

## How do I view and update my details on MyHR?



**Personal Details** ← Click here

View and update **personal details**, contact details, equal opportunities information and bank details

- Click on one of the five options: Bank Details, Contact Details, Equal Opportunities Details, Personal Details, and Emergency Contacts.
- To update details, click **[edit these details]** and click **[Submit]**. You will receive email confirmation of your change.
- Click **[home]** to return to the main screen.

## How do I view and print my payslip on MyHR?



**Pay Documents** ← Click here

View your Payslips and P60's

- Click on the required date in the Pay Date column to open a payslip.
- Click **[Print]** to print payslip
- Click **[Back]** to close payslip and return to Pay Documents screen.

## How do I request annual leave on MyHR?



**Leave and Absence** ← Click here

Use this module to book annual leave or view the peer planner



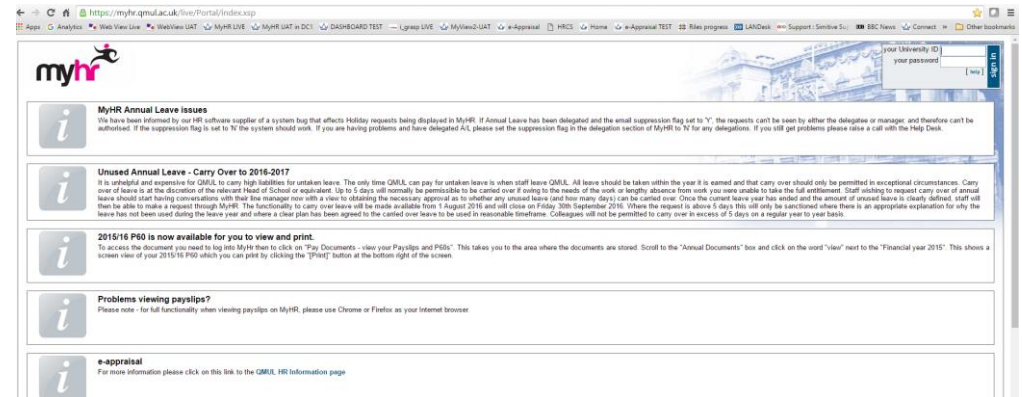
**Annual Leave** ← Click here

This module enables you to request or cancel annual leave

- Click **[Request Holiday]** at bottom of screen.
- Select Annual Leave, then Single Day or Date Range and then input date(s) and click **[Submit]**. You will receive an email when your request have been accepted or declined.
- Your request will show on the Holiday Summary, which includes details of your remaining balance.

## How to get started with MyHR

### MyHR Log In Screen



Before you access MyHR you will need your:

- **QMUL username** – this consists of three or four letters followed by three numbers, e.g. abc123 or ugye000; this account is used to access QMUL email and websites from off-campus
- **QMUL password** – your initial password is supplied by IT Services with your username
- **National Insurance number**

### Support and where to access it

- If you have a specific query on MyHR processes or your data then please contact your HR team. (<http://www.hr.qmul.ac.uk/contact/>)
- If you have any system issues then please contact IT helpdesk (+44 (0)20 7882 8888) or self-service (<https://helpdesk.qmul.ac.uk/>) or Email ([helpdesk@qmul.ac.uk](mailto:helpdesk@qmul.ac.uk))

## What is MyHR?

MyHR is the online service for staff to view and amend relevant personal data held about them by the HR Department.

MyHR is concerned with making the QMUL's processes more efficient and streamlined. MyHR will give staff more control of their personal details, save time and should enable the information stored to be more accurate.

## What can I see and do on MyHR?

You can view and update your personal details:

- ❖ Personal data: title, forenames, surname, known as and previous surname (if applicable)
- ❖ Address: home address, contact numbers and email address
- ❖ Bank account details: sort code and account number (only last four digits shown)
- ❖ Emergency contact details: name, address and contact numbers of your next of kin
- ❖ Equal opportunities information: gender, ethnicity, nationality and disability

You can view and print your monthly payslip and P60 certificate.

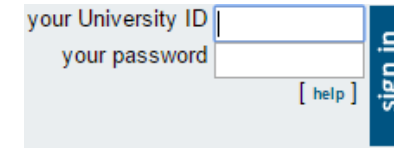
You can submit requests for annual leave for your manager to authorise.

## How can I keep my details secure on MyHR?

- ❖ Please exercise caution when accessing or printing online payslips using shared computers and printers or in shared offices or public areas.
- ❖ Don't leave your office with your computer still logged on to MyHR, either log off or lock the workstation.
- ❖ Don't share your password with anyone; change your password if you think your security is in danger of being breached.

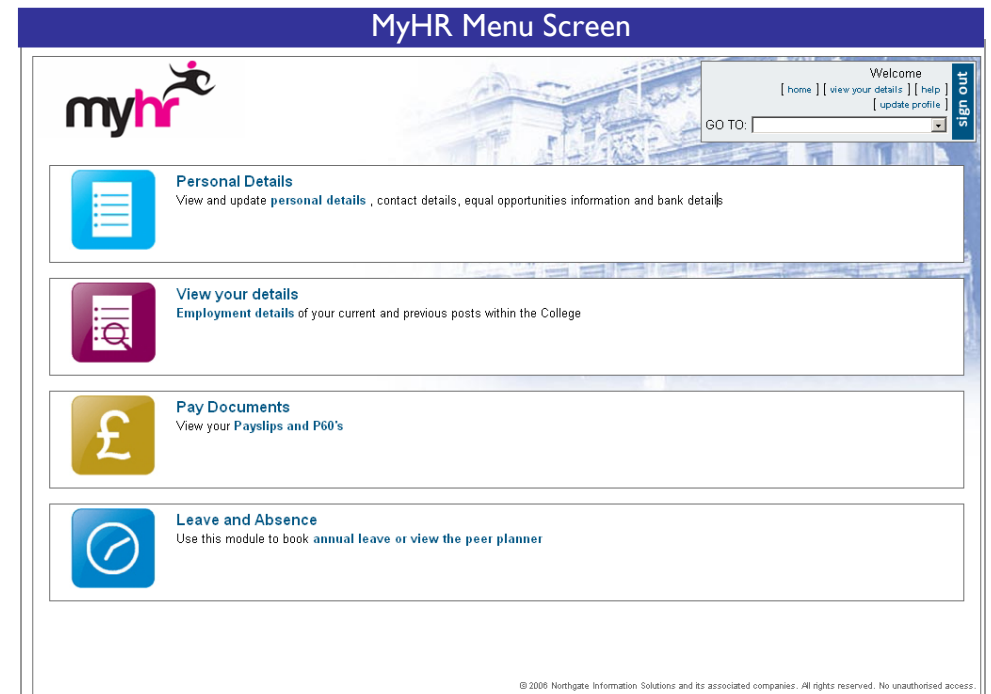
## Logging into MyHR

- Open your web browser and go to: <https://myhr.qmul.ac.uk/>
- Input your QMUL user name and password:



your University ID |   
your password |   
[ help ] sign in

- On your first log in, you will also be asked to supply your National Insurance Number and to set the answer to a memorable question of your choice (you will not be required to input a question).
- Please remember your memorable word, as you will need to input it each time you log in.



MyHR Menu Screen

myhr

Welcome [ home ] [ view your details ] [ help ] [ update profile ]  
GO TO:

- Personal Details**  
View and update **personal details**, contact details, equal opportunities information and bank details
- View your details**  
Employment details of your current and previous posts within the College
- Pay Documents**  
View your Payslips and P60's
- Leave and Absence**  
Use this module to book **annual leave** or view the **peer planner**

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