Colleague MyHR Guide

Support Centre

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. Go to **Me**
2. Select **My Details** and then **Update Personal Information**
3. Select the **pencil** icon in the **Name** section
4. Enter the date you want the change to be made
5. Overtype the information you want to change (fields marked * must be completed)
6. 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. Go to **Me**
2. Select **My Details**
3. Select **Update Emergency Contacts**
4. Select **Add** and then **Create a new contact**
5. Enter all of the relevant details for your contact (fields marked * must be completed)
6. 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**

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New Starter Declaration
P60/P11D
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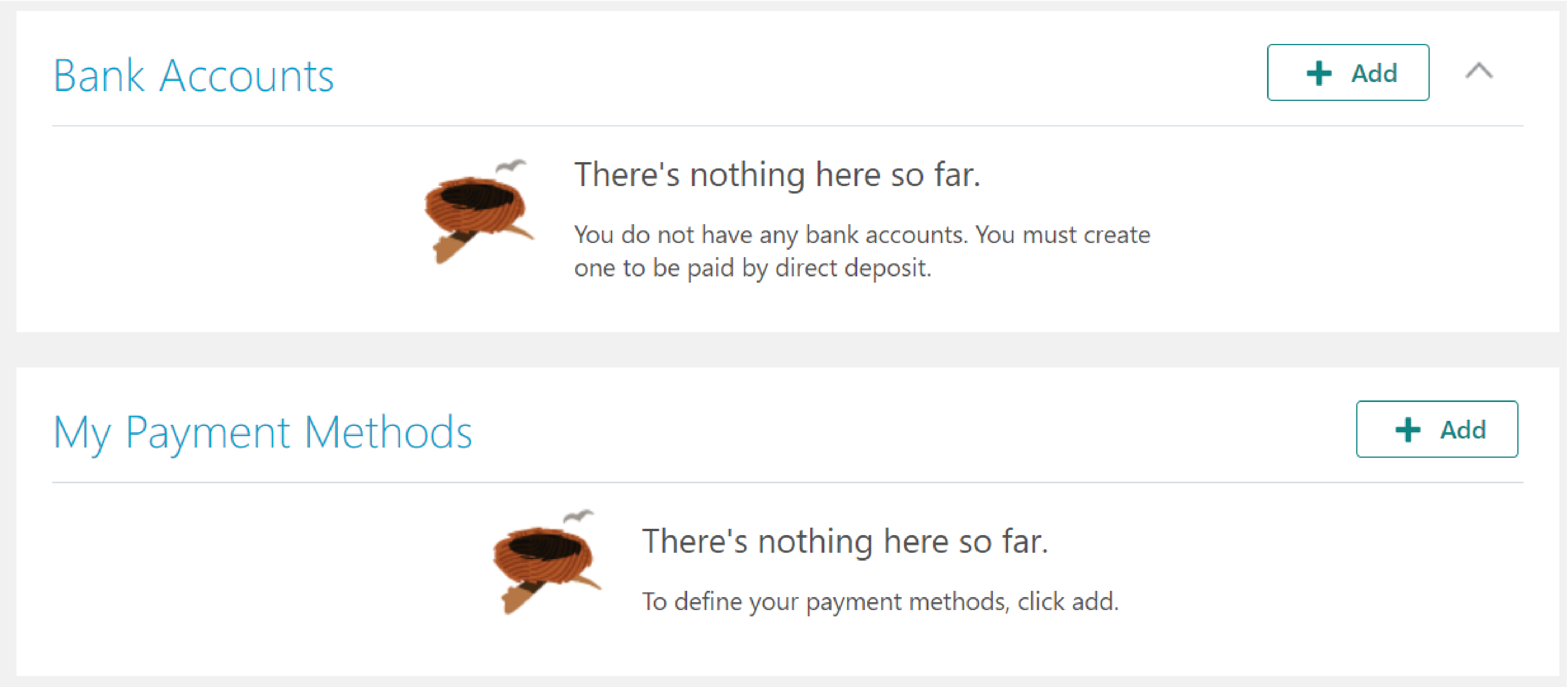
Paternity
Maternity
Career Break
Benefits

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 <u>percentage amount</u> and bank account is chosen.

Always enter new bank details before cut off. If you enter bank details after payroll has closed, your pay will not go into the new bank account.

Accessing payslips

Payslips

1. Under QUICK ACTIONS 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

- Payslips are available on MYHR by Tuesday of Pay Week.
- If you are leaving the business, you need to download and print all your payslips, as your access to MYHR will be revoked.

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New Starter Declaration

Add

1. Go to **Me**
2. Select **My Pay**
3. Select **View New starter Declaration**
4. Select **edit** and complete the form
5. Submit.

- This section is to be completed if you are a new starter and do not have your P45 yet.
- If you already have a P45 you just need to send email a copy to HR Services.

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

If you are leaving the business, you need to download and print all your P60s/P11Ds, as your access to MYHR will be revoked.

Viewing employment details

Viewing your employment details

1. Select **My Details**
2. 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

Overtime

Entering Overtime

1. In **Me** tab, go to **My Time and Absences**
2. Select **Current Time Card**
3. Click on **+ Add**
4. Select the **Date** worked and enter the number of hours worked in the **Quantity** field
5. Choose **Add another date** to add overtime hours worked on another date
6. Select **OK** when finished
7. Then select **Submit**, to send to your line manager to review and approve

Add overtime for previous weeks

1. In **Me** tab, go to **My Time and Absences**
2. Select **Existing Timecards**
3. Select the timecard you want to amend
4. Select the pencil icon to make the changes
5. Click on **Submit** to re-send it for approval

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.

Holidays

Requesting time off for holiday

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

- (To change the duration for part day holiday, select **Edit Entries** then select the pencil icon. Change the **Absence Duration** then select **OK**)

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 requested**

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

Requesting time off for sickness

1. Go to Me
2. Select **My Time and Absences**
3. Select **Book Time Off (incl. sickness)**
4. From the **Absence Type** drop-down, select **Sickness, Paid Leave or Unpaid Leave**
5. From the drop-down select an **Absence Reason**
6. Select the **Start Date** and **End Date** of the absence.

- (To change the duration for part day holiday, select **Edit Entries** then select the pencil icon. Change the **Absence Duration** then select **OK**)

7. Select **Submit**

When you are off sick, company policy as well as statutory rules apply, so ensure that your sickness information is accurate.

Paid/unpaid leave

Requesting Paid/unpaid leave

1. Select **Book Time Off (incl. sickness)**
2. From the **Absence Type** drop-down, select **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**

Always agree with your manager what absence and absence reason to use.

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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.

Maternity leave

1. This is not a self service process. Your information will need to be processed by Payroll.
2. Call HR Services once you find out you are expecting a baby
3. You will need to provide HR Services with the baby's due date, your personal information and the manager's information
4. HR Services will send you and your manager a confirmation email, listing what is required from you
5. Once all the relevant documentation has been received, Payroll will notify you of your entitlements
6. Payroll will process your maternity leave on MYHR, based on the dates you have provided

Maternity Pay:

If you were eligible for Statutory Maternity Pay, you will have qualified for Coop Maternity Pay. This will show in your payslip after maternity leave starts

Changes during Maternity Leave:

Your manager needs to contact HR Services if you:

- Change your Maternity leave date
- Change your return from Maternity leave date

Holidays during Maternity leave

You can use your annual holiday entitlement before of after your maternity leave. If you plan to use them after your return from maternity leave, ensure that your manager request a carry over.

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.

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.