

myHR User Guide



myHR
Your Employee
Service



my data, my information, myHR

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1. Introduction

This guide has been produced by Human Resources to provide assistance when using **myHR**; a web-based application designed to allow employees of the University of Bolton to access, review and update personal information that is held within the University's HR & Payroll system. Using **myHR** you will be able to update details such as a change in address, as well as view and print your payslips using **myHR**'s user friendly interface.

The **myHR** application may be accessed on site and also away from the University; when doing so please be aware of the potential security concerns when viewing your confidential data.

Following the launch of **myHR**, you will no longer receive a paper copy of your payslip from the Payroll team within the Finance Office. All payslips are now made accessible in **myHR** for you to view or print if you wish to do so.

The purpose of this document is to provide an in-depth, step by step guide through the areas of **myHR** and to detail the ways in which you can interact with the information held.

This detailed guide will be accompanied by an 'At-a-Glance' A4 guide as well as a video tutorial on using **myHR**, both of which are available from the A-Z section of the Human Resources webpages, <http://www.bolton.ac.uk/HumanResources/A-to-Z/Home.aspx>

1.1 Confidential Data

The University of Bolton aims to have an inclusive environment for all staff and students, by identifying and removing barriers in our practices. The information you submit to **myHR** and through the Staff Record form will help us achieve this, and also help the University of Bolton meet our obligations under the Equality Act 2010. Having complete and accurate information is important to the University as we continue to develop and support the requirements of our staff. The information in **myHR** reflects that which has been previously provided to Human Resources. If any of your information is incorrect or obsolete, please update/delete as appropriate.

While it is voluntary to disclose this information, doing so will enable us to better understand the composition of our workforce and examine our practices fully.

Your information will be treated in the strictest confidence and all data disclosed will comply with the Data Protection Act 1998. For more information on the university's data protection policies please visit <http://www.bolton.ac.uk/AboutUs/Resources/DataProtectionAct.pdf>

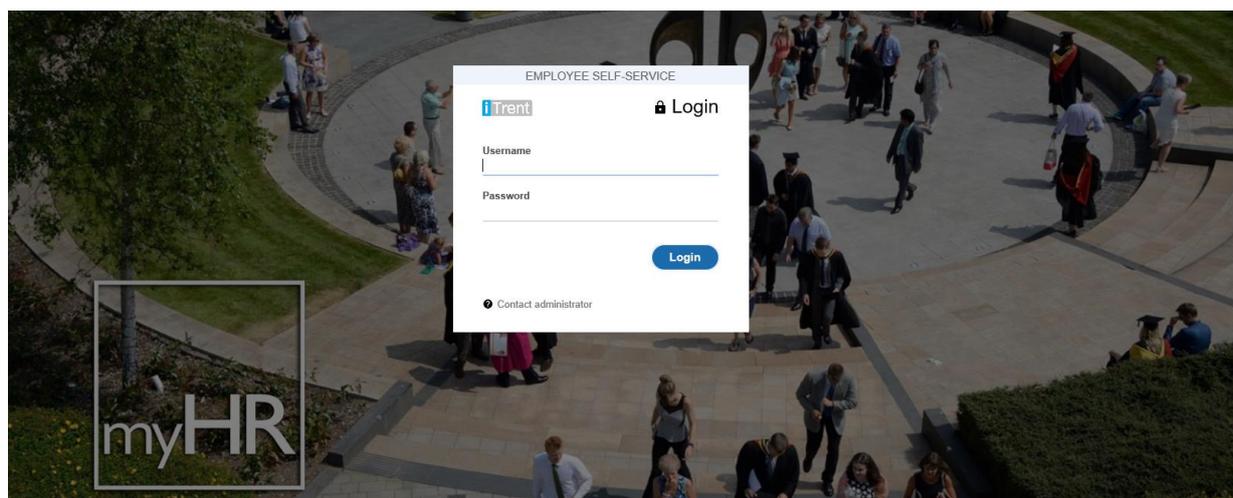
To find out more about the work the University of Bolton is doing to meet the requirements of the Equality Act, please visit <http://www.bolton.ac.uk/Diversity/Home.aspx>

2. Logging into myHR

To access **myHR** first enter the 'Staff Area' of the University of Bolton website by clicking the ☰ button located at the top right side of the page. From here click the **myHR** card which will launch the service in your browser window.



myHR is accessible via a number of browsers. If you are having difficulty in getting the application to launch, please try using another browser. If you continue to have difficulty please email hr@bolton.ac.uk with the details.



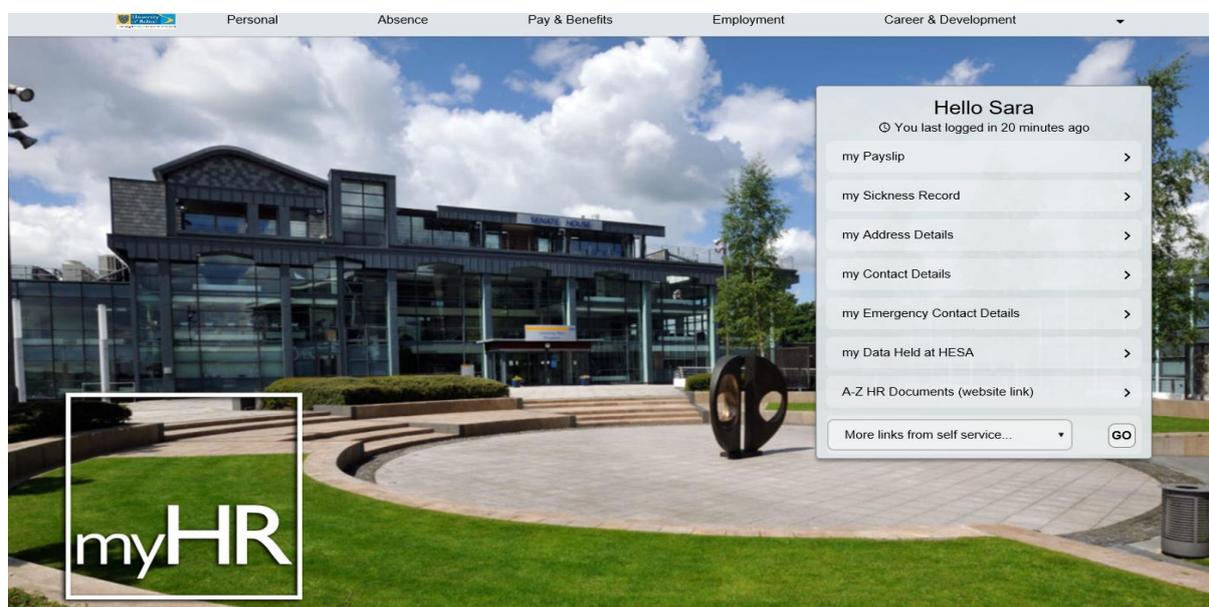
Enter your University staff username and password into the fields provided.

- i If you cannot remember your details or there is an error when logging in please contact the IT Support Helpline on x3444.

Please note that the 'Contact administrator' function is currently disabled within the **myHR** login window.

3. Home Page

Once logged in you will be presented with the **myHR** homepage. From here you will be able to access all the functionality which the **myHR** service allows and review your personal data.



The bar across the top of the screen lists the main areas within **myHR**, clicking on any one of them will take you to that page.



We advise all staff who are new to **myHR** to explore the functionality offered and check through the data held in each area.

While navigating through the site, clicking on the  will take you back to the Home Page.

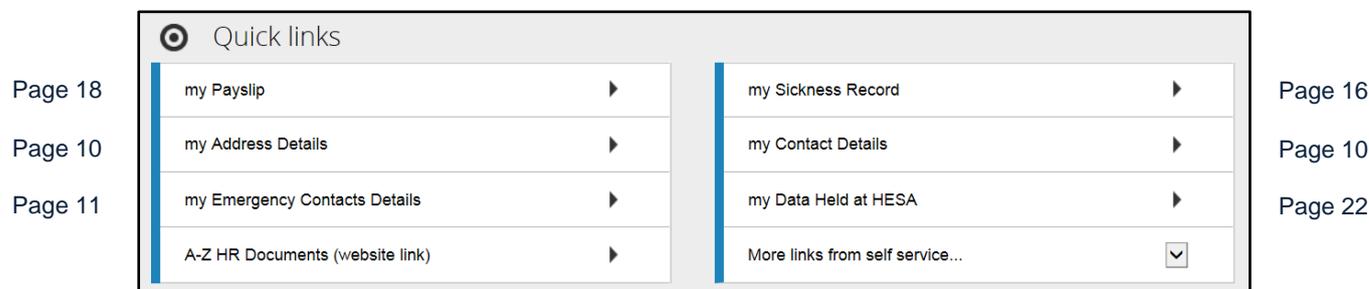


Once you have finished viewing or editing your information, in the interests of data security, please ensure that you are logged out of **myHR** by selecting the drop-down icon at the far right and selecting 'Logout'.

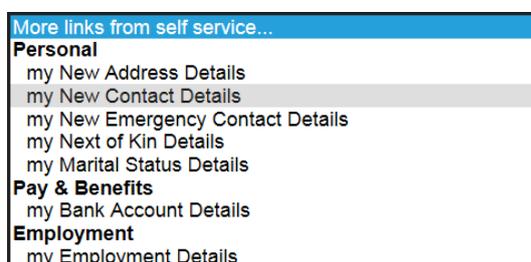
This menu also shows the 'Preferences' tab which is currently disabled and any changes made to the window that it brings up will not be saved.

4. Quick Links

Below the image on the Home screen is a 'Quick links' area that provides shortcuts to additional functionality within **myHR** as well as links to documentation/guidance that you might need from the Human Resources webpages.



The Quick links are the most frequently used areas of **myHR**. They are helpful if you wish to quickly access one of the forms without knowing which area to navigate to.

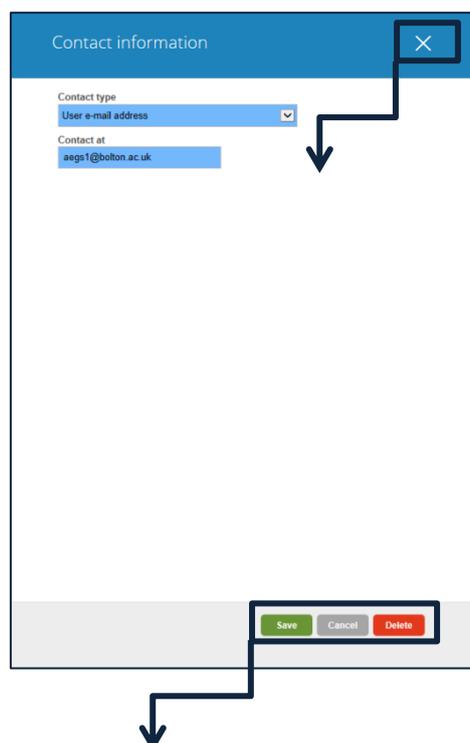


Selecting 'More links from self service...' will open a drop-down menu containing more Quick links options. Selecting a link either from the home page or from the drop-down menu will take you to the area of **myHR** where the relevant information is located. If the link selected contains 'my New' in the title then the link will also immediately open up the form where you will be able to add in the new information.

5. Viewing, Adding/Amending and Deleting Information

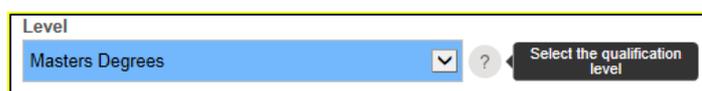
Within some areas of **myHR** you will be able to edit the existing information or add entirely new entries. For example, you may enter a mobile number in the 'Contact Information' section or a degree not yet recorded under 'Qualifications'.

5.1 Viewing Information



While looking through your records; if one of the information cards is open and the data within is okay then simply click on the **X** in the top right hand corner or the **Cancel** button to close the screen and move on. **Do not click** **Save** as this will trigger an automatic email confirmation as a result of a change to the information.

- i** While using **myHR** to view your records, fields may display an icon **?** on the right hand side, selecting this will display guidance relevant to that particular field of information.



05.2 Adding/Amending Information

When amending information within any of the records, selecting the **Save** icon will finalise and save the content of the window and send a notification to Human Resources staff. Once an entry is saved, **myHR** will also issue an email to you to confirm that your information has been updated. Please note that this email may be in your Junk E-mail.

- For certain sections such as contact information, **myHR** will allow you to add entirely new cards of information. If for example your mobile telephone number is not recorded, select the **+ Add** button next to the relevant heading and then **Save** once the fields have been filled.

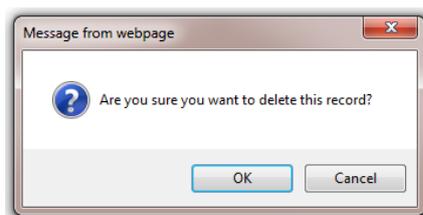
5.3 Deleting Information

Delete is only available on cards that are non-essential, for example on contact information.

Please use this with caution.

It is advised that you only use the **Delete** function in a case where the information is no longer required, for example, you no longer have a landline phone number, or where there is a record that you no longer wish to keep on our system.

- When removing a record; after selecting **Delete** the popup window below will display and ask you to confirm or cancel the deletion of the record.



- You will not receive an email from Human Resources when deleting records.

6. Personal Information

The first area within **myHR** contains your personal details and includes sections dedicated to personal/sensitive information, contact information, emergency contacts/next of kin, bank details and your private vehicle details.

6.1 Personal Details

In the interest of discretion, only your name and title will be shown on the information card for 'Personal details' and no information will be shown on the card for 'Sensitive information' unless the card is clicked and the record opened.

Your personal details include marital status, name and title. Check through these fields and fill in any gaps where appropriate.

- i** Selecting one of the cards will display the information in a popup window as shown below.

Personal details

Surname
Smith

Forename
Alex

Forename 2

Forename 3

Title
Ms

Preferred name
Alex

Previous surname

Marital status
Married

Date of birth
22/11/1991

Save Cancel

As the window shows, the 'Date of birth' field is greyed-out, indicating that it cannot be edited. If this information is incorrect please contact Human Resources at hr@bolton.ac.uk

myHR will prompt users to check other details that they may wish to amend as a result of a change in marital status; **myHR** will flag up the warning box below once a different marital status has been saved.

! Marital status has been changed. Please check if the following details are still correct: Name and title, Address, Emergency contacts, Next of Kin, Bank details.

6.2 Sensitive Information

Unlike the other cards in the personal details section, your Sensitive information will be entirely hidden until the card is clicked on to display.

Sensitive information

Select this card to view or amend your sensitive information

Sensitive information [X]

Religion
Prefer not to say/Information refused

Ethnic origin
White

Nationality
United Kingdom

Sex identifier
Female

Does your gender identity match your sex as registered at birth?
Yes

Sexual orientation
Heterosexual

[Save] [Cancel]

This card shows the information we have on your Religion, Ethnic origin, Nationality and Sexual orientation.

6.3 Contact Information

The cards in this row are intended to be the most current contact information for you. This is the first opportunity for you to add entirely new areas of information in addition to those already present.

Contact information [+ Add]

Home - Mailing address	Contact details	Contact details	Contact details
1 Street BOLTON BL1 2EG	E-mail address Example@gmail.com	Mobile telephone 07809 482212	User e-mail address aegs1@bolton.ac.uk



If information recorded is incorrect, for example, a spelling mistake in your street name, you should edit the existing record and press  .

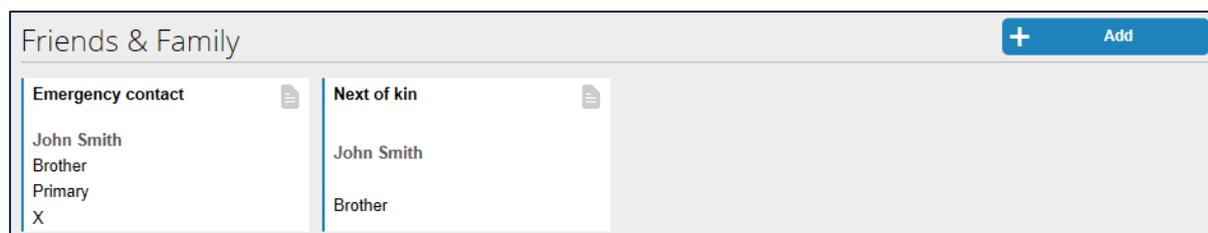
If the record is no longer up to date, for example, because you have moved house, you should use the  button, select 'Add address' and provide the up to date details.



If you update your address, please check any records saved in 'Emergency contacts' and 'Next of kin' as these might need updating also.

6.4 Friends & Family

The Friends & Family area contains useful contact information for your Emergency contacts and Next of kin details. These records are important in the event of an accident or emergency and details in Next of kin can help influence the family friendly policies of the University.



Similar to the contact details area, you may add additional records for emergency contacts and next of kin.

If you do wish to have multiple Emergency contacts, selecting the 'Primary contact' field will indicate to the University who should be contacted first in the case of an incident.

When entering in the required fields you have the option to use the home address from your contact information as the address for this contact.

Please bear in mind that if you check the 'Use my home address' box, your 'Emergency contact details' and/or 'Next of kin' details will have their address updated should you update yours. Whilst this may seem a useful tool, it may not always be appropriate so please use with caution.

Next of kin details

Next of kin name
John Smith

Relationship to me
Brother

Date of birth

Use my home address

House Name

Number/Street
1 Street

Local Area

POSTOWN
BOLTON

POSTCODE
BL1 2EG

Country
United Kingdom

Save Cancel Delete

Details in Next of kin can help influence the family friendly policies of the University.

It is up to you to determine what information is recorded within this record.

E.g. Spouse, Children, Dependent Parents.

6.5 Private Vehicles

It is useful for the University to have a record of the vehicles used by staff to travel to University premises, for emergency situations as well as to help recognise staff travel requirements and influence car parking arrangements.

Please ensure your vehicle details are kept up-to-date on myHR as this information is used to activate your swipe card pass to allow you gain access to authorised onsite parking.

Failure to do so will mean you will NOT be able to access the car park. Additionally, note that any inconsiderate parking i.e. blocking another car in or parking outside of a marked bay which will result in the suspension of your swipe card access.

These cards display the current personal vehicle details we hold on record. The information includes the vehicle type, registration number and the date that you provided the information to Human Resources.

The screenshot shows a 'Vehicle Details' form with the following fields filled in:

- Vehicle type: Car
- Vehicle registration: AB123 XYZ
- Start date: 06/12/2013
- Engine size (cc): 1400
- Fuel type: Not applicable

At the bottom of the form are three buttons: Save (green), Cancel (grey), and Delete (red).

In addition, you are asked for information on engine size and fuel type. The university is not using this data but it is mandatory on our core HR/Payroll system, iTrent. As a result, you will be required to enter data here, but it will not be used in any reports produced.

If you have multiple vehicles used for work, simply use the  function to create a new card with that vehicle's information.

If there are any vehicles listed that have incorrect information you will need to delete that record and  a new card.

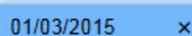
The screenshot shows the same 'Vehicle Details' form but with most fields empty:

- Vehicle type: (empty dropdown)
- Vehicle registration: (empty text box)
- Start date: (empty date picker)
- Engine size (cc): (empty text box)
- Fuel type: (empty dropdown)

At the bottom of the form are two buttons: Save (green) and Cancel (grey).

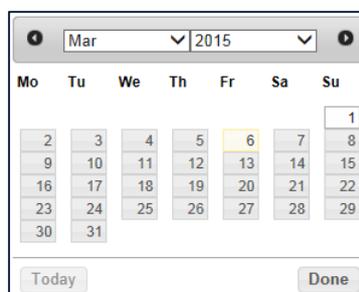
When completing the field marked 'start date' enter in the date which that vehicle started being used for University travel rather than when ownership of that vehicle started.

When entering a date into a field within **myHR** (e.g. start date for new vehicle) you must follow the format below:



- ❗ If entering in a single digit such as '1', **myHR** will assume that this is the 1st of the current month and auto-complete the field.

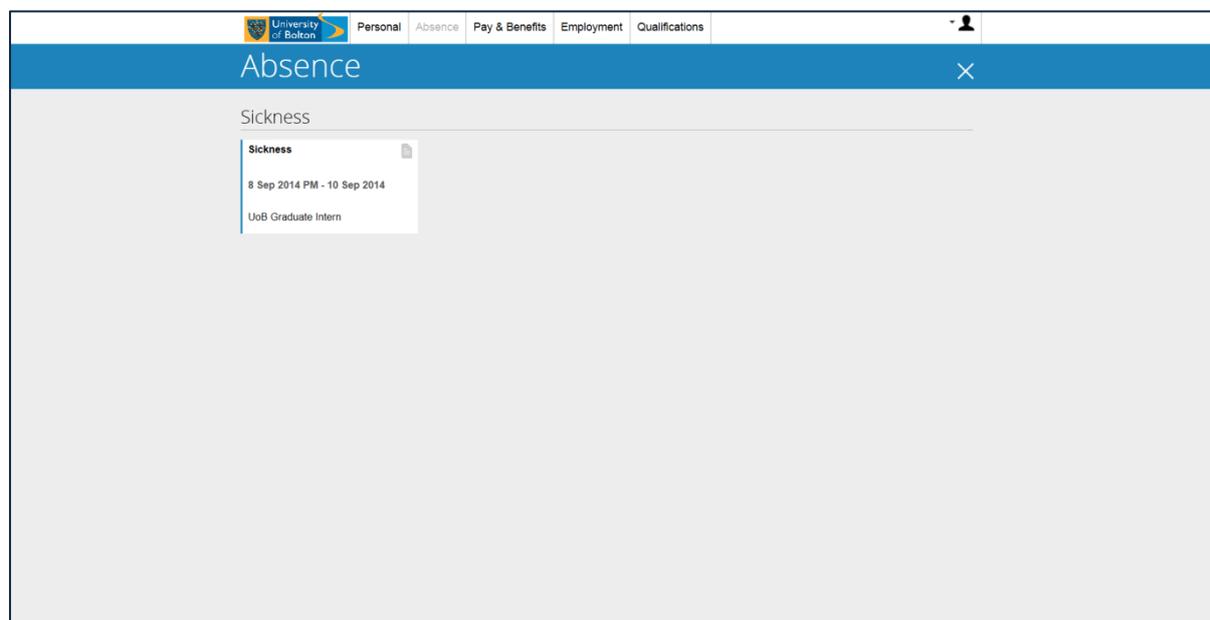
Alternatively you can select the calendar icon  to the right hand side and select the date from the calendar that opens below.



- ❗ When the record is saved and the effective date is set in the future, this change will be locked until that date and any changes made with an effective date before this will be erased once the future date arrives.
- ❗ If a vehicle is no longer in use then please ensure to  the relevant record.

7. Absence

This area contains your sickness absence record since commencing employment with the University.



If there are more than 4 separate records of absence then the cards will instead display as a list which can be navigated through using the scroll bar on the right hand side.

The screenshot shows the 'Sickness' section of the myHR system displaying a list of records. The table has the following columns: Start date, End date, Type, Position, and Authorisation.

Start date	End date	Type	Position	Authorisation
24 Feb 2015	25 Feb 2015	Sickness		Not applicable
22 Sep 2014	23 Sep 2014	Sickness		Not applicable
10 Dec 2013	22 Dec 2013	Sickness		Not applicable
14 Jan 2013	18 Jan 2013	Sickness		Not applicable

The display will show the absence type, start date and end date for the absence, the position you held when the period of sickness occurred and authorisation details (please note that we are not currently using this authorisation feature).

Selecting either one of the cards or an item on the list will allow you to view the details of that sickness absence record.

Sickness Details [X]

Absence type
Sickness [v]

Absence reason
Ear, Nose and Throat (ENT) [v]

Sickness period
More than one day [v]

Start date
08/09/2014

Full or part day
Afternoon [v]

End date
10/09/2014

Full or part day
Full day [v]

Position
UoB Graduate Intern (Current) [v]

[Cancel]

- !** The 'End date' field will be the last day taken as part of the sickness absence rather than the date returned to work. The 'Full or part day' field refers to how much time was taken off on that day.

Due to the nature of this information you are not able to edit or delete any records; if you wish to query any of the sickness present on your record, you should get in touch with Human Resources by emailing hr@bolton.ac.uk

Please note that Human Resources are unable to help with queries that relate to sickness that is greater than 12 months old.

Additionally, note that any old sickness absence records with a reason showing 'ZZZ*DO NOT USE*' is simply a reflection of changes made historically to the way we classify sickness.

Sickness Details

Absence type
Sickness [v]

Absence reason
ZZZ*DO NOT USE*Viral Infection [v]

Sickness period
Full day [v]

Start date
11/01/2007

8. Pay & Benefits

You are able to view and print your current and historic payslips and P60's (**new for 2019**) through this page within myHR.

The screenshot shows the 'Pay & Benefits' page in the myHR system. At the top, there are navigation tabs: Personal, Absence, Pay & Benefits (selected), Employment, and Career & Development. The main heading is 'Pay & Benefits' with a close button (X) in the top right. Below the heading, there is a 'Payslips' section with a 'Download' button in the top right. The payslips are displayed in a grid of 12 cards, each showing a 'Pay date' and a 'Click to view details' link. The dates range from 18 Feb 2019 to 18 Mar 2018. Below the payslips is a 'P60' section with a search icon. A notice states: 'The P60 details for tax year ending 5th of April 2019 are expected to be made available here on 10th of May, at which time the printed copy will be posted to you. This is ahead of the statutory deadline of 31st of May 2019. In the meantime, the YTD values shown on your payslip for March 2019 will, in most cases, be the same as the values shown on your P60.' Below the notice is a list of P60 records for tax years 2017/2018, 2016/2017, 2015/2016, and 2014/2015, each with a document icon and a 'Click to view details' link.

To find a specific payslip amongst a lengthy history you may wish to use the function **Download** located in the upper right hand side of the window.

For security reasons the cards or lists on this page will only display limited information as in the examples above.

If you wish to view your payslip or P60, selecting a card or clicking an item on the list will bring up a 'quick view' as illustrated.

If there are more than 4 records, the payslips will display in a list format.

Pay date	Tax period	
18 Mar 2015	12	Click to view details
18 Feb 2015	11	Click to view details
18 Jan 2015	10	Click to view details
18 Dec 2014	9	Click to view details

P60's are now available in myHR and can be accessed for the last 6 years. Once selected, please be patient whilst the download takes place as this **takes slightly longer than a payslip download**.

The screenshot shows a search bar at the top right with a magnifying glass icon. Below it is an information icon (i) and a message: "The P60 details for tax year ending 5th of April 2019 are expected to be made available here on 10th of May, at which time the printed copy will be posted to you. This is ahead of the statutory deadline of 31st of May 2019. In the meantime, the YTD values shown on your payslip for March 2019 will, in most cases, be the same as the values shown on your P60."

P60	P60	P60	P60
2017/2018	2016/2017	2015/2016	2014/2015
6th April 2017 - 5th April 2018 (Support)	6th April 2016 - 5th April 2017 (Support)	6th April 2015 - 5th April 2016 (Support)	6th April 2014 - 5th April 2015 (Support)
P60	P60		
2013/2014	2012/2013		
6th April 2013 - 5th April 2014 (Support)	6th April 2012 - 5th April 2013 (Support)		

When viewing your payslip in **myHR**, selecting  on the record will print the 'quick view'.

The screenshot shows a 'Payslip' window with a blue header and a close button (X). It contains two tables: 'Payment/Benefit' and 'Deduction', both with a 'Cash' column.

Payment/Benefit	Cash	Deduction	Cash
Salary	1,279.67	GMPS 2014 Band 2	74.22
		Tax	0.00
		NI - D	62.82
Name: Ms Alex Smith Pay date: 18/10/2014 Tax code: 1000L Cumulative Tax month: 7 National Insurance category: D Legislation: UK Currency: British Pound National Insurance number: [REDACTED]		Total payments: 1,279.67 Total deductions: 137.04 Net pay: 1,142.63	

At the bottom of the window are three buttons: 'Print', 'Cancel', and 'Download PDF'.

You may also wish to view the formal payslip, which includes the University logo, by selecting  which will open a PDF copy in your browser window.

University of Bolton
HEX Personnel Services
Alex Smith
HEX Personnel Services

The University of Bolton

PRIVATE AND CONFIDENTIAL

Payroll Name: Support Paydate: 18/10/2014

Employee Name: Alex Smith Tax Period: [Redacted]

Reference No.: 7021581 Tax code: [Redacted]

Payments		Deductions		This Period	
Description	Cash	Description	Cash	Description	Cash
Salary	1,279.67	Tax	63.00	Taxable Payments This	1,205.45
		NI - D	62.82	Personal Pay This	1,279.67
		GMPS 2014 Band 2	74.22	Employer's NI This	57.94
				Employer's Pension	258.49

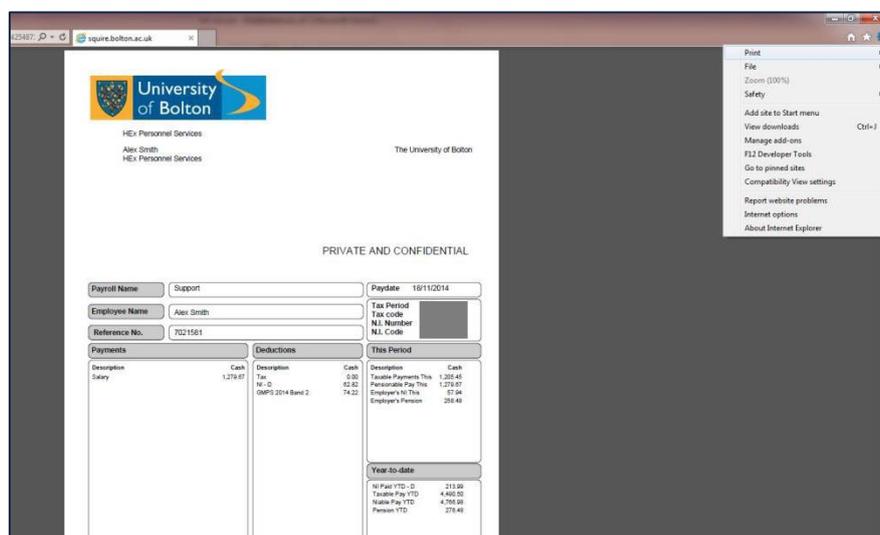
Year-to-date	
NI Paid YTD - D	151.17
Taxable Pay YTD	3,265.06
Mobile Pay YTD	2,457.31
Pension YTD	202.26

Payments: 1,279.67 Deductions: 137.04

NET PAY: 1,142.63

Paid By: BACS
Sort Code: [Redacted]
Account: [Redacted]

You may print the formal payslip by selecting print using the browser menu or by pressing CTRL+P.



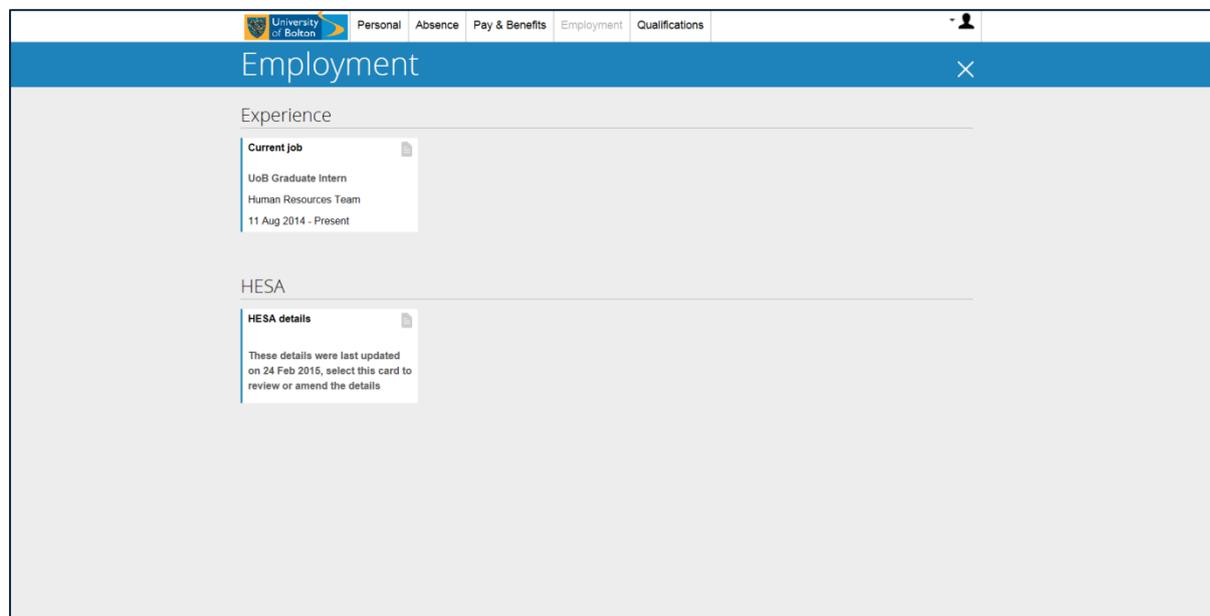
Additionally, you can save your payslip or email it should you require.

If you are having problems viewing or printing your payslip, please contact the IT Support Helpline on x3444 or ist-help@bolton.ac.uk

If you have a query regarding your payslip, please speak to the Payroll team within the Finance Office on x3188.

9. Employment

The employment area allows you to view your current job title, hours and basis of your employment, as well as some of the information that is submitted to HESA about you by the University (see section 9.2 for further details on HESA)



9.1 Experience

Selecting the current job card will open an information window as illustrated below.

You cannot edit these records. However, if any information appears incorrect please contact Human Resources at hr@bolton.ac.uk

Please note that the date range shown on the summary card may not reflect the total period of employment in your role as the information is affected by changes made on the HR & Payroll system (e.g. as a result of departmental restructures).

The 'Current job details' view shows both a Personal reference and a Payroll reference. For the majority of staff, these will be the same. However, for those that are different; the Personal reference is relevant within the University for identification purposes and should appear on your staff ID badge.

9.2 HESA Details

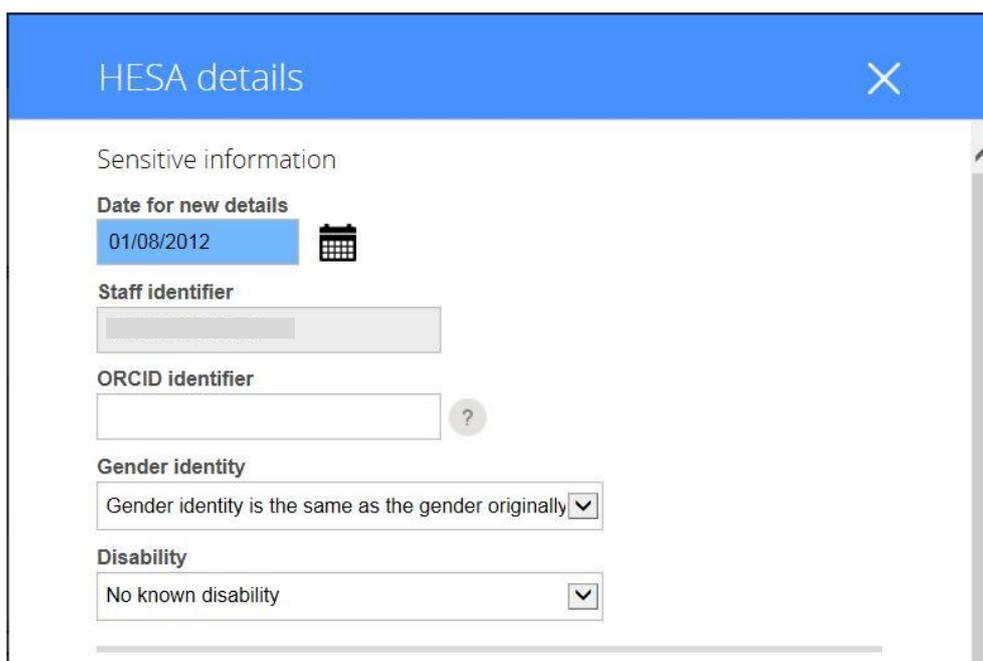
The Higher Education Statistics Agency, HESA, collects a range of data every year UK-wide from universities, higher education colleges and other differently funded providers of higher education.

This data is then provided to UK governments and higher education funding bodies to support their work in regulating and funding higher education providers.

In addition, information derived from the data is published as official statistics and in many accessible formats for use by a wide range of organisations and individuals for a variety of purposes, including HE providers, academic researchers, students, prospective students, private companies, professional bodies and the press and media.

HESA is a charitable company which is funded by the subscriptions of the HE providers from whom we collect data and it also provides an information service for the procurement of expertise, analysis and bespoke information. For more information please visit the HESA website at <https://www.hesa.ac.uk/about>

Your personal information entered here will be returned to HESA. However, any information submitted to HESA will not be used in any way that could identify you.



The screenshot shows a web form titled "HESA details" with a blue header and a close button (X) in the top right corner. The form is divided into sections for sensitive information:

- Sensitive information**
- Date for new details**: A date field showing "01/08/2012" with a calendar icon to its right.
- Staff identifier**: A text input field.
- ORCID identifier**: A text input field with a question mark icon to its right.
- Gender identity**: A dropdown menu with the selected option "Gender identity is the same as the gender originally".
- Disability**: A dropdown menu with the selected option "No known disability".

Most of the information here is read-only; however, the fields that you are able to change are the ORCID Identifier, Gender identity, Disability, Highest qualification held and Academic teaching qualifications.

Before entering any information into the HESA details fields you must first make sure that the 'Date for new details' (the effective date for any new information entered) is correct.

The effective date will be the date that any information is applicable from; for example if your highest qualification held has changed since joining the University, please indicate the date it changed.

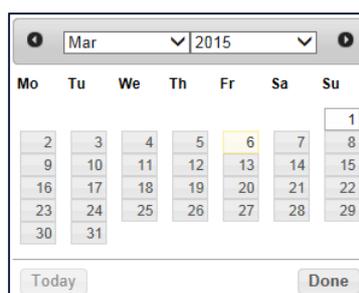
If the record is incorrect and your highest qualification held was different prior to joining the University then enter in your start date as the effective date for this information.

When entering a date into a field within **myHR** (e.g. 'Date for new details' within HESA details) you must follow the format below:

01/03/2015 x

- i** If entering in a single digit such as '1', **myHR** will assume that this is the 1st of the current month and auto-complete the field.

Alternatively you can select the calendar icon  to the right hand side and select the date from the calendar that opens below.



- ⓘ When the record is saved and the effective date is set in the future, this change will be locked until that date and any changes made with an effective date before this will be erased once the future date arrives.

Your 'Staff Identifier' is also known as your 'HESA Number' and is used by HESA to track your career throughout higher education. This information is worth noting in the event that you do move to another higher education provider as they will need to allocate this number to your record on their systems.

The 'Current Academic Discipline' and 'Regulatory Body' fields may be left blank depending on your position at the University. The 'Current Academic Discipline' refers to the areas of teaching and/or research for an academic contract. The Regulatory body field is for staff working in health and social care professions, regulated by a statutory health or social care regulatory body.

9.3 ORCID Identifier

The ORCID web site (www.orcid.org) provides the facility for acquiring a unique identifier that can be shared with others to provide an unambiguous means of identifying a researcher. ORCID identifiers are now commonly asked for on publisher's web sites (such as the manuscript Central system) and are increasingly asked for by research councils when funding applications are being made. As HESA now require us to ask staff for this detail, you should visit www.orcid.org and acquire an ORCID identifier, if you are comfortable with what you read on the web site. The ORCID Identifier should then be entered via **myHR**.

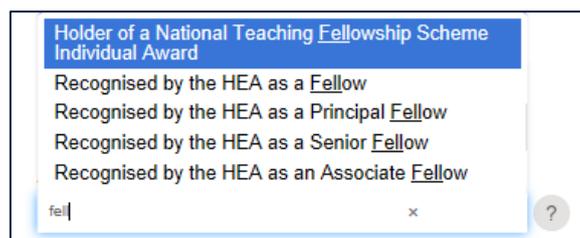
ORCID identifier

? ORCID identifier is in the format nnnn-xxxx-xxxx-xxxx where n is a value 0-9 or 'X' for the last digit

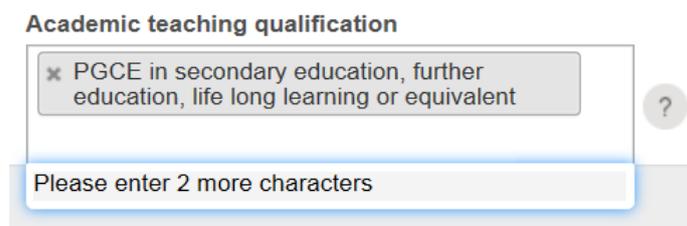
9.4 Academic Teaching Qualifications

Academic Teaching Qualification should be completed by everyone, please refer to the following list for the applicable entries, selecting 'no qualification held' if this is appropriate for you. This information, along with your 'Highest Qualification Level' should be consistent with the information provided in the 'Qualifications' section of **myHR**.

To add a new entry to the 'Academic Teaching Qualification field'; selecting the field will open up the list of accepted entries above or below the field.



You can record up to six different Academic Teaching Qualifications in **myHR**. Select your first choice from the list, move your cursor to the end of the option selected and hit enter. This will open up a new line to choose a further selection.



Please ensure that certification/letters of award for any new qualifications achieved are presented to Human Resources for verification purposes. Valid entries are:

- Successfully completed an institutional provision in teaching in the higher education sector accredited against the UK Professional Standards Framework
- Recognised by the HEA as an Associate Fellow *
- Recognised by the HEA as a Fellow *
- Recognised by the HEA as a Senior Fellow *
- Recognised by the HEA as a Principal Fellow *
- Holder of a National Teaching Fellowship Scheme Individual Award
- Holder of a PGCE in higher education, secondary education, further education, lifelong learning or any other equivalent UK qualification
- Accredited as a teacher of their subject by a professional UK body
- Other UK accreditation or qualification in teaching in the higher education sector
- Overseas accreditation or qualification for any level of teaching
- No qualification held

** Only one of the Higher Education Academy (HEA) options can be applied at one time.*

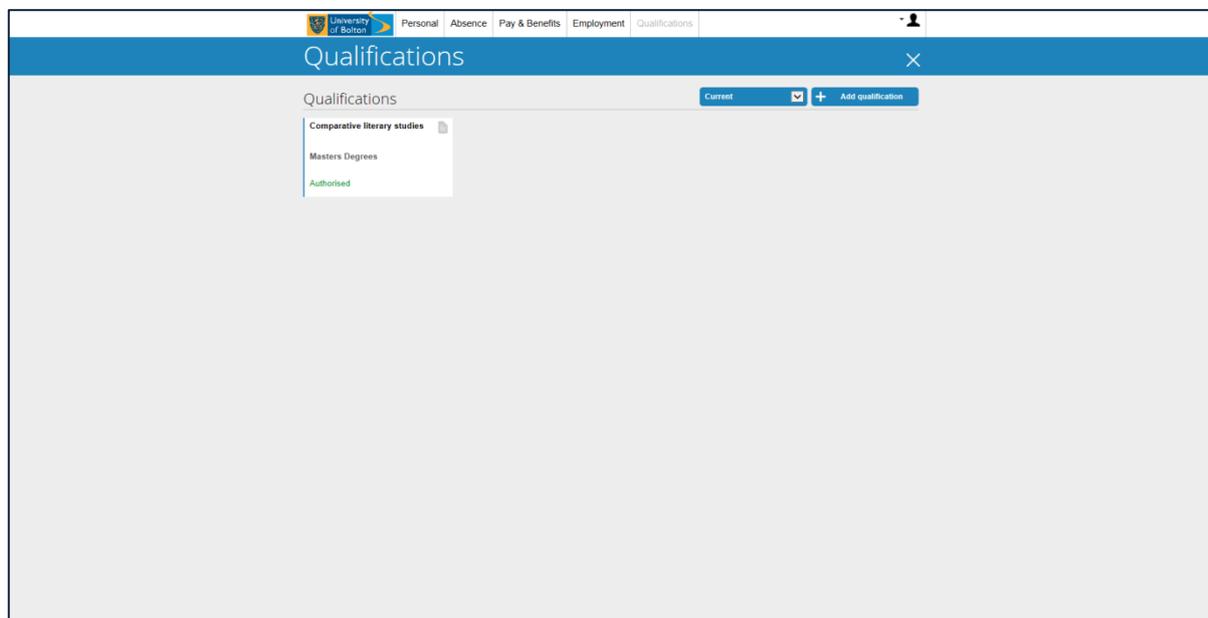
If you have indicated 'No qualification held' and subsequently are awarded an academic teaching qualification, please ensure that you remove the 'No qualification held' before adding in the new details. Failure to do this will generate an error message if you try to save your amended record.



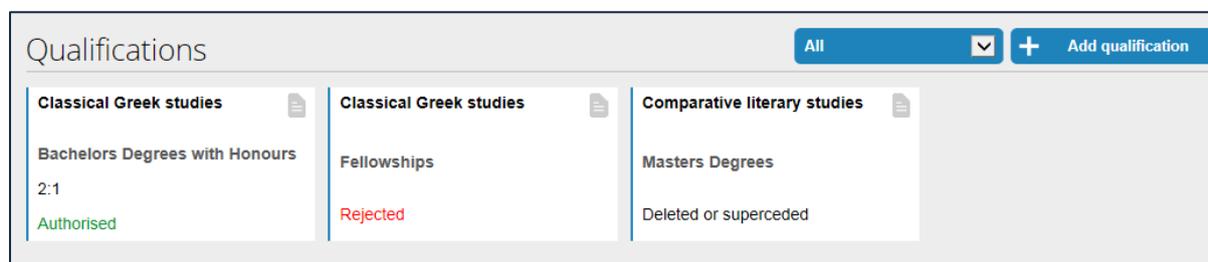
If selected, 'No Qualification held' or 'Not known' must be the only qualification selected

10. Qualifications

This area is devoted to recording the academic and professional qualifications that you hold. This may have been pre-populated with details of the qualifications (with supporting certificates) that we have on your personal file in Human Resources.



Please note that only qualifications of Level 6 (undergraduate Degree or professional equivalent) or higher can be recorded.



The **Current** button in the top right of the list will drop down when selected and allow you to filter the qualifications shown based on their authorisation. This filter is set to 'Current' by default and will not display any removed qualifications unless selected.



In order for a qualification to be added, select the **+ Add qualification** function and fill in the required fields.

Qualification details

Subject
 x Classical Greek studies ?

Level
 Bachelors Degree ?

Achievement/grade
 2.1 ?

Place of learning
 University of Bolton ?

Date obtained
 14/07/2014 ?

Approx. date
 ?

Save Cancel

The 'Approx Date' option is useful when you have no evidence of the exact date obtained for an older qualification.

Once saved, you should see the card added to the display.

Qualifications

Current Add qualification

Classical Greek studies

Bachelors Degrees with Honours

2:1

Awaiting authorisation

The card shows the Degree Title and level as well as the current status of the qualification's authorisation.

Your original degree/award certificate will then need to be presented to Human Resources within 30 days of this being added on **myHR**. Once a verified copy has been placed on your file you will receive an email confirmation and the status of your qualification on **myHR** will change to 'Authorised'. Please note that this email may be in your Junk E-mail.

This verification process is to ensure the integrity of the data collected.

Qualifications

Current Add qualification

Classical Greek studies

Bachelors Degrees with Honours

2:1

Authorised

If any of the records within the Qualifications section require amending, simply edit the record and save the changes. This will flag to a member of Human Resources who will check if it is consistent with the information we have on file. If there are any discrepancies or queries, you will be contacted for clarification.

10.1 Qualification Subject Areas

To allow for meaningful reporting on the qualifications of staff, a list of subject areas has been created within **myHR**.

The list is drawn from the coding system used by HESA (see section 9.2) when collecting information on staff as part of the annual data submission exercise. The JACS coding system is used by HESA to create a framework from which courses with varying titles but similar content can be appropriately categorised.

As this list is extensive, we have had to limit the level at which we will classify qualifications. The list follows below.

If you are having difficulty in finding an appropriate classification for a qualification you wish to record, you can refer to the full list of qualification categories from which the list in **myHR** is drawn.

For the full JACS coding please visit <https://www.hesa.ac.uk/content/view/1787/281/>

To the left of each qualification on the JACS coding HESA webpage is their number. The numbers ending in -00 are the ones used in **myHR**.

If for example, your degree was in the area of Midwifery, this is B720 on the JACS list.

The -00 level category would be B700 Nursing, so this is what should be selected in **myHR**.

10.2 Valid Subject Entries

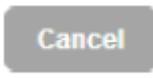
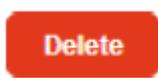
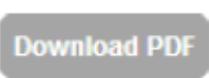
X300	Academic studies in education	L700	Human & social geography
N400	Accounting	N600	Human resource management
H400	Aerospace engineering	W800	Imaginative writing
T500	African studies	P100	Information services
D700	Agricultural sciences	I200	Information systems
D400	Agriculture	R300	Italian studies
T700	American studies	T200	Japanese studies
B100	Anatomy, physiology & pathology	P500	Journalism
Q400	Ancient language studies	K300	Landscape & garden design
D300	Animal science	Q600	Latin studies
L600	Anthropology	M100	Law by area
V400	Archaeology	M200	Law by topic
K100	Architecture	Q100	Linguistics

I400	Artificial intelligence	N200	Management studies
F500	Astronomy	J600	Maritime technology
B600	Aural & oral sciences	N500	Marketing
T800	Australasian studies	F200	Materials science
C100	Biology	J500	Materials technology not otherwise specified
J700	Biotechnology	G100	Mathematics
C200	Botany	H300	Mechanical engineering
K200	Building	P300	Media studies
N100	Business studies	B800	Medical technology
Q500	Celtic studies	J200	Metallurgy
J300	Ceramics & glass	C500	Microbiology
H800	Chemical, process & energy engineering	J100	Minerals technology
F100	Chemistry	T600	Modern Middle Eastern studies
T100	Chinese studies	C700	Molecular biology, biophysics & biochemistry
W600	Cinematics & photography	W300	Music
H200	Civil engineering	H500	Naval architecture
Q700	Classical Greek studies	B700	Nursing
Q800	Classical studies	B400	Nutrition
A400	Clinical dentistry	N700	Office skills
A300	Clinical medicine	G200	Operational research
D200	Clinical veterinary medicine & dentistry	B500	Ophthalmics
Q200	Comparative literary studies	B200	Pharmacology, toxicology & pharmacy
B300	Complementary medicines, therapies & well-being	V500	Philosophy
I700	Computer generated visual & audio effects	F800	Physical geographical sciences
I100	Computer science	F300	Physics
W700	Crafts	K400	Planning (urban, rural & regional)
W500	Dance	L200	Politics
W200	Design studies	J400	Polymers & textiles
L800	Development studies	R500	Portuguese studies
W400	Drama	A200	Pre-clinical dentistry
L100	Economics	A100	Pre-clinical medicine
H600	Electronic & electrical engineering	D100	Pre-clinical veterinary medicine
Q300	English studies	H700	Production & manufacturing engineering
R800	European studies	C800	Psychology
N300	Finance	P200	Publicity studies
W100	Fine art	P400	Publishing
D600	Food & beverage studies	X200	Research & study skills in education
F400	Forensic & archaeological sciences	R700	Russian & East European studies
D500	Forestry & arboriculture	R600	Scandinavian studies

R100	French studies	F700	Science of aquatic & terrestrial environments
I600	Games	L400	Social policy
H100	General engineering	L500	Social work
C400	Genetics	L300	Sociology
F600	Geology	I300	Software engineering
R200	German studies	T300	South Asian studies
I500	Health informatics	R400	Spanish studies
V700	Heritage studies	C600	Sport & exercise science
V200	History by area	G300	Statistics
V100	History by period	V600	Theology & religious studies
V300	History by topic	X100	Training teachers
N800	Hospitality, leisure, sport, tourism & transport	C300	Zoology

11. Button Guide

You may find the following a useful reference guide to the buttons used in **myHR** and throughout this guidance.

	<p>The myHR Icon present in the Staff Area of the University of Bolton webpage, selecting the icon will launch myHR in your browser window.</p>
	<p>The University of Bolton logo on the top toolbar within myHR will return you to the Home page.</p>
	<p>Provides additional information relevant to the field that it is found next to.</p>
	<p>Creates a new record that can be added to one of the sections.</p>
	<p>Stores any information entered in a record and alerts Human Resources of the changes.</p>
	<p>Closes an open record, any changes made will prompt a confirmation dialogue window.</p>
	<p>Removes a record.</p>
	<p>Opens up a calendar where you may select a specific date by searching through.</p>
	<p>Payslips – Prints the open record.</p>
	<p>Payslips and P60's – Opens a formal payslip using Adobe Acrobat within your browser.</p>

12 Readers' Comments

This documentation has been produced by Human Resources to assist you in using **myHR**'s functionality. It is Human Resources aim to continually improve and update this documentation.

If you have any comments regarding this documentation, please send them to:

HR Systems and Information Officer
Human Resources Department
Eagle Campus

Or email: hr@bolton.ac.uk