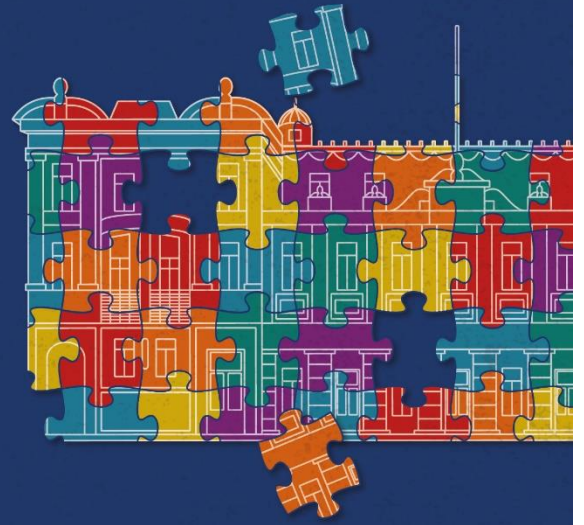


Help us understand the bigger picture

Update your information through MyHR



Diversity Monitoring and Identity Characteristics – Staff Information FAQs

The below is related to identity characteristics and information in the *Equal Opportunities* and *Equal Ops addition* tabs in MyHR.

Please note that because the data discussed in this document are used for anonymous monitoring purposes, no action will be taken as a result of completing or updating the fields and form. If you require any action, such as a reasonable adjustment for a disability or long-term health condition, or any other details, such as your name, to be changed, please speak with your line manager or HR.

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Updating your details

How do I check and/or update my information?

To update your details, login to MyHR and navigate to the relevant sections.

- 1) Open your web browser and go to: <https://myhr.qmul.ac.uk/>
- 2) Login with your university ID and password. This will take you to the main dashboard
- 3) On the left side of the page there will be a series of tabs. If this is not visible please click on the three-line button which is above the word “Welcome”.
- 4) For updating
 - a. existing identity details select the drop-down ‘Personal Details’ tab and select the ‘*Equal Opportunities*’ tab
 - b. new expanded identity information questions select the drop-down ‘Personal Details’ tab and select the ‘*Equal Ops additional*’ tab.
 - 1) As this is currently an e-form, to view your submitted forms please use 'My Forms - History' in the left-hand panel of MyHR. You can obtain a PDF copy of your form using the 'Download' button
 - c. Information that you may wish to update include:
 - emergency contact information select the ‘*Emergency Contacts*’ tab
 - Academic Teaching Qualifications (including Advance HE (HEA) Fellowship and other teaching qualifications (eg PGCE) select the ‘*HESA Data Collection*’ tab. In the drop-down menu at the bottom right of the page select ‘*Academic teaching qual questionnaire*’ to complete the form.

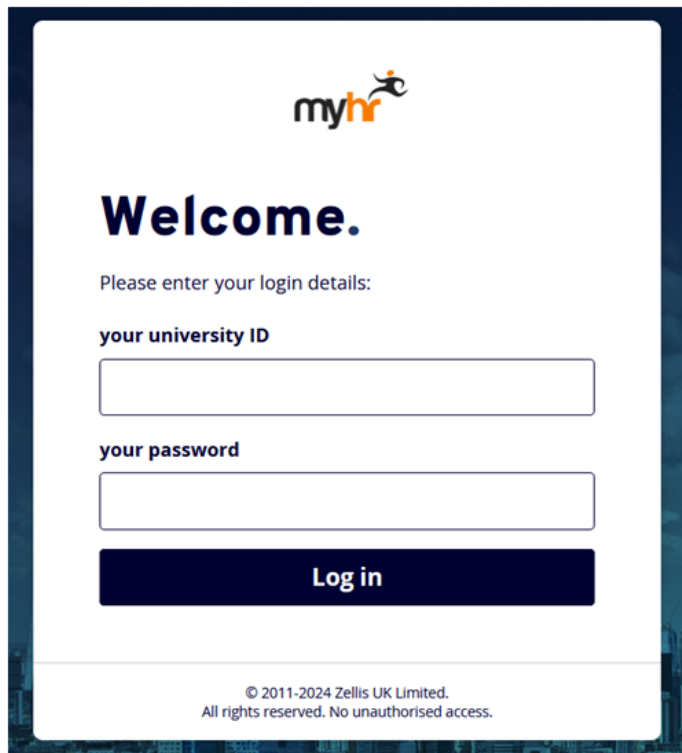
Always make sure once you have updated the information in the relevant tab make sure the information is saved by pressing the ‘Submit’ button.

Images of the above steps can be found on the following two pages.

Update your details in a few clicks

1

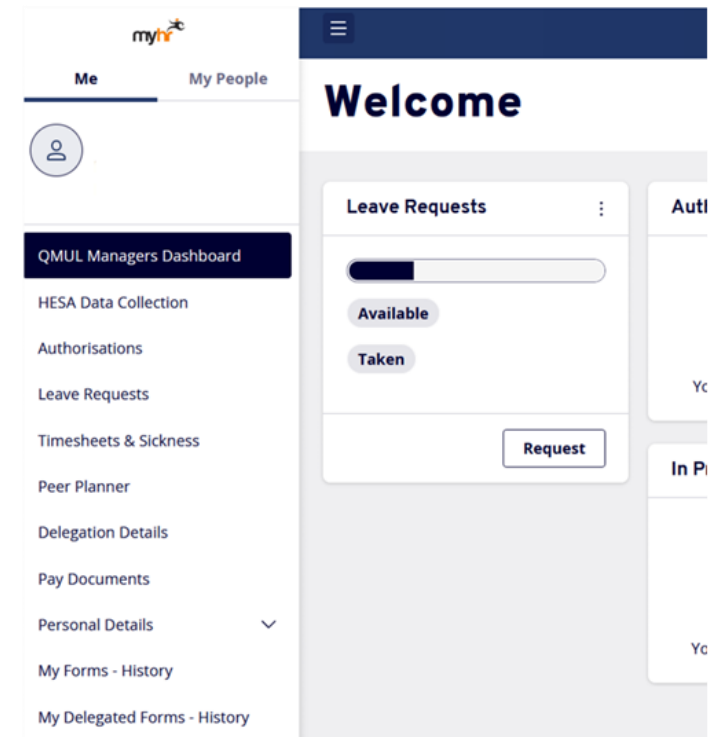
Open your web browser and go to: <https://myhr.qmul.ac.uk/>



The screenshot shows the login page for myhr. At the top is the myhr logo. Below it is the heading "Welcome." followed by the instruction "Please enter your login details:". There are two input fields: "your university ID" and "your password". Below these is a dark blue "Log in" button. At the bottom, there is a copyright notice: "© 2011-2024 Zellis UK Limited. All rights reserved. No unauthorised access."



This loads the main dashboard page



The screenshot shows the main dashboard page. At the top left is the myhr logo and navigation tabs for "Me" and "My People". Below this is a user profile icon. A sidebar menu on the left lists various options: "QMUL Managers Dashboard" (highlighted), "HESA Data Collection", "Authorisations", "Leave Requests", "Timesheets & Sickness", "Peer Planner", "Delegation Details", "Pay Documents", "Personal Details" (with a dropdown arrow), "My Forms - History", and "My Delegated Forms - History". The main content area on the right features a "Welcome" heading and a "Leave Requests" section with a progress bar, "Available" and "Taken" buttons, and a "Request" button. On the far right, there are partial views of other sections like "Autl" and "In P".

2

Select the relevant tab

For updating Academic Teaching Qualifications

For updating identity characteristics and information

For e-form with new expanded identity information questions

For updating emergency contact details

The screenshot displays the 'myhr' system interface. At the top, there are tabs for 'Me' and 'My People'. Below the 'Me' tab, a user profile icon is visible. A vertical menu on the left side contains several options: 'QMUL Managers Dashboard' (highlighted in dark blue), 'HESA Survey', 'Authorisations', '****LEAVE MANAGEMENT****', 'Leave Requests', 'Timesheets & Sickness', 'Peer Planner', 'Delegation Details', and 'Pay Documents'. Below these, another section is titled 'Personal Details' (highlighted in light grey) and includes sub-options: 'Personal Details', 'Equal Opportunities', 'Equal Ops additional', 'Contact Details', 'Emergency Contacts', 'Bank Details', and 'Contractual Documents'. On the right side of the interface, a 'Welcome' message is displayed above a 'Leave Requests' section. The 'Leave Requests' section shows a progress bar and a 'Taken 0 Days' indicator, with a 'Request' button at the bottom right.

I am a new starter, and I can't see the e-form

New staff members who answered these questions during onboarding through Oleeo may not see this form, as your responses will be carried over.

I am having issues accessing MyHR – how can I get help?

For questions related to systems, including MyHR support, please contact IT Service Desk (+44 (0)20 7882 8888) or self-service or Email servicedesk@qmul.ac.uk.

For more general information on MyHR, including self-help guides, check out our [MyHR webpages](#).

Information collected

What is diversity monitoring?

Diversity monitoring refers to the process of gathering, recording, and analysing data on identity characteristics. In the UK, this typically involves monitoring data on protected characteristics (as defined in the Equality Act 2010) and factors that reflect a broader view of diversity and impact diversity and inclusion efforts.

Why is collecting identity characteristics and undertaking diversity monitoring data important and how will my data be used?

Collecting data about staff identity characteristics is a rapidly evolving area within higher education that can provide important insights into a population's demographic diversity.

Having accurate diversity monitoring data helps us better understand our staff demographics and identify and understand areas for action. It also allows us to make more data-driven decisions by having a more accurate understanding of underrepresented groups in the workplace.

The University asks all staff about their personal identity details so that we can build a picture of our staff diversity profile, evaluate how our policies and processes affect different groups of staff, and identify and resource the services we need to support our staff best to succeed.

The following is a non-exhaustive list of where and when personal identity monitoring and reporting includes:

- EDI Annual Reports
- Pay Gap reporting – including intersectional reporting of gender and ethnicity
- Athena Swan Institutional Silver application and gender impact plan
- Race Equality Charter Institutional Bronze application and race equality impact plan
- School Athena Swan applications and Action Plans
- Annual HESA returns

Why have new questions been added?

The University recognises the importance of a diverse, representative staff body (and student population) in delivering our academic mission and Strategy 2030. This includes our mission to create a truly inclusive environment, building on our cherished cultural diversity, where students and staff flourish, reach their full potential, and are proud to be part of the University.

As part of our continued efforts for improvement, we have incorporated six additional questions that expand on the diversity monitoring information questions in the Equal Opportunities tab (caring responsibilities and disability) or cover additional areas (social mobility). These have been developed in alignment with guidance on good practice, including the Wellcome Trust *DAISY* guidance and guidelines from Advance HE and the Social Mobility Commission.

Queen Mary already collects these data on its PGRs through Doctoral College schemes such as the [STRIDE programme](#) and on trial volunteers and patients in certain Clinical Trial Units (CTUs) in FMD.

Who will be able to access these data?

The data you provide will not be viewed by your managers or your colleagues and will never be used for job selection or promotion.

All information is protected under the [Data Protection Act](#) (revised May 2018). Queen Mary will not publish data from which the content of the declaration of an employee can be inferred.

Please note that because these data are for anonymous monitoring purposes, no action will be taken as a result of updating your equality data. If you require any action, such as a reasonable adjustment for a disability or any other details, such as your name, to be changed, please speak with your line manager or HR.

What if I don't want to share information?

The decision to answer these questions is a personal choice, and staff are in no way obliged to divulge this information.

Staff are encouraged to complete each question and select '*Prefer not to say*' or '*Prefer not to answer*' for questions they do not wish to disclose rather than leaving blank.

What if my data changes or I want to update my information?

For updating personal existing identity details select the drop-down 'Personal Details' tab and select the '*Equal Opportunities*' tab. These can be updated at any time.

For the new expanded questions about identity detail (which is found when selecting the drop-down 'Personal Details' tab under the '*Equal Ops additional*' tab, we are initially collecting these additional questions through a new e-form in MyHR that will be open from 17th October until 17th December. As this is currently an e-form, to view your submitted forms please use 'My Forms - History' in the left-hand panel of MyHR. You can obtain a PDF copy of your form using the 'Download' button

We are currently working to ensure that after this date staff will be able to update these questions in the same way as the diversity monitoring questions in the Equal Opportunities tab. Please note that new members of staff who answered these questions during onboarding through Oleo may not see this form as your responses will be carried across.

Contact information

If you have queries about diversity monitoring or protected characteristics, please contact the EDI Team at hr-equality@qmul.ac.uk.

For questions related to systems, including MyHR support, please contact IT Service Desk (+44 (0)20 7882 8888) or self-service or Email servicedesk@qmul.ac.uk. Or checkout our [MyHR webpages](#).

For broader HR information, including how to find contact details for the HR staff associated with your department or inquiry, please visit [Contact - Human Resources \(qmul.ac.uk\)](#)