Colleague MyHR Guide

Food Stores

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** 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**

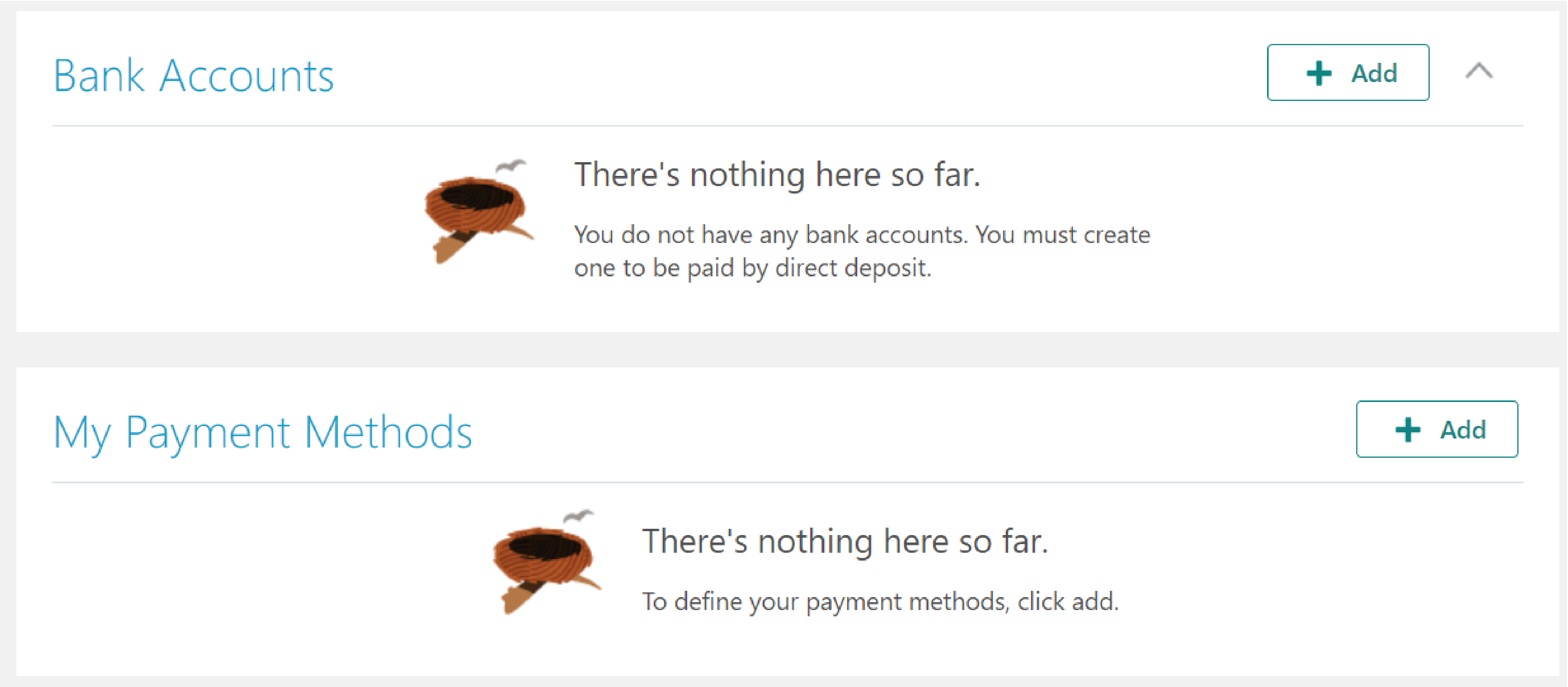
Delete

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

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

Personal details

Emergency Contacts

Bank details

Payslip

P60/P11D

Employment details

New Starter Declaration

Benefits

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 amou**nt:

- 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.