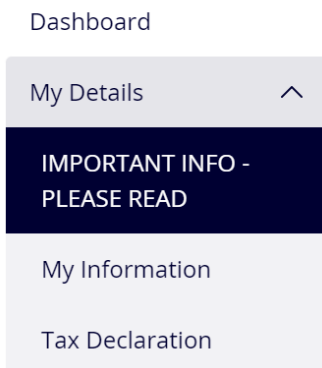
Sign Out

- Click **Sign Out**, on the right of the title bar



My Details

When you login to MyHR, you will see your personalised Welcome dashboard, to update your details expand the My Details menu on the left-hand column.



1. The IMPORTANT INFO section provides some background and outlines scenarios where details may not be able to be updated online and offers available alternatives.
2. The My Information section allows you to review, update and add the following information:



- a. Personal Information – some information may have been captured as part of your recruitment process but there will be the option to amend and add additional information not previously collected.
- b. Contact Information – you can add and update your home address and contact details here.
- c. Emergency Information – you can add and update your emergency contact and next of Kin information here.
- d. Bank Information – you can add and update your bank information here. This is where your salary will be paid into. If you are a new starter this section will be empty and should be added at the earliest opportunity.
- e. Complete – once all information is completed you will be able to submit your updates, unless one of the conditions identified in the important information section is met. Once you submit your information you will receive a confirmation email to your work email address.

Mandatory information is demoted by * and full guidance is available on screen for each of the above sections.

3. The **Tax Declaration** section will explain the required steps and direct you to the HMRC web pages to complete the checklist. After which you will be able to upload the completed checklist a P45 where applicable, before submitting your details to Payroll. As with Bank details, this is important information for new staff and should be completed as soon as access to the system is enabled.