

Dear Colleague

In order to create a second user account which will enable you to use the myJob and myTeam functionality for both your current appointments, please contact Jayne Salter in CiCs at J.Salter@sheffield.ac.uk quoting your additional Personnel Number which can be found on the enclosed contract.

Each user account is attached to a different Personnel Number which is displayed in the My Staff Record section in myJob for that particular job/appointment. Each account also has a separate username and password and identifies you as a separate user by the computer system.

In MUSE

- You must log in separately to each account to access your myJob details and myTeam functionality attached to that job.
- You must log into myJob to:
 - view the details for that job
 - request leave for that job
 - change your address details for that job

Your payslip can only be viewed against the primary account – the one you were originally given. Bank details need only be updated against one job and will automatically be updated against the other.

If you require any further details please contact your customary HR Assistant. Contact details can be located at:

<http://www.shef.ac.uk/hr/aboutus/howeare/bussupport.html>

myCalendar and Email

Each user account will have a separate myCalendar and email.

- You have the option to have the second myCalendar deleted if you do not require it. If you wish to retain both it is suggested that you record the days you do work in that appointment against each calendar to avoid people booking meetings for you on the wrong days.
- You have the option to have the second email address you have been allocated re-directed to your current address so that you do not have to log into a separate account to view all your emails.

If you require either of these changes please contact Jayne Salter at J.Salter@sheffield.ac.uk specifying your requirements.

UCard and Library

Only one UCard will be issued and you will have a single record for access control and the library.

CIS Systems, uReports etc

If you intend to fully use each account for each job (this would be relevant when you have a different job in a different department) then you will also have to request CIS systems access (CIES Student, uReports etc for each account/job). Please contact Kate Butler at K.E.Butler@sheffield.ac.uk

Finance Business

If you feel it may be beneficial to use different user accounts for certain myPurchase or uBase financial transactions please contact mypurchaseubase@sheffield.ac.uk to discuss the implications.