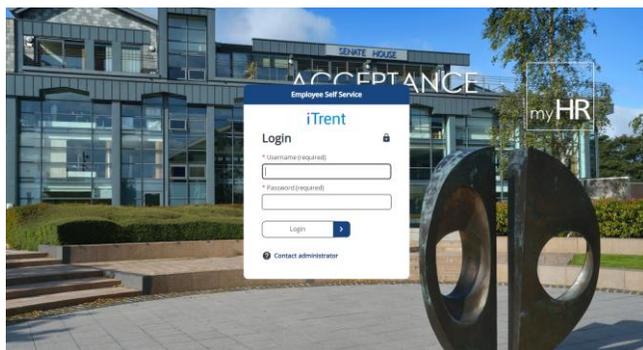


Logging into myHR

To access **myHR** first enter the Staff area of the University of Bolton website by clicking the **Staff** button located at the top menu on the webpage



From here click the **myHR** icon which will launch the service in your browser window.



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

Please note that myHR is only available via a University desktop on site. If you are accessing myHR remotely you will need to use a University locked-down laptop and the Duo mobile app.

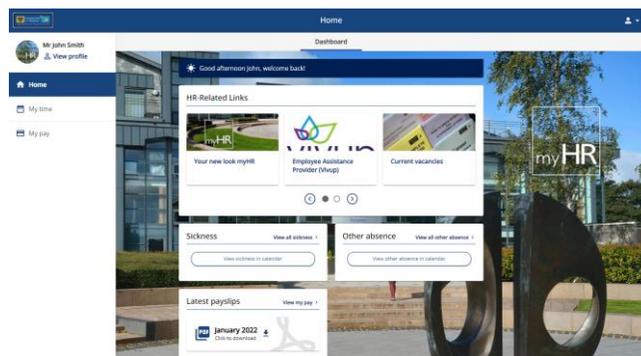
i If you cannot remember your details or there is an error in logging on please contact the IT Support Helpline on x3444.

myHR is accessible from a number of browsers, if you are having difficulty in getting the application to launch then please try using another browser.

If you continue to have difficulty please email hr@bolton.ac.uk with the details.

Home Page

Once logged in you will be presented with the **myHR** homepage/dashboard.



You can navigate through the system via the cards displayed on the dashboard or using the my time and my pay tabs on the left hand side.

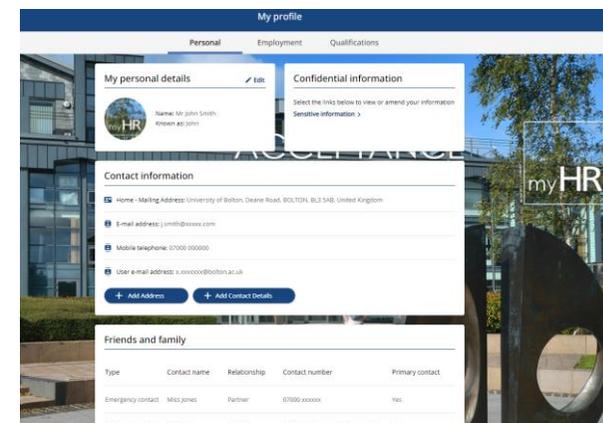
While navigating through the site, clicking on the  or  will take you back to the Home Page/dashboard.

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 option at the far right of the bar and selecting 'Sign out'.



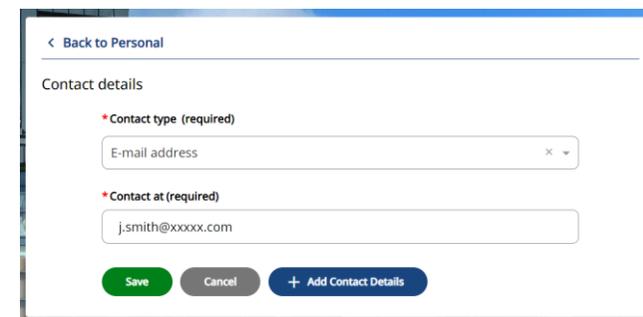
Viewing your personal records

To view your personal data, select the View profile link  [View profile](#), then from the tabs at the top you can check and in some fields amend personal, employment and qualification data held on your HR record.



While looking through your records; if one of the information cards is open and the data within is okay then simply click on the **'Back to'** link in the top left hand corner or click the  button to close the screen and move on.

Do not click  unless the information has been edited.

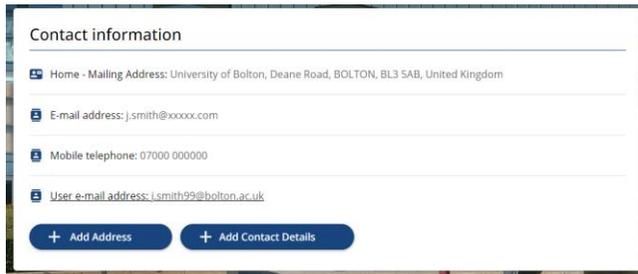


When amending information within any of the records, selecting the **Save** button will finalise and save the content of the window and send a notification to Human Resources staff. Once an entry is saved, **myHR** will issue an email to you to confirm the update

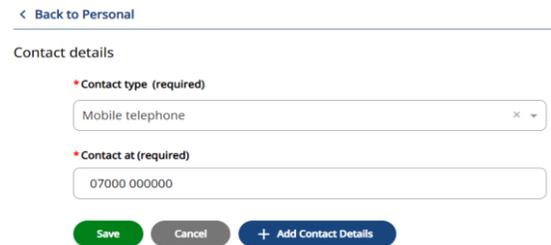
Adding and removing records

For certain areas such as contact information, **myHR** will allow the addition of entirely new records. If for example your mobile telephone number is not

recorded, select the **+ Add Contact Details** from the bottom of the contact information screen, enter the contact type, contact details and then **Save**



To edit your existing contact information, simply click on the existing link, edit and save.



i Some records may not be edited or deleted, if one of these records is incorrect please contact HR at hr@bolton.ac.uk

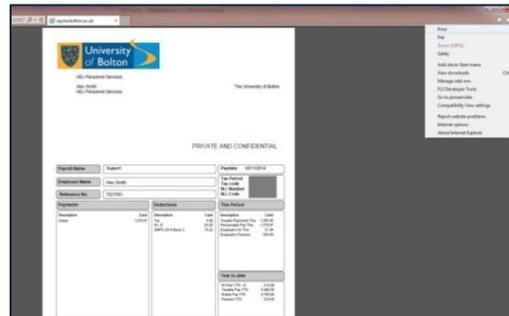
Pay & Benefits

You are able to download, view and print your most recent payslips from the dashboard on the homepage.

If you wish to view and print historic payslips or P60's click on the **My pay** link from the left hand pane. The last 12 months are listed, if you need an older record, simply search the date range.

If you require a formal copy of your payslip or P60 select the download button, which will then open a PDF copy in your browser window. **Please note: P60's take slightly longer than payslips to**

download. **Download**



For more information on **myHR** please refer to the dedicated myHR webpage for the complete **User Guide** and FAQ's.

<https://www.bolton.ac.uk/staff-area/professional-services/about-hr/myhr/>



myHR Quick Guide



my data, my information, myHR