Colleague MyHR Guide

Member Pioneer

Version 16

Welcome to MyHR

How to get onto MyHR

Type myhr.coop.co.uk into the address bar of any web browser on your computer/smartphone/tablet and log in with your **Username (employee number)** and **Password.**

Toolbar

In the top right corner you will see your toolbar

Homepage

Notifications

Search

Actions – log out

Personal details

Updating your name

1. Select **My Details** and then **Update Personal Information**
2. Select the **pencil** icon in the **Name** section
3. Enter the date you want the change to be made
4. Overtype the information you want to change (fields marked * must be completed)
5. Select **Submit**

Updating your address/phone number/email address

1. Select **Update Contact Methods**
2. Select the **pencil** icon in the section you want to change
3. Enter the date you want the change to be made
4. Overtype the information you want to change (fields marked * must be completed)
5. Select **Submit**

Adding an address/phone number/email address

1. Select **Update Contact Methods**
2. Select **Add** in the section you want to add details to
3. In the **Type** field select the correct option and complete all fields marked *
4. Select **Submit**

Updating emergency contacts

Add

1. Select **Update Emergency Contacts**
2. Select **Add** and then **Create a new contact**
3. Enter all of the relevant details for your contact (fields marked * must be completed)
4. Select **Submit**

Amend

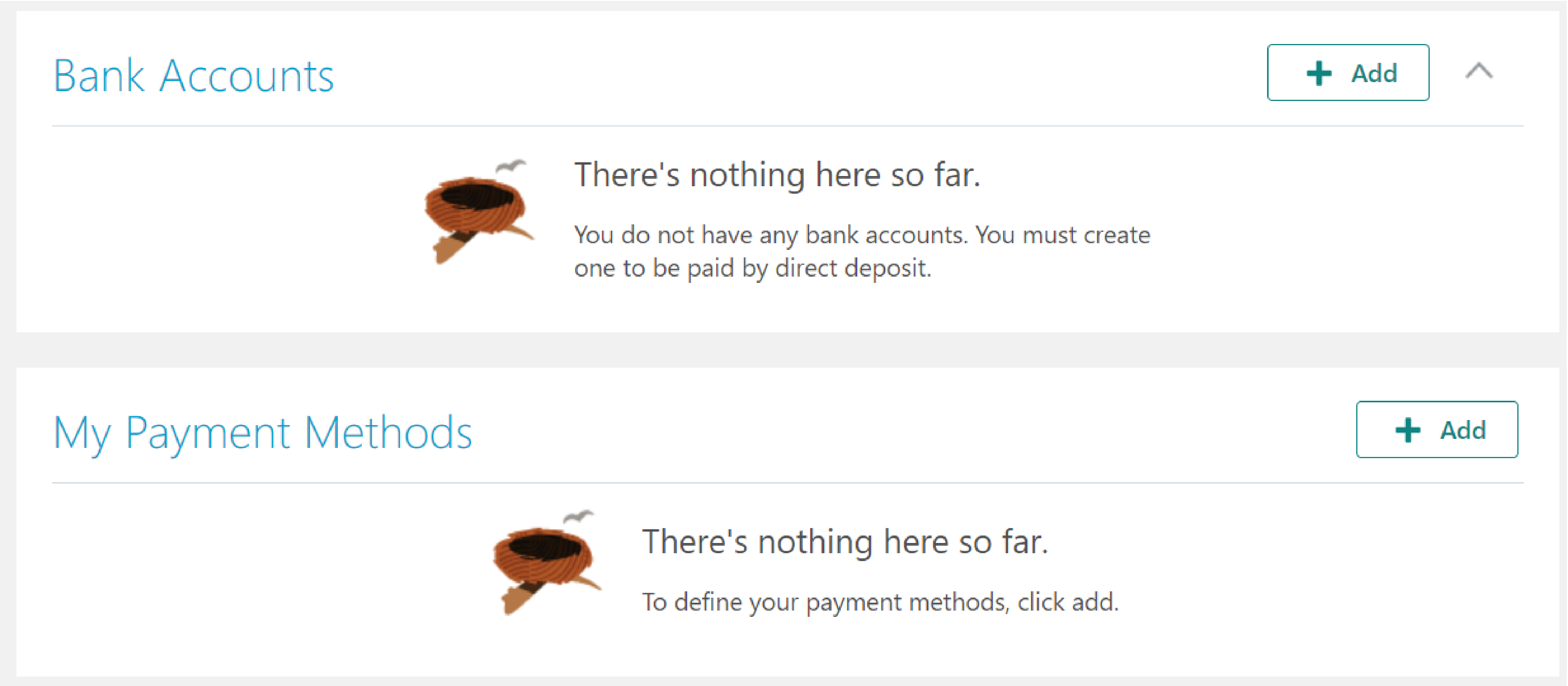
1. Select **Update Emergency Contacts**
2. Select the name of the contact you wish to amend
3. Select the **pencil** for the section you wish to change or **Add** to provide additional contact or address details
4. Enter all of the relevant details for your contact (fields marked * must be completed)
5. Select **Submit**

Delete

1. Select **Update Emergency Contacts**
2. Select the name of the contact you wish to delete
3. Select **Delete**

Adding bank details

Adding bank details is a 2 step process:
- First add your bank account details
- Then add your payment method



A. Add your Bank account

1. Go to **Me** tab
2. Select **My Pay** and then select **Update Bank Details**
3. In the top box (1), select **Add**
4. Enter Account number, Account Holder and Sort code
5. Select **Save**

If you are changing the existing bank details, follow steps 1 - 5 above. Do not edit an existing account as this only lets you change the account number but not the sort code.

B. Add your Payment Method

6. In the bottom box, select Add
7. Complete all fields
8. In **Payment amount** field enter 100% or specific amount you want to be paid into account
9. In Bank Account dropdown, choose the new bank details.

If you have just changed your bank account details in step 1 above, follow steps 6 – 9, making sure the correct percentage amount and bank account is chosen.

Accessing payslips

Payslips

1. Go to **Me** tab
2. Select **My Pay** and **View Payslips**
3. From the drop down menu, filter to your required search
4. Click on the word **PAYSLIP** for the payslip you wish to view

Historic payslips

1. Select **My Details** and then **View Documents (Payslips, P60, P11D)**
2. Select the word **Payslip** for the payslip you wish to view

Accessing P60/P11D

P60/P11D

1. Go to **Me** tab
2. Select **My Details** and then **View Documents (Payslips, P60, P11D)**
3. Type in the search bar for the document you wish to view, i.e. P60
4. Remove the filters Payroll and Expired
5. Select the **magnifying glass**
6. Scroll through the list of documents until you see the correct document (select **Load More Items** if needed)
7. Select the word **P60/P11D** to view

Personal details
Emergency contacts
Bank details
Payslip
P60/P11D
Employment details
Holidays
Sickness/paid/unpaid leave
Paternity
Career break
Recording hours worked
New Starter declaration
Benefits

Viewing employment details

Viewing your employment details

1. Go to **Me** tab
2. Select **My Details**
3. Select **View Employment Details**

Viewing your Salary Details

1. Select **My Details**
2. Select **View Compensation**

Updating your Working Location Preference

1. Select **My Details**
2. Select **Employee Preferences**
3. **Add** and choose your **working location preference**
4. Click **Save**

In this section you can see:
Your business Unit
Department
Line manager
Employment history
Current Salary
Prior Salary

Holidays

Requesting a holiday

1. Select **Book Time Off (incl. Sickness)**
2. From the **Absence Type** drop-down, select **Holiday**
3. Select the **Start Date** and **End Date** of the absence.

- Change the hours for part days or to overwrite your hours scheduled in My HR

6. Select **Submit**

Viewing entitlement

1. Select **View Holiday Entitlement**

- **Earned – full years entitlement**
- **Taken – number of hours holiday taken**
- **Requested – number of hours holiday taken**

Holiday pay is calculated based on earnings over a rolling 52 week average. This may work out slightly higher than basic rate, but in instances where the basic rate is higher than the 52 week average, holiday pay will be at basic rate, so that you don't lose out.

Sickness, Paid/unpaid leave

Requesting sickness, paid/unpaid leave

1. Select **Book Time Off (incl. sickness)**
2. From the **Absence Type** drop-down, select **Sickness, Paid Leave or Unpaid Leave**
3. From the drop-down select an **Absence Reason**
4. Select the **Start Date** and **End Date** of the absence.
   - Amend the hours for part days
5. Select **Submit**

Paternity leave

Scheduling paternity leave

1. Select **Book Time Off (incl. Sickness)**
2. From the **Absence Type** drop-down, select the correct **Paternity** option
3. Select the **Actual Date of Child Birth** using the calendar
4. Select the **Start** and **End** date of the absence using the calendars
5. Select **Submit**

Once approved by your manager HR Services will do the calculations and send you an email/letter confirming what pay you’re entitled to.

Career break

Requesting a career break

1. Select **Book Time Off (incl. Sickness)**
2. From the **Absence Type** drop-down, select **Career Break**
3. Select the **Start Date** and **End Date** of the absence
4. Select **Submit**

Once approved by your manager HR Services will do the calculations and send you an email/letter confirming what pay you’re entitled to.

Recording hours worked (excluding overtime)

These steps are only for recording your contractual hours worked. If you have done overtime (above 4 hours per week), speak to your manager who will submit it separately

Entering hours worked

1. Log in to MYHR at MYHR.coop.co.uk
2. In **Me** tab, go to **My Time and Absences**
3. Select **New/Current Time Card** if adding time for this week, and skip to step 5.If adding for previous weeks choose **Existing Timecards**.
4. **(Existing Timecards Only)** For Date, **choose any date from the week that you want to record hours for** (use the arrows to see previous months).
5. Scroll down to entries
6. Select **+ Add**
7. Select the **date** that you want to record hours for
8. Enter the **number of hours** worked
9. Choose ‘Add another date’ if you want to add more hours from that same week (i.e. you worked 2 hours on Monday and 3 hours on Saturday in the same week)
10. When you’ve finished adding your hours for that week, **select OK** which is next to ‘Entries’
11. Scroll to the top of the screen and select **Submit**
12. Press **Submit** to send to your Co-ordinator to review and approve

MYHR will already know when you click on current timecard. If you want to add time for previous weeks, follow the steps to amend existing timecard.

New starter Declaration(No P45)

Viewing your employment details

1. Go to **Me** tab
2. Select **My Pay**
3. Select **View New Starter Declaration**
4. Then Select Edit to fill out the form
5. Click on Submit

Benefits

Requesting Rental Deposit or Season Ticket Loans

1. Select **Benefits**
2. Select **Change Benefits Election** then **Continue**
3. Carefully read the loan agreement page and then click **Accept**
4. Choose **Select** for either Rental deposit or Season Ticket Loan
5. Enter the **loan amount**:

- For Rental – this is the total cost of the rental deposit only and must not include rent, fees, additional costs or mortgage deposits
- For Season Ticket - the total cost of the season ticket only

7. Check the weekly payroll deduction amount field, this will be the amount deducted per week from your salary to repay the loan. (multiply this by 4 to find out the total that will be deducted from your 4-weekly salary)
8. Select **Next** then **Submit**

You must now provide evidence

- **Rental deposit scheme -** Government approved tenancy deposit protection certificate (landlords tenancy agreement is NOT acceptable as evidence)
- **Season ticket loan** - a copy of your season ticket or annual pass.

Send this via email or post

- Email: hrbenefitsteam@coop.co.uk
- Post: HR Benefits Team, The Co-op, Dept 10406, 7th Floor, 1 Angel Square, Manchester, M60 0AG.