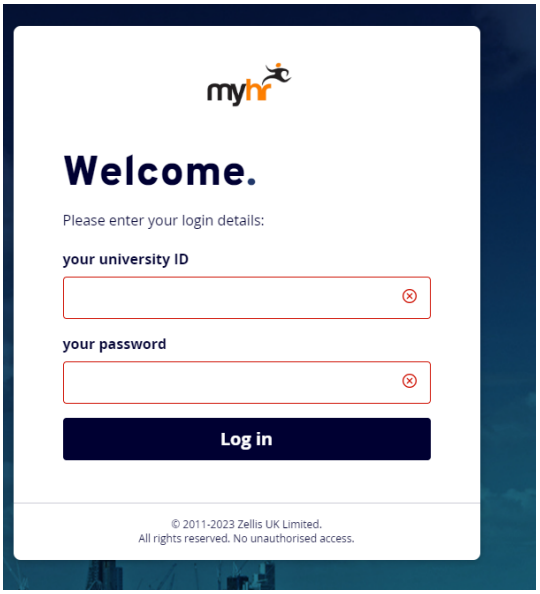
How to Reject Annual Leave via MyHR (For Managers)

1. Open your web browser and go to: https://myhr.qmul.ac.uk/

2. Input your QMUL username and password:



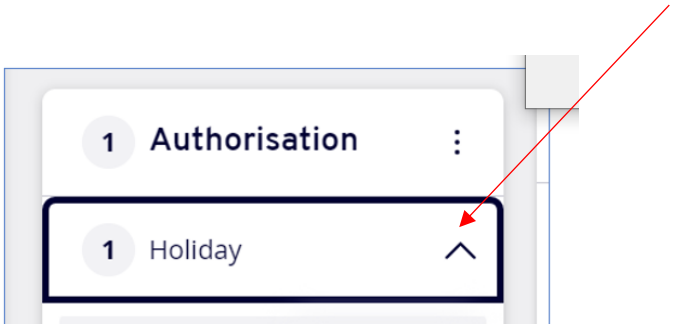
Your University ID and Password

Your **University ID** is provided by IT Services. This ID is used, for example, to access email on Office 365. This ID will consist of either three or four letters, followed by three numbers e.g. abc123 or ugye000. This is the account you use to access University email or University-only websites from off-campus.

Trouble logging on?

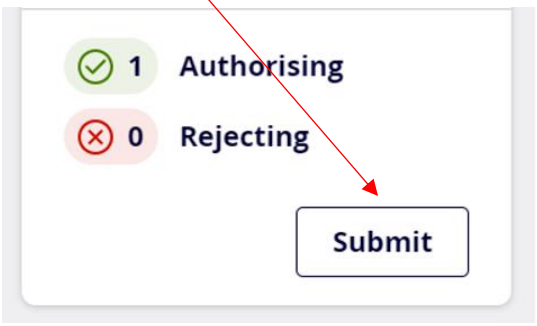
1) University ID and Password
You can verify you are entering the correct information by checking your University ID and password here. If do not know or think you are entering the wrong password you will need to contact IT Services. You can email a reset request to IT Services or call them on extension 8888. You can change your University ID password here

3. Authorisations will be on your dashboard to approve, Select the arrow to expand the request

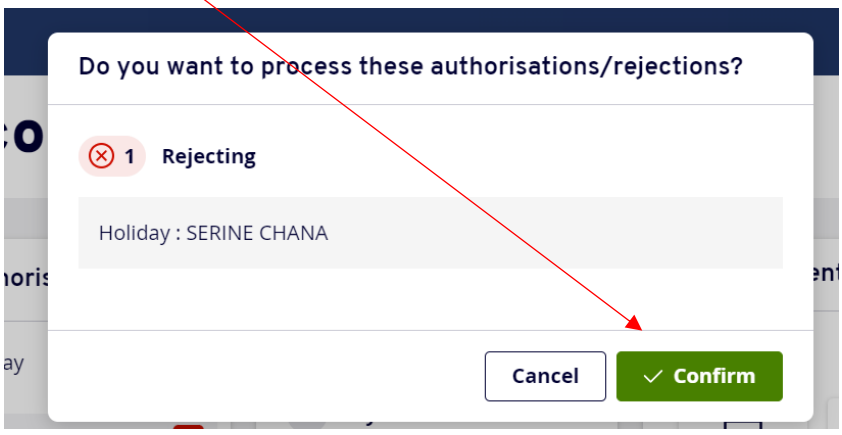


4. Select the Red Cross to reject the leave request

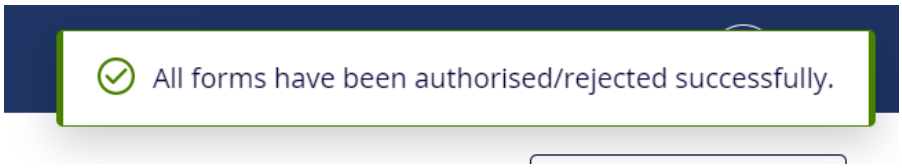
5. Select Submit



6. Select Confirm



Once the leave has been authorised a message will appear as per below, the requestor will also receive email confirmation


All forms have been authorised/rejected successfully.