

myJob Home Page

The screen shot below shows the home page for myJob, where you can run tasks such as viewing your payslip and staff record, booking leave and amending personal details. Detailed guidance is available on each section from here www.shef.ac.uk/hr/guidance/myjob/myjobguides.

The screenshot shows the myJob Home Page for Mr Patrick Ashdown. The page features a navigation bar with tabs for myJob, Messages, myTeam, myTeam(HR), and eRec HR. Below the navigation bar, the page is divided into several sections:

- Services:** This section contains links to Annual Leave, Apply for Jobs, My Staff Record, Payslip, Personal Profile, My Equality Data, Permissions & Disclosures, and Expenses. Each link is accompanied by a brief description of the service.
- Links:** This section provides quick access to various resources, including myJob Guidance, Contact HR, Contact Payroll, University Salary Structures, Juice, Advice on Safe Computing, HR Web Pages, and The Deal.
- Frequently Used:** This section lists services that are frequently used by the user, such as Leave Overview, Personal Profile, Apply for Jobs, and Payslip.

Callout boxes provide additional information about these sections:

- Click to access myJob:** Points to the myJob tab in the navigation bar.
- Messages tab: Click here to view leave requests that have been declined:** Points to the Messages tab in the navigation bar.
- Payslip: View past and present payslips:** Points to the Payslip link in the Services section.
- Annual Leave: Create a new leave request, view past and upcoming leave, view leave quota, edit and delete leave.** Points to the Annual Leave link in the Services section.
- Apply for Jobs: Apply for internal and external vacancies, update your Candidate Profile and create Email Alerts.** Points to the Apply for Jobs link in the Services section.
- My Staff Record: View details of your current and previous appointments at the University, your Qualifications and your Working Pattern.** Points to the My Staff Record link in the Services section.
- Personal Profile: Edit your personal data and control how you can be contacted** Points to the Personal Profile link in the Services section.
- Submit personal expenses claims here** Points to the Expenses link in the Services section.
- The "Links" section allows you to access guidance and support** Points to the Links section.
- "Frequently used" populates with the services you use the most** Points to the Frequently Used section.
- These arrows can be used to collapse sections and to rearrange the layout via drag and drop** Points to the expand/collapse arrows in the Services, Links, and Frequently Used sections.