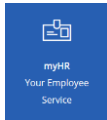
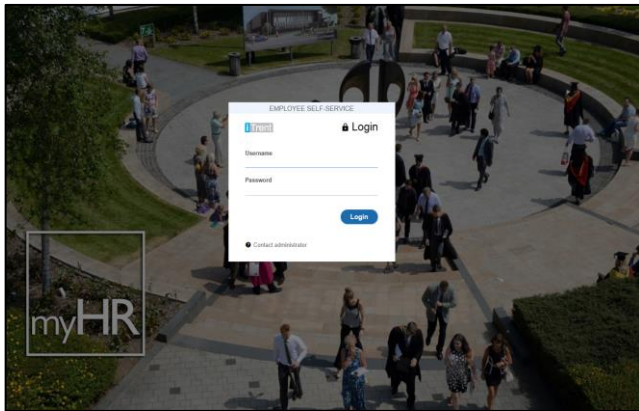


## Logging into myHR

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** icon ↑ which will launch the service in your browser window.



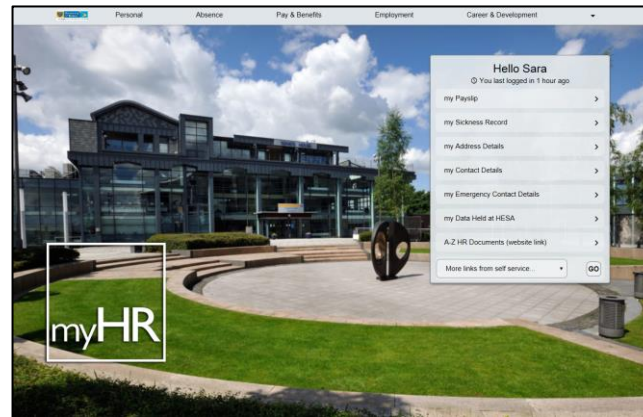
Enter your university staff username and password into the fields provided.

- ❗ 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](mailto:hr@bolton.ac.uk) with the details.


## Home Page

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

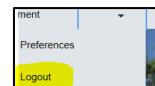


The bar across the top of the screen lists the main areas within **myHR**, clicking on any one of them will take you to that page or you can also click on any item on the 'quick' list on the right.



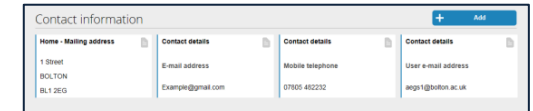
While navigating through the site, clicking on the  at the far left of the tabs will take you back to the Home Page.

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 option at the far right of the bar and selecting 'Logout'.



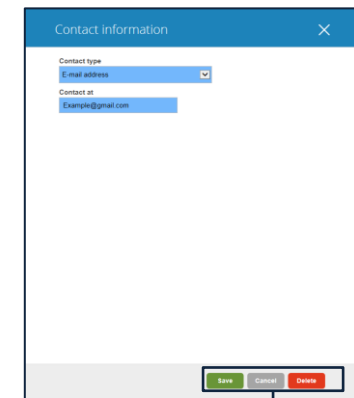
## Viewing your records


Selecting a card (below) from **myHR** will bring up the information in a popup window. From here you may choose to amend the information present.




If there are more than four instances of a record, they will display as a list rather than individual cards. Selecting one will open the record as before.

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



While looking through your records; if one of the information cards is open and the data within is okay then simply click on the ✕ in the top right hand corner or 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

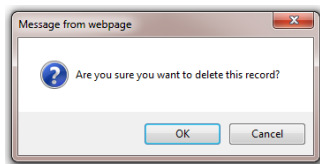
## Adding and removing records

For certain areas such as contact information, **myHR** will allow the addition of entirely new cards of information. If for example your mobile telephone number is not recorded, select the **+** **Add** button on the relevant heading and then

**Add address**  
**Add contact details** once the fields have been filled. Then **Save**.

It is advised that you only use the **Delete** function in a case where the piece of information no longer exists or where there is a record that you no longer wish to keep on our system.

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

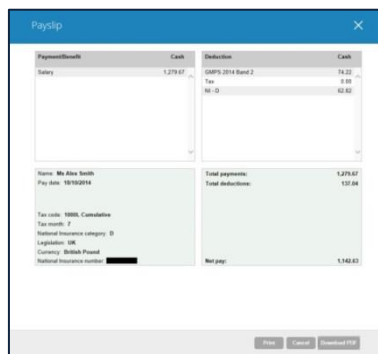


You will not receive an email from Human Resources when deleting records.

- Some records may not be edited or deleted, if one of these records is incorrect please contact HR at [hr@bolton.ac.uk](mailto:hr@bolton.ac.uk)

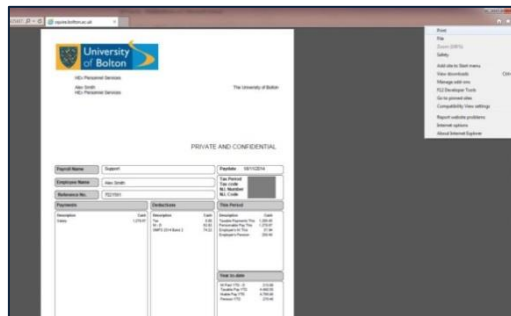
## Pay & Benefits

You are able to view and print your current and historic payslips and P60's through this page within the **myHR**.



When viewing your payslip in **myHR**, selecting **Print** the record will print the record (as above).

You may also wish to view the formal payslip or P60 which you can do by selecting **Download PDF** which will open a PDF copy in your browser window. **Please note: P60's take slightly longer than payslips to download.**



For more information on **myHR** please refer to the complete **User Guide** and **Video Guide**:

<http://www.bolton.ac.uk/HumanResources/A-to-Z>



# myHR Quick Guide

