

From: postgrads-maths-request@qmul.ac.uk on behalf of [Megan Liddle](#)
To: [postgrads-maths](#)
Subject: MyHR Access Queries for TA/Demonstrators
Date: 18 January 2024 10:19:24
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Dear all,

As I have had a few queries from PhD Students who carry out TA or Demonstrator work with regards to accessing MyHR, I thought it may be helpful to clarify the accessibility to all of you.

Anyone who carries out TA and Demonstrator work normally receives a contract and is added to our payroll system. Once contracts are live, I arrange an additional IT Staff User Account, and share these details with you. This account is linked to your payroll record, and will allow you to access MyHR. However, the account will usually only be live **for the duration of your contract**. Most TA and Demonstrator contracts in SMS are set up per semester, i.e. either from 01/10 to 31/12 or from 01/02 – 30/04. Once your contract expires, your staff account normally expires and your access to MyHR will cease as at that moment, you are no longer a formal 'employee' according to our payroll records.

For those working across multiple semesters, once each new contract is finalised and live on our payroll system, I will need to arrange for your IT accounts to be re-instated. For those re-joining us and teaching in Semester B, I (or my replacement) will notify you when this is done.

For anyone who has worked in the past semester and would like access to their pay information but cannot access MyHR, the best course of action is to contact our payroll department directly who should be able to provide a summary of your earnings. You can reach them at hr-payroll@qmul.ac.uk.

Kind regards,
Megan

Megan Liddle [she/her]
Executive Officer

School of Mathematical Sciences
Queen Mary University of London
Maths Building, Mile End Road, London, E1 4NS
Email: megan.liddle@qmul.ac.uk

