

## Accessing myHR

myHR is an online self-service tool, which provides you with greater visibility and control of your HR information, access to your pay details, the ability to submit leave and much more.



myHR is available via the internet and you can login in anywhere, at anytime, and on any device. **Please note** your account will not be available until your first day.

**It's important that you access myHR as soon as you start so that you can enter your banking and personal details and upload your Tax File Number Declaration form and Choose Your Super Fund form (only is choosing other than QSuper).**

## Logging in

To log in, you can simply scan the QR code above, or enter **myHR.health.qld.gov.au** into your device's browser. **Please note** Microsoft Edge is the preferred browser for myHR.

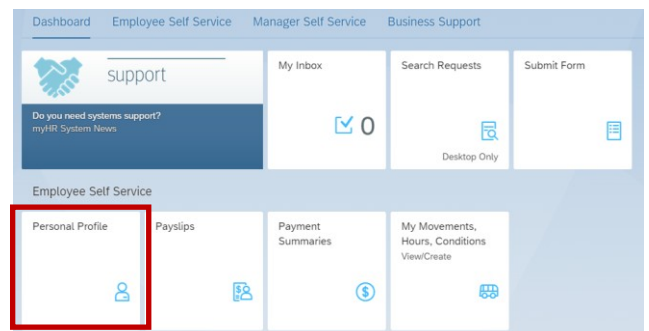
 **Hint: Save the myHR URL to your browser favourites so you can access it quickly and easily!**

- When logging in for the first time you are able to activate your account by clicking **Activate account** and following the prompts.
- Passwords can be reset via the login screen by selecting **Forgot password**
- If you enter the incorrect password 6 times your account will be locked and you will need to wait 30 minutes for your account to reset or contact WMSS via 1800 239 074 (*tip – if you incorrectly enter your password twice you can reset it yourself via the login screen*).

## Update Personal Details

As a new employee to Queensland Health, you will be required to enter your bank details and alternative contact details in myHR. The bank details that you enter will dictate where your salary payments are to be made. myHR allows for a main bank account and one additional bank account to be stored for salary payment information.


Personal information can be viewed, added, edited and deleted via Person Profile.



V3.0 Effective: December 2022 Review: December 2023

Information that can be updated is indicated by the pencil icon.



 Personal Profile


[Work Assignments](#) | [Email](#) | [Contact Details](#) | [Preferred Name](#) | [Bank Accounts](#) | [Diversity](#)

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PAN	Position / Org Unit / Type	Facility / HHS / City
00063190		

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### Email

<b>Work Email</b>	@HEALTH.QLD.GOV.AU	
<b>Personal Email</b>		

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### Contact Details

[Add Address](#)

 Home address		
 Primary Alternative contact		
 Secondary Alternative contact		





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### Preferred Name

<b>Preferred Name</b>	No Preferred Name	
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### Bank Accounts

 Main bank		
 PAN: 00063190 Other bank		

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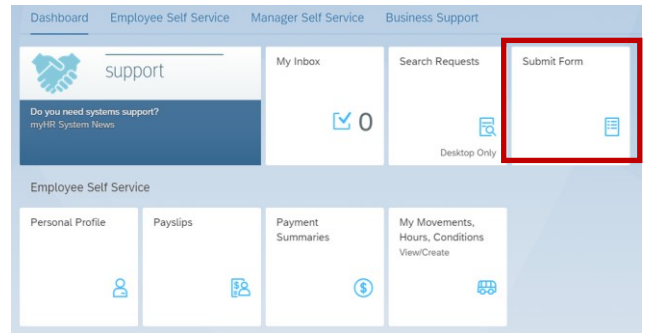
### Diversity

Are you an Aboriginal or Torres Strait Islander person: No - I am not an Aboriginal or Torres Strait Islander person Do you come from a non-English speaking background: No - I come from an English speaking background Do you have a disability: No - Does not identify as having a disability	
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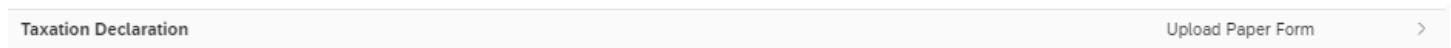
# Uploading your Tax File Number Declaration form

It's important that Metro South Health have your correct Tax File information. Your [Tax File Number Declaration form](#) should be uploaded as soon as possible, ideally on your first day.

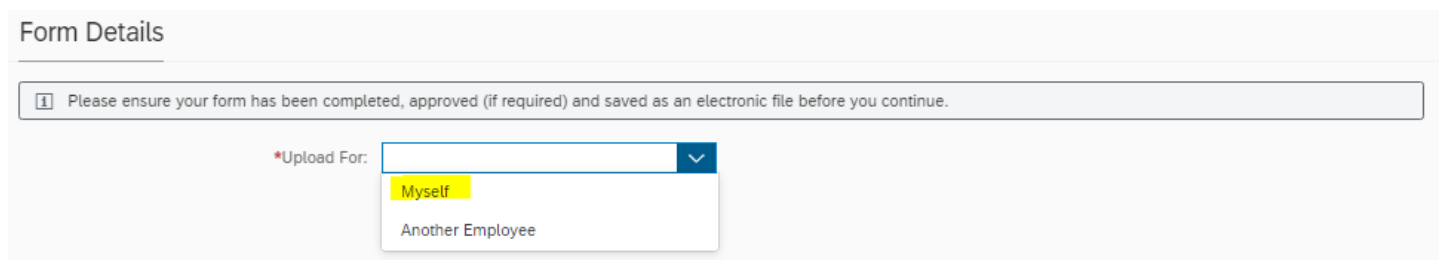
From the myHR Dashboard, selected Submit Form



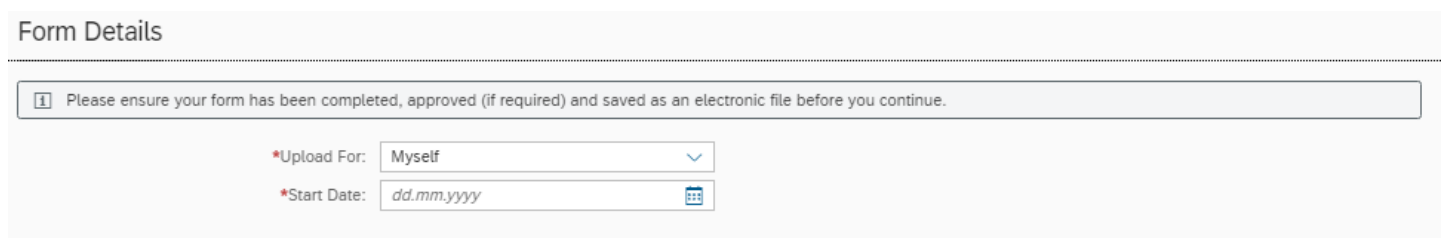
- 1) Select 'Tax Declaration' option



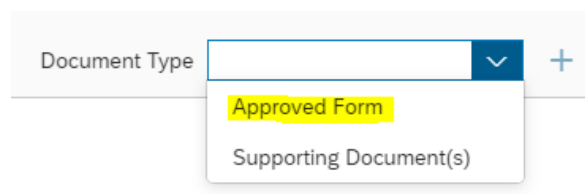
- 2) Select 'Myself' from the drop down menu



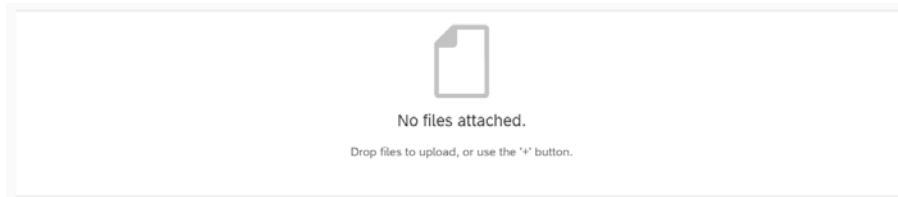
- 3) Enter your start date i.e. the date you commenced with Metro South Health



- 4) In the drop down menu for Document Type select 'ApprovedForm'



- 5) Drag and drop your Tax File Declaration from into the 'Attachments' section (*there is no need to print and scan documents*)

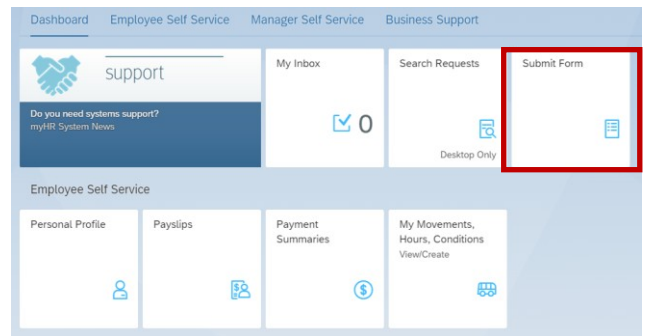


- 6) Click submit



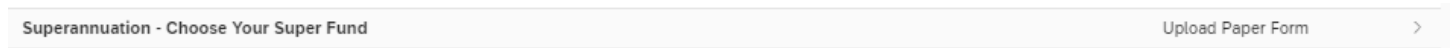
## Uploading your Choose Your Super Fund form

If you are choosing an alternative Super Fund to QSuper, this form will need to be completed and uploaded to myHR. Please do not complete or upload this form if you are happy to proceed with QSuper.



From the myHR Dashboard, selected Submit Form

- 1) Select 'Superannuation – Choose Your Super Fund' option



- 1) Select 'Myself' from the drop down menu

Form Details

Please ensure your form has been completed, approved (if required) and saved as an electronic file before you continue.

\*Upload For:

- 2) Enter your start date i.e. the date you commenced with Metro South Health

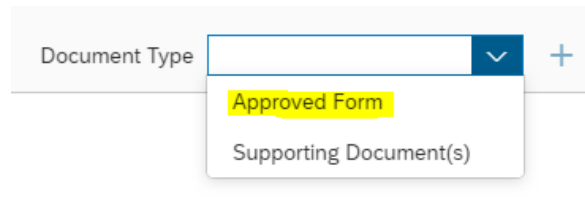
Form Details

Please ensure your form has been completed, approved (if required) and saved as an electronic file before you continue.

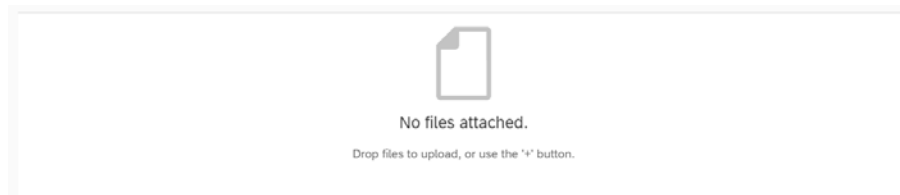
\*Upload For:

\*Start Date:

3) In the drop down menu for Document Type select 'ApprovedForm'



4) Drag and drop your Tax File Declaration from into the 'Attachments' section (*there is no need to print and scan documents*)



5) Click submit



## For further support

- For user or technical support please contact the MSH Business System Administrators via email [MSH\\_BSA@health.qld.gov.au](mailto:MSH_BSA@health.qld.gov.au) or phone (07) 3542 5033, choose option 2.
- If you have a pay enquiry, please see your local Admin Support Officer who will confirm the appropriate documentation has been completed prior to raising an enquiry with payroll Services.