This guide is designed to assist staff with completing and submitting MyForms, and where applicable editing and authorising forms as part of an approval process. Other guides are available here and include information on logging into MyHR and, in the case of line managers, delegating authority, for example during periods of absence.

Visit StaffNet if you are looking for detailed guidance on Pay and Holidays, Leave and Absence.

Accessing My Forms

1. On a University networked device, open a web browser and go to www.abdn.ac.uk/myhr

2. Once logged in you'll see the My Forms menu on the left-hand navigation menu.

3. Clicking on this menu will open up all available My Forms. Click 'Start' on the form you need to complete.

> **Note:** My Forms will evolve over time. You can filter on different Categories of My Form to find what you are looking for.

Completing and Submitting the Form

1. Complete the form as directed.

2. Mandatory fields must be completed and are indicated by a red dot. You will additionally be advised where mandatory information needs added when you try to submit the form.

3. At any point you will be able to 'Clear' the contents of the form, or download the form as a PDF, using the options on the bottom left of the form.

4. When you are ready you can submit the form using the green button on the bottom right of the screen.

This Section to be completed by the Employee

It is assumed there have been initial discussions with your line manager and a leave date has been notionally agreed.

I am leaving the University * ⓘ

Yes ⌄

I am resigning/retiring from the following position: * ⓘ

Example Post Long Description 1 (EXPOST1)

Your **leave date** should be inclusive of any annual leave taken at the end of your employment.

What is your confirmed leave date? * ⓘ

dd/mm/yyyy 📅

Are you retiring? *

-- Select One -- ⌄

Please attach an resignation letter or any other supplementary information as applicable.

📎 Add Attachments

Clear | 🄿 Download | Submit ✓

Monitoring and Forms History

The specific form you are completing will advise you of the approval requirements of the form, and you will receive update emails upon submission and subsequent rejection/approval, advising you of the next steps in the process.

Form progress can be viewed in the Forms History and is covered in Quick guide for staff.

In addition to viewing the forms Submitted or Authorised status you will also be able to view the progress of a My Form authorisation by opening the required form.
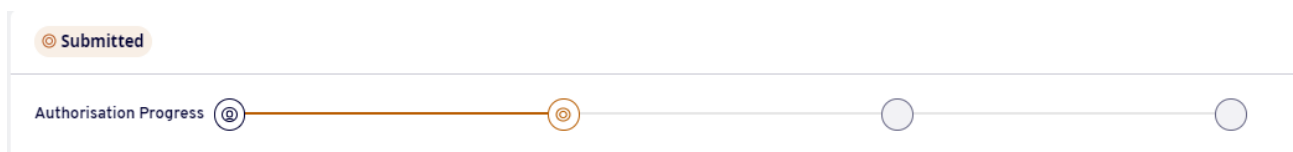

Clicking on the current stage of authorisation will highlight who authorisation is currently sitting with.

Editing and Approving My Forms

Authorisation is covered generically in the Manager User Guide. The following will cover some key points on the approval of My Forms.

1. You will be notified of your involvement in the approval process via email and will be directed to MyHR. You may be involved as a core part of the approval process or as an escalation point in the chain.

2. All Forms to be authorised will be available in your 'Authorisation' widget
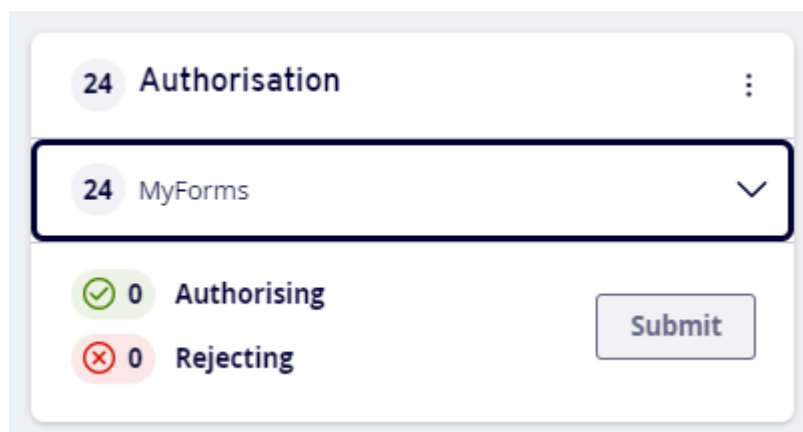
3. From here you can view forms individually and approve, or you have the option to bulk approve if you are happy with the likely contents of the form.

4. When opening a form the contents will be read only and you will have the ability to Reject or Authorise, adding comments as required, before the form moves on in the approval process.

5. If the option exists to 'Edit' the form this can be selected and changes can be made before saving the form again and making it available for approval.

> ⚠️ **Note:** Where forms are available for editing you should consider the need to consult with the originator and previous approvers with the forms, depending on the nature of the changes to the form. Fully authorised forms will contain the most up to date information.

After Authorisation

When a form has been submitted and authorised by, for example, a Line Manager and or Head of School/Directorate it may be routed to HR for final authorisation. Once fully authorised everyone in the authorisation chain will be advised. The form will then be processed, and any formal documentation required will be received in due course.

Help, support, and Feedback

If you need further help using MyHR, or if you have any feedback on this service, please contact myhr@abdn.ac.uk.