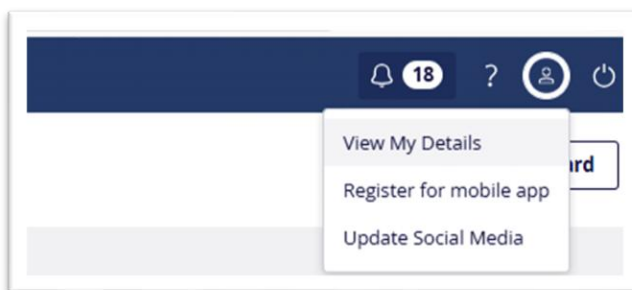


How To Check Appointment History Details in myHR

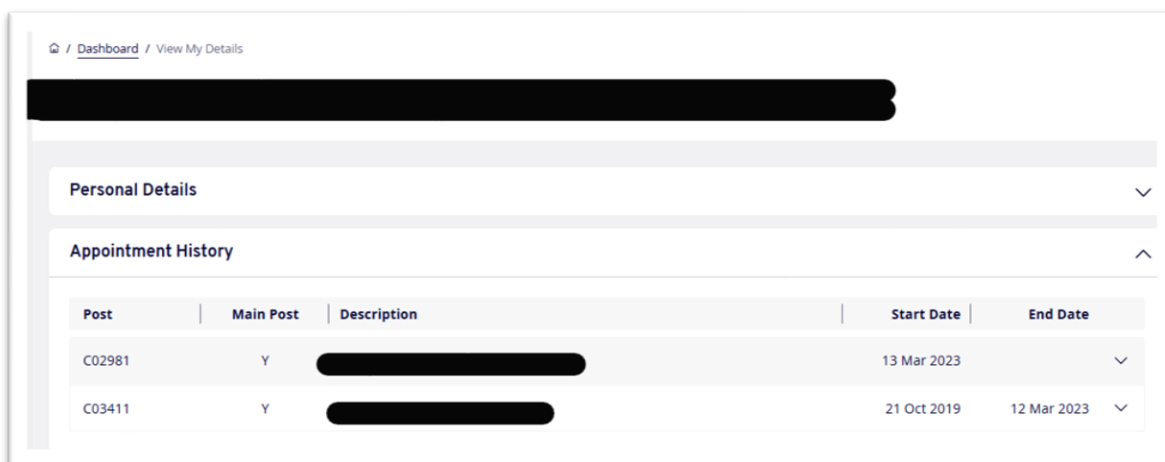
This guidance outlines the steps for checking your personal appointment history, as currently recorded in our HR and Payroll system. Data found here can be used to cross-check basic salary information against contractual documents received. This guidance explains where changes will appear and highlights the support available if you need assistance during the process. If you have any questions, please contact your [HR Operations Team - Human Resources](#).

Checking Appointment History

1. Log in to [MyHR](#).
2. Select the account icon and click on View My Details from the drop-down menu in the right hand side panel of your screen



3. A screen will appear showing details of your current and historic posts.

A screenshot of the 'View My Details' screen in the MyHR system. The breadcrumb trail at the top reads 'Dashboard / View My Details'. Below a blacked-out header bar, there are two expandable sections: 'Personal Details' (collapsed) and 'Appointment History' (expanded). The 'Appointment History' section contains a table with the following data:

Post	Main Post	Description	Start Date	End Date
C02981	Y	[Redacted]	13 Mar 2023	[Dropdown]
C03411	Y	[Redacted]	21 Oct 2019	12 Mar 2023 [Dropdown]

4. To show details for each post, expand the view by selecting the arrow button on the right-hand side.

Start Date	End Date	
13 Mar 2023		▼
21 Oct 2019	12 Mar 2023	▼

5. To view salary information, click on the Information button near Pay Grade

Job
End Date
Main Post Flag
Location
 Service Conditions
Suspended Flag
 Contract Hours
FTE
 Pay Grade
End Reason
 Position Status

4. A screen will appear detailing your full basic salary history. You can expand on each line to view the values applicable for each period.

Pay Grade History				×
Start Date	End Date	ID	Description	
1 Aug 2025			GRADE PROFESSIONAL SERVICES	
Current Point		Point Value		
Point Rate		Override Date		
Override Reason				
1 Mar 2025	31 Jul 2025		GRADE PROFESSIONAL SERVICES	▼