

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

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.

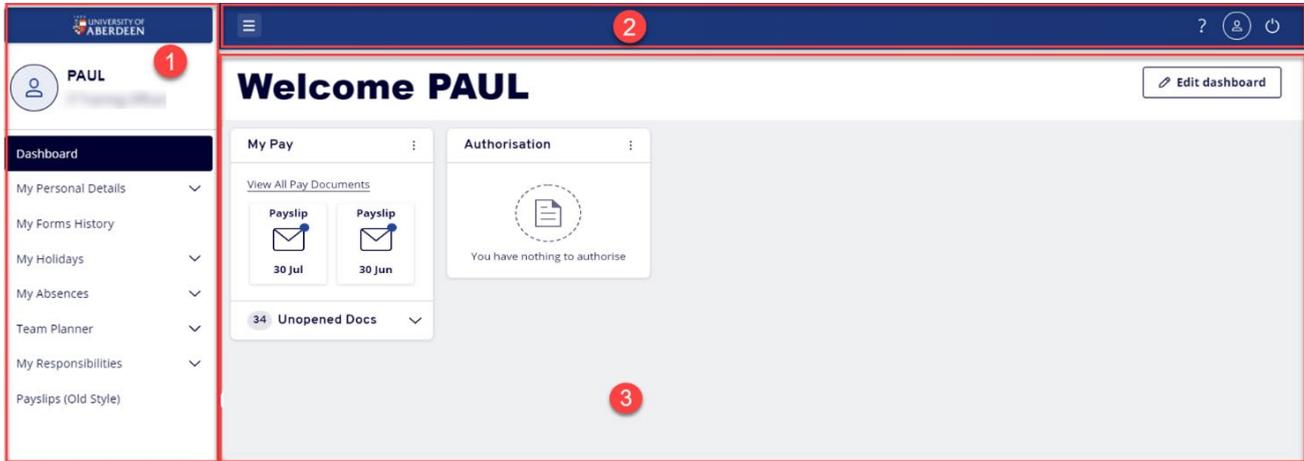
Sign Out

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



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.

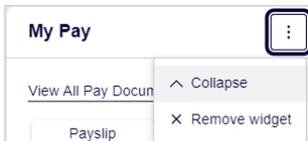
2. Title Bar:

- 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**.

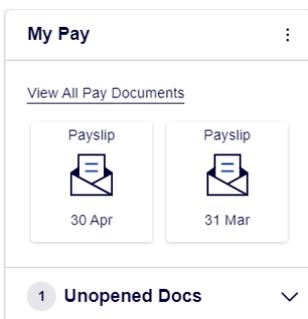
3. Widgets:

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]** on the right of the blue bar above your Account Number. [\[edit these details\]](#)
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.

- When you have checked and completed your changes, click **[Submit]**.
- 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.

- 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:

- 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!

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

To request Annual Leave

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

- 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.
- 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.
- 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.

- Check your holiday dates and click **[Submit]**
 - The system will prompt you to confirm your request. Click **OK** to submit or **Cancel**.
- 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.

8. If you want to submit another holiday request, click on **[Request Holiday]** at the bottom right of the screen.
9. When you are done, return to the Navigation Pane to select another service, or **Sign Out**

Holiday History

This section displays a history of your holiday requests and their status. Forms that you have saved but not submitted are also listed here. Click on a **Form number** to open the associated request, view details and/or change submission and submit new holiday request.

Holiday Summary
The planner shows details of holidays taken, along with sickness and other absence records.
At this time, MyHR will not calculate your holiday entitlement so the information in the 'Entitlement (Days)' section will be blank.
To request a holiday click on **[Request Holiday]** at the bottom right hand side of the screen.

A history of your holiday requests are displayed in the 'Holiday History' section, forms that you have saved but not submitted are also available from here, click on the 'Form' number to open and view the details.

From	To	Form	Type	Status
31/03/2021	01/04/2021	0000041433	Cancellation	Authorised
08/01/2021	07/01/2021	0000045114	Request	Authorised
01/01/2021	04/01/2021	0000045216	Request	Authorised
29/12/2020	31/12/2020	0000045112	Request	Authorised
25/12/2020	28/12/2020	0000045215	Request	Authorised
21/12/2020	21/12/2020	0000045111	Request	Authorised
30/11/2020	30/11/2020	0000045141	Request	Authorised
23/11/2020	23/11/2020	0000045110	Request	Withdrawn
12/10/2020	15/10/2020	0000016550	Cancellation	Authorised
12/10/2020	15/10/2020	0000016501	Request	Authorised
28/09/2020	28/09/2020	0000045219	Request	Authorised
07/09/2020	10/09/2020	0000044335	Request	Authorised
13/07/2020	18/07/2020	0000042547	Request	Authorised

[Request Holiday]

Holiday cancellation

If you want to cancel an authorised holiday request or withdraw a pending 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 cancel.

Form
0000041433
3. On the Holiday Request form, click **[Cancel Holiday Request]** to cancel an authorised request, or **[Withdraw]** to withdraw a pending request.
4. The system will prompt you to confirm your request. Click **OK** to submit or **Cancel**.
5. 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 cancelled or withdrawn.
6. The system sends an automated email to your Line Manager advising them that your holiday request has been cancelled or withdrawn.



For **Pending** Holiday Requests, the status should now show as *Withdrawn* in the **Holiday History** section.

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

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.



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

10. Check details and click **[Submit]**.



Clicking the **[Save]** button only *saves* your request. It does not submit it for processing.

11. The system will display a confirmation of your request.



Absences will not be sent by email to your Line Manager for approval and will automatically be updated to your record. This type of absence needs to be agreed with your Line Manager for approval. **It is not intended for you to record sickness.** See StaffNet for [guidance on reporting absence due to illness](#).

12. From the Navigation Pane, click **My Absences** then **Absences** to display a summary planner of your **Other Absence History**. This shows:

- Absence forms that have been processed.
- Absence forms that you have saved but not yet submitted. Click on the **Form** number of any of these to open and view/submit the details.
- The planner also displays an overview of holidays taken, along with sickness days (once processed by the monthly Payroll), and other absence records.

13. Your absence should now be recorded in the planner. Click on **Form number** to view.

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

Team Planner

The Team Planner displays holidays, absences, sickness and authorised (permitted) absences of all staff who report direct to the same line manager as you. This can be helpful when planning annual leave and planned absences.

The screenshot shows the 'Team Planner' interface. At the top, there is a breadcrumb trail: 'Dashboard / Team Planner'. Below this, the main area is titled 'Planner' and includes a subtitle: 'The staff shown in the planner are the staff who report direct to the same line manager as you.' The calendar view is for the year 2020, with columns for August, September, and October. The calendar shows various absence records for staff, including holidays (green), absences (black), sickness (pink), and authorised (permitted) absences (red). A legend at the bottom identifies the colors: Holiday (green), Absence (black), Sickness (pink), and Authorised (Permitted) Absence (red).

1. From the Navigation Pane, click **Team Planner** then **Team Planner**.
2. The Planner lists all staff who report directly to your line manager and shows details of authorised holidays, along with sickness (once processed by the monthly Payroll) and other absence records.

- 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**

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.