New look myHR
(February 2022)
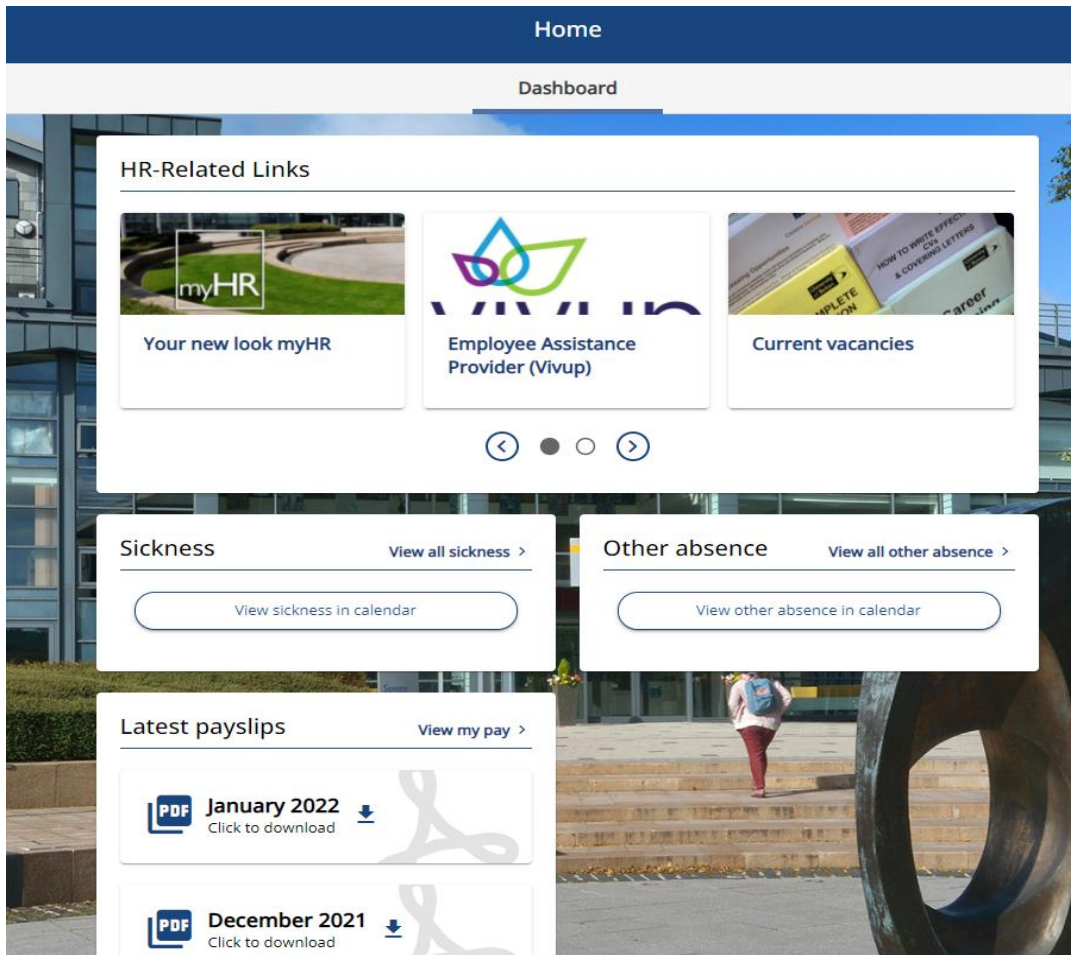
1. ***What are the changes to the new look myHR?***
The functionality of the application remains mainly unchanged however the layout and navigation has been updated to give it a refreshed 'look and feel' and to improve the user experience.

myHR remains user friendly and the new dashboard on the home page now allows you to access your sickness absence records and latest 2 payslips in one click.

Personal information that is held on your HR record can be viewed via the 'view profile' link which is located under your name on the left hand side of the home page. From here, you can access the personal, employment and qualification tabs.

Clicking on my time will take you to your sickness absence and other absence record. (Please note that the calendar linked to absence is not currently in use so you may see an error message.)

Clicking on my pay will take you to your current and historical payslips and P60's.
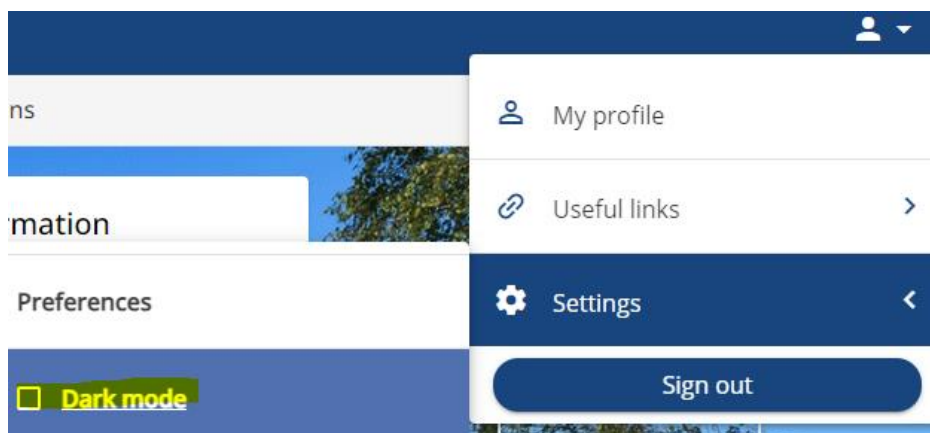
2. ***What's new in myHR?***
   At the top of the dashboard on the home page, you will find a new HR-related links section which takes you to the latest HR-related information/updates.

   In addition to your sickness absence record, you are now also able to view the 'other absence' data that we hold in HR. 'Other absence' does not form part of your sickness absence record or absence calculations.

   If you have been employed in more than one positon at the University, your previous positions (including relevant dates) are now shown under the employment tab via 'View Profile'

   Employees also now have the option to change the settings to a 'dark mode' based on personal preference.

3. ***Who can I contact if I need help or have any other questions about myHR?***
   Firstly, visit https://www.bolton.ac.uk/staff-area/professional-services/about-hr/myhr/ where you will find links to **myHR** FAQ's, a **myHR** Quick Guide and a **myHR** User Guide. If you cannot find the answer you are looking for, please email hr@bolton.ac.uk and Human Resources staff will be in touch.