

# YourHR

## Self-Service System User Guide

### First Time Log In



## Contents

<b>1</b>	<b>Introduction.....</b>	<b>3</b>
1.1	General .....	3
<b>2</b>	<b>General Guidance .....</b>	<b>4</b>
<b>3</b>	<b>Frequently Asked Questions .....</b>	<b>4</b>
<b>4</b>	<b>Logging Into YourHR For The First Time .....</b>	<b>5</b>
4.1	Activating Your Password .....	5
4.2	Memorable Password .....	7
4.2.1	Recovery Code .....	7
<b>5</b>	<b>Change History .....</b>	<b>9</b>



---

**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

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:

<http://www.hrsc-yourhr.co.uk/>








---

**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 red asterisk, it means it is a required field and the page will not save correctly unless all fields marked with a blue dot have been completed.
	If a field has a small calendar button next to it then this should be clicked to enter the relevant date. It will not be possible to enter a date directly into the field.
	If a field has an arrow button at the side, then it will contain a picklist from which you should make your selection. It will not be possible to enter data in the picklist.
	Where a cloud icon is visible, means that the information displayed is inherited from the setup of the post of company which it is attached to.
	To move through the check list process, select the right arrow at the top right-hand side of the window. Click the left arrow to view previously completed windows.

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](mailto: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' link

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

**Forgotten password** 🔒

\* Username (required)

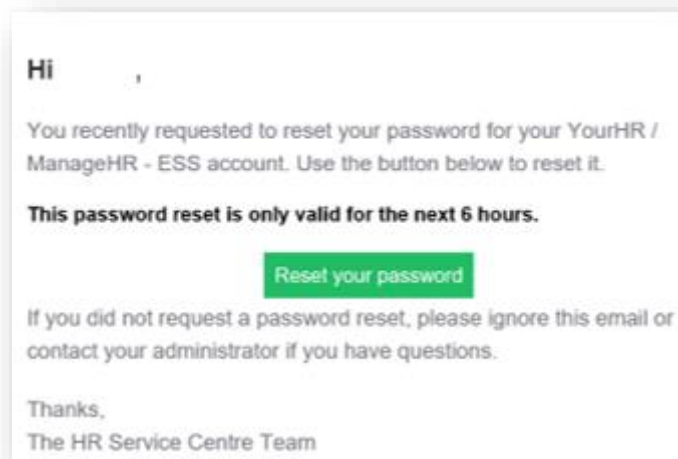
\* Email address (required)

Email > Cancel

? [Contact administrator](#)

An email containing will be sent from [noreplyhrsc@webitrent.com](mailto:noreplyhrsc@webitrent.com) 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.



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

Your password must be 12 characters and contain a combination of the characters A-Z, a-z, 0-9, or ! " \$ % ^ & \* ( ) - \_ + [ ] { } ? , . ; @ # ~ / | \ < >

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



---

**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.

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

### 4.2.1 Recovery Code

Once your Memorable password is set up and confirmed with your Password, the system will display a recovery code that can be used if you forget your Memorable password in the future.

This recovery code should be noted and stored in a safe place.

ManageHR

ManageHR

Final step

You have now created your memorable password.

Your recovery code is below. Please save this as you will need it to access your account if you need to reset your memorable password.

U46L-RVDN-74SS-IZ2J

Ensure you have saved your recovery code in a safe location before continuing.

Continue

Powered by MHR

First Time Log In

Page 8 of 9

HRSC UG 060

Version 1

## 5 Change History

Date Revised	Date Approved	Summary of Changes	Author
	25/04/2025	Initial document creation	Katy Guest