YourHR Self-Service System

First Time Log In/Password Reset



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Note: You can jump to the section you need by clicking any of the headings listed above.

1 Introduction

1.1 General

YourHR allows you to:

- View your Employment Record
- View and update your Personal Information including Bank Details
- View and Download Payslips and P60's
- Claim for Time and Expenses
- Record Sickness Absence

Depending on your organisation's requirements you may also have the following options available to you:

- Book and View Balances for Annual Leave
- Record, Book and View Balances for Flexitime
- Record, Book and View Balances for TOIL
- Undertake Personal Development Reviews (PDR)

Your 'Welcome to YourHR' email will contain a link that you can either click on or copy and paste into a web browser. You can also select the following link: <u>http://www.hrsc-yourhr.co.uk/</u>

Note: This document is updated regularly. Always refer to the latest version available from the User Guide section of the YourHR news carousel.

2 General Guidance

If a field is marked with a blue dot, it means it is a required field. The page will not save unless you complete all fields marked with a blue dot.

If you do not use the YourHR system for 60 minutes, the system will time out for security reasons.



Note: Do not use web browser navigation buttons.

3 Frequently Asked Questions

Click here to view frequently asked questions relating to the YourHR system.

4 Logging Into YourHR For The First Time

As a new employee, the HR Service Centre will create an employee self-service (YourHR) access for you and notify you of this with a 'Welcome to YourHR' e-mail. If you have not received this e-mail, contact the HR Service Centre (phone: 01709 334141 or e-mail: hrpgeneng@rotherham.gov.uk) to notify us of your e-mail address.



Note: The email address registered to your account should ideally be your work email. Where this is not possible, we can use a personal email address.

4.1 Activating Your Password

Select the Forgotten Password option.

iTrop	+
Inch	
ogin	0
Username (required)	
I	
orgotten username?	
Password (required)	
orgotten password?	
Login	>
208	
Cantact administrator	

Enter your Username, (this will be your employee number) and the e-mail address registered to your account. Then click the Email button.

Forgotte	n pass	word	ê
* Username (requ	uired)		
[
* Email address (required)		
Email	>	Cance	el
Email	>	Cance	el

An email containing will be sent from <u>noreplyhrsc@webitrent.com</u> to the e-mail address entered with a link to reset your password. You should receive this email within 15 minutes, if you don't get it, please contact the HR Service Centre using the contact details given above.

Click the Reset Your Password button given in the e-mail.

Hi	Elliott,
Yoı Ma	u recently requested to reset your password for your YourHR / nageHR - ESS account. Use the button below to reset it.
Thi	s password reset is only valid for the next 6 hours.
	Reset your password
lf y cor	ou did not request a password reset, please ignore this email or ntact your administrator if you have questions.
Tha	anks,
The	e HR Service Centre Team

You will be taken to the Reset Password screen where you can enter your chosen password into the New Password field.

Your password must contain a combination of the characters A-Z, a-z, 0-9, or ! " \$ % ^ & * () - _ + [] { } ? , . ; @ $\# \sim / | \setminus < >$

Re-enter the password again in the Confirm Password field and Save. You will be taken to the YourHR homepage.

Departure and	٩
Reset password	
* New password (required)	
	ø [
* Confirm password (required)	
	ø [
Savo	
Cancer	

Note: Password resets are valid for 6 hours from being generated.

4.2 Memorable Password

You must also set a memorable password. Each time you login you will need to enter three characters selected at random from your memorable password after you enter your username and password. To reset or change your memorable password, use the change password option. To do this, select the Utility Menu and you'll see the Settings menu contains the option to Change Password.



Complete the fields and Save the page to update your password and memorable password.

Change password		Close X
The password can only use the ~/ \ < >	e characters A-Z, a-z, 0-9, or ! " \$ % ^ & * ()	_+[]{}?,.;@#
*Current password (required)		
	Q	
*New password (required)		
	ø	
Confirm password (required)		
	&	
New memorable password (required)		
	ø	
Confirm memorable password (required))	
	ø	
Course Coursel		
Cancel		

5 Change History

Date Revised	Date Approved	Summary of Changes	Author
	17/02/2022	Initial document creation	Elliott Carter