Colleague MyHR Guide

Funeralcare

Version 15

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**

Updating bank details

Add

1. Select **My Pay** and then select **Update Bank Details**
2. Select **Add**
3. Enter a name for the payment method i.e. 'wages'
4. Enter your account number, sort code and then account holder name
5. Select **Save**

Amend

1. Select **Update Bank Details** and then the pencil
2. Overtype the information you want to change
3. Select **Save**

Delete

1. Select **Update Bank Details** and then the **pencil**
2. Select **Delete**

Accessing payslips

Payslips

1. Select **View Payslips**
2. Select **Last 12 Months** in the drop down menu
3. Select 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. Select **My Details** and then **View Documents (Payslips, P60, P11D)**
2. Type in the search bar for the document you wish to view, i.e. P60, and then select the **magnifying glass**
3. Scroll through the list of documents until you see the correct document (select **Load More Items** if needed)
4. Click the **glasses icon** on the right hand side. This will open a new page
5. Scroll down to the bottom of the page to find the **download link**

Viewing employment details

Viewing your employment details

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

Holidays

Depending on where you work will depend on how you request holidays:

- **Funeral operations, Masonry, Coffin factory and Transport colleagues** - your line manager will enter it into MyHR for you
- **All other** - you'll enter it into MyHR yourself using the steps below

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 MyHR

4. Select **Submit**

Viewing entitlement

1. Select **View Holiday Entitlement**

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

Sickness, Paid/unpaid leave

Depending on where you work will depend on how you request sickness and paid/unpaid leave:

- **Funeral operations, Masonry, Coffin factory and Transport colleagues** - your line manager will enter it into MyHR for you
- **All other** - you'll enter it into MyHR yourself using the steps below

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 Shared 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 Shared Services will send you an email/letter confirming the arrangements.

Overtime

Depending on where you work will depend on how you enter overtime:

- **Funeral operations** – your line manager will enter it into the 'Time' capture system
- **Masonry, Coffin Factory** – your line manager/team leader will enter it into MyHR for you
- **Transport colleagues** – your line manager will enter it in to MyHR for you
- **All other** –You'll enter it directly in to MyHR using the below steps

Entering overtime

1. Select **Manage Time Cards**
2. Select **+**
3. Select the timecard **Start Date** (start of the week) then click OK
4. Select your employee number in the **Assignment Number** field using the drop down
5. Use the drop down to select the **Payroll Time Type** i.e. Time and a half, plain time etc.
6. Enter the **number of hours overtime worked in the Quantity field for each day of that week**
7. You can use the additional rows to add in overtime at a different rate
8. Select **Next**
9. Review the information and select **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.