

The MyHR system allows you to view your Annual Leave, Absences, Pay Documents and Personal Details and to submit or request changes, e.g. book annual leave. This guide introduces new users to the system. Visit StaffNet if you are looking for detailed guidance on [Pay](#) and [Holidays, Leave and Absence](#).

Login to MyHR

- 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.
- 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.

- 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.

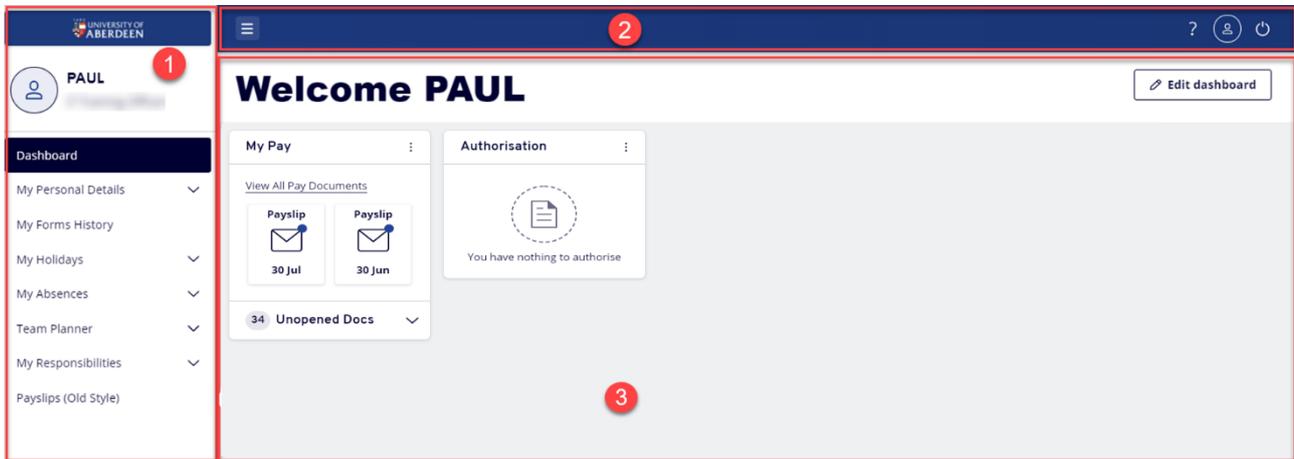
Sign Out

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



MyHR Dashboard

When you login to MyHR, you will see your personalised Welcome Dashboard:



This provides an overview of your pay documents, any requests awaiting authorisation, (holiday, training or other) and forms you have submitted that are pending.

1. User information and the Navigation Pane.

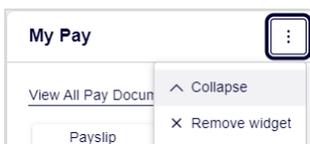
2. Title Bar:

- The Toggle menu on the left allows you to hide/show the Navigation Pane.
- At the far right are icons to take you to **Account Details** and **Security Settings** to view and re-enter security answers, and to **Sign Out**.

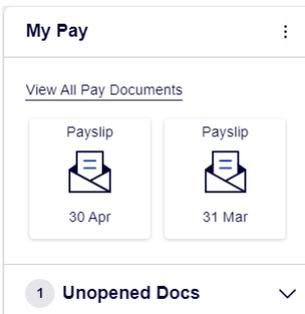
3. Widgets:

These are shortcuts to **My Pay** and **Authorisation**

- Click on the vertical ellipsis to collapse or expand widgets, or remove them from the Dashboard.



- Click **Edit dashboard** to re-add a widget you previously removed.
- To view payslips from March 2019 onward, and P60s from 2010 onwards, click **View All Pay Documents** on the **MyPay** widget.



My Personal Details

This section allows you to change and update bank details, and contact details.

'My Banking' Details

1. From the Navigation Pane, click **My Personal Details** then select '**My Banking' Details**.



Any changes to bank details must be submitted before payroll cut off. Click **Payroll Deadline Dates** at the top right of the screen for guidance.

[Payroll Deadline Dates](#)

2. To change bank or building society (BSOC) details, click on **[edit these details]** [\[edit these details\]](#) on the right of the blue bar above your Account Number.
3. Make changes to **Account Number**, **Account Name**, and **Roll Number** (if you have one), as required.
4. In the **Bank Detail** or **BSOC Detail** section, click **Sort Code field** to enter and press tab to auto-populate the bank or building society information.



If you enter an invalid Sort Code the system will alert you with an error message. Press **OK** to clear.

– Unsure of Sort Code? Use **[Search]** to the right of the **Sort Code field** in the **Bank Detail** or **BSOC Detail** section.

- A new **Search Criteria** dialog opens.
- Enter the Sort Code if known then click on **[Search]**. Otherwise, select the name of Bank or BSOC and enter Branch e.g. Aberdeen then click on **[Search]**.
- Check the **Search Results** are correct for your Bank or BSOC Name and Branch and select.
- Click **[Close]** to return to Bank Details form.

5. Add any other information required and add the reason for the changes in the **Change Reason** field.



If you need to cancel out of changing bank details at any time, click **[Back]** to return to the last screen viewed.

6. When you have checked and completed your changes, click **[Submit]**.
7. Click **OK** to submit your changes, or **Cancel**.
8. Once you have clicked **OK**, you will briefly see a confirmation message displaying the form submission, date submitted, and form number. An authorisation email is then sent to Payroll for security reasons.
9. Return to the Navigation Pane to select another service, or **Sign Out**.

My Contact Details

1. From the Navigation Pane, click **My Personal Details** then select **My Contact Details**.

2. To change contact details information, click on **[edit these details]** on the right of the blue bar above your Home Address.

[\[edit these details\]](#)

3. Make your changes to **Address**, **Contact 1 Address**, **Contact Numbers** as required.
4. Add the reason for the changes in the **Change Reason** field.



Remember, if you need to cancel out of changing contact details at any time, click **[Back]** to return to the last screen viewed.

5. When you have checked and completed your changes, click **[Submit]**.
6. Click **OK** to submit your changes, or **Cancel**.

- Once you have clicked **OK**, you will briefly see a confirmation message displaying the form submission, date submitted, and form number.



Changes to personal details are submitted and approved immediately.

- Return to the Navigation Pane to select another service, or **Sign Out**.

My Forms History

This provides an overview of all the forms you have submitted within the system – e.g. change to personal details, holiday request, absence form or request – and their status, i.e. pending, withdrawn, authorised or cancelled.

To narrow your search – for example, to check if a holiday request has been authorised – use the Search Filters. You can filter on keyword search, dates, event type (holiday, absence, bank details) and status (authorised, pending - waiting for approval, cancelled, or withdrawn).

- From the Navigation Pane, click **My Form History**.

Unless you have filtered previously, the default view will be **all** submission requests.

Description	Event	Status	Raised Date
Holiday Request: 01/01/2021 - 04/01/2021	Holiday	Authorised	23 Nov 2020
Holiday Request: 25/12/2020 - 28/12/2020	Holiday	Authorised	23 Nov 2020
Holiday Request: 30/11/2020 - 30/11/2020	Holiday	Authorised	18 Nov 2020
Holiday Request: 06/01/2021 - 07/01/2021	Holiday	Authorised	16 Nov 2020
Holiday Request: 29/12/2020 - 31/12/2020	Holiday	Authorised	16 Nov 2020
Holiday Request: 21/12/2020 - 21/12/2020	Holiday	Authorised	16 Nov 2020

- To filter by keyword, click in the **Keyword Search**, enter the item you're looking for, e.g. *holiday*, and click **Search** to display results.
 - To clear your search, click **Clear search**
- To filter by event type, click in the **Event Filter**, and from the drop-down, tick the checkboxes relating to the filter/s you want to use:

Event Filter

Bank Details Contact Details Holiday Holiday Cancellations

Select All Select None

Bank Details
Contact Details
Holiday
Holiday Cancellations

Results per page: 20

- Click **Search** to display results.



You should make sure that at least one of the Event Filters is ticked. Choosing **Select None** and clicking **Search** will produce no results!

5. Return to the Navigation Pane to select another service, or **Sign Out**.

My Holidays

This section allows you to create and manage your holiday requests. When you submit a request, a notification email is sent automatically from the system to your Line Manager. You will receive an email notification when your request has been authorised or rejected.



At time or writing, MyHR does not calculate your holiday entitlement so the information in the **Entitlement (Days)** section will be blank.

To request Annual Leave

1. From the Navigation Pane, click on **My Holidays** then select **Submit Holiday**
2. Next to **Type***, click the drop-down and select **Annual**

3. Select the duration. The default is **Single Day**. To select a single day or a half day:
 - Click **Calendar** alongside the **Single Day Date*** field and select the required date.
 - Select **Full Day**, or **AM Only** or **PM Only**, as required.
4. To select multiple days, first select the **Date Range** radio button. Then, depending on the duration:
 - Click **Calendar** alongside the **Date Range From – Date*** field and select the start date. Select **Full Day** or **PM Only**, as required.
 - Click **Calendar** alongside the **Date Range To – Date*** field and select end date from date. Select **Full Day** or **AM Only**, as required.
5. Add a **Reason for Request**. This will be displayed when your line manager views your holiday request in the system.

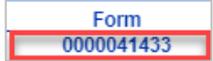


Remember, if you need to cancel out of your holiday request at any time, click **[Back]** to return to the last screen viewed.

6. Check your holiday dates and click **[Submit]**
 - The system will prompt you to confirm your request. Click **OK** to submit, or **Cancel**.
7. Once you have clicked **OK**, the system will display a confirmation of your request. Then, after a few seconds, you will see your **Holiday Summary**, showing details of holidays taken, along with sickness days (once processed by the monthly Payroll), and other absence records.

Change a holiday request

If, due to unforeseen circumstances, you have to change an authorised holiday request:

1. From the Navigation Pane, click **My Holidays** then **Holiday History**.
 - You will see a details of holidays already taken and future bookings, along with sickness and other absence records.
2. From the Holiday History section, click on the **Form number** of the holiday request you want to change. 
3. On the Holiday Request form, click [**Change Holiday Request**], amend the dates as required, and add a reason for the change.
4. Check your holiday dates and click [**Submit**]. This will be displayed when your line manager views your amended holiday request in the system



For **Pending** Holiday Requests click [**Withdraw**] and click **OK** to submit. The status will now show as *Withdrawn* in the **Holiday History** section.

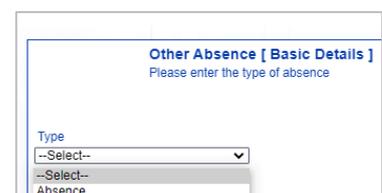
5. The system will prompt you to confirm your request. Click **OK** to submit, or **Cancel**.
6. Once you have clicked **OK**, the system will display a confirmation of your request. Then, after a few seconds, you will be returned to your **Holiday Summary**. You will see a change in Status next to the request you have changed as pending waiting for authorisation.
7. The system sends an automated email to your Line Manager advising them that your holiday request has been changed or withdrawn.
8. Return to the Navigation Pane to select another service, or **Sign Out**.

My Absences

This section allows you to record when you will be absent from the University for reasons other than annual leave, e.g. for a business trip, jury service, or compassionate leave. **It is not intended for you to record sickness.** See StaffNet for [guidance on reporting absence due to illness](#).

To record an absence

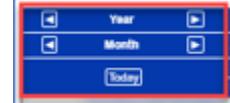
1. From the Navigation Pane, click **My Absences** then **Submit Absence**.
2. From the drop-down **Type** menu, select **Absence**.
3. Click **Calendar** beside the **Start Date** and select from date picker.
4. Click **Calendar** beside the **End Date** and select from date picker.
5. Click [**Next**].
6. In the **Enter Absence Details** form, add a **Start Time** and **End Time** in 24 Hour format.



Note: By default, the Start Time will be set to 00:00 and the EndTime to 20:00. It is important to change these.

7. Click on **Absence Type** drop-down and select **Out of Office**.
8. Select the **Reason** for your absence from the drop-down list.
9. Enter more information in the **Additional Details** field, if required.

- Using the next or previous buttons from Year and Month to view different time periods. Click on the Today to return to current day.



3. Return to the Navigation Pane to select another service, or **Sign Out**.

My Responsibilities

If you have been delegated responsibilities by your Line Manager – for example, if they have allowed you to authorise holiday requests on their behalf – you can view them under **My Responsibilities**.

1. Click **My Responsibilities** in the Navigation Pane, then click **My Responsibilities**.
2. The Delegate Responsibilities screen lists the Active Delegation Rules set up by your Line Manager for you. For example, you may see one or more of the following:
 - **Authorisations:** Authorise or reject Holiday or Absence requests
 - **Responsibilities:**
 - Absences: Record an absence on behalf of a member of your team
 - Holiday: Request a holiday on behalf of a member of your team
 - Planner: View the Planner for an individual or your whole team
 - Click on the associated **Description** to open any record:

Delegated Responsibilities

To view the delegation rules that have been setup by your Line Manager, click on the description under Delegation Rule.

To authorise or reject Holiday Requests, click on the entry under Descriptions in the Authorisations section.

To request a holiday or record an absence on behalf of a member of staff, click on Absences or Holiday Request under Module in the Responsibilities section.

To view the team planner, click on Planner under Module in the Responsibilities section.

Active Delegation Rules	Minimise
Authorisations	Minimise
Responsibilities	Minimise

26/05/2021	N	Testing Authorisation for KB
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3. Return to the Navigation Pane to select another service, or **Sign Out**.

Help, support, and Feedback

If you need further help using MyHR, or if you have any feedback on this service, please contact myhr@abdn.ac.uk. All feedback will be treated in confidence.