DMUhub is live

We are delighted to announce that DMUhub is now live for all DMU employees.

Today we've launched the first four tiles:

- My Payslips
- My Profile
- My Employment
- My Carpark

New tiles will be added over the coming days and weeks.

Get access now!

DMUhub is web-based, meaning you can access it anytime, anywhere, on any device (including mobile, tablet and laptop) as long as you have an internet connection.

There are two ways to access DMUhub:

1. Using your preferred internet browser (Internet Explorer, Google Chrome etc.), type **dmuhub.dmu.ac.uk** into the address field.
2. Click the link on the DMUhub webpage.

This will take you to the DMU Single Sign-On screen. Enter your usual username and password.

We will _never_ email the DMUhub link to you. Please do not access DMUhub from an emailed link, even if you know the sender.

A bit busy?

Check out our Busy Person's Guides. These are one-page guides to support you with using DMUhub. We have a guide to get you started, and one for each tile.

What can I do on DMUhub?

We have launched four tiles today.

New tiles will be released very soon, but in the meantime please continue to use <u>current paper processes</u> including e-F15 forms for expenses, paper timesheets and leave request forms.

**We will be emailing you in the coming days with further details.**
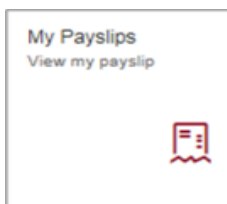
My Payslips

From April 2017, your payslips and P60s will only be available on DMUhub.

This applies to everyone who is paid by DMU, including Unitemps, external examiners, hourly paid lecturers etc.

All payslips and P60s dated before April 2017 will still be available on the DMU Staff Portal.

Click here for a detailed overview of your payslip.

My Payslips Busy Person's Guide.
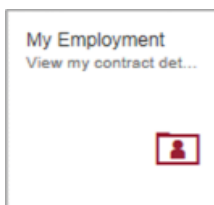
My Employment

For the first time, you now have immediate access to your employment details.

On this tile you can view details about your employment with DMU including your work pattern, salary and notice period. If you hold multiple contracts you can view information for each contract.

This is a view only tile and therefore you can't make any changes to this data. However, if it looks like something is wrong please email the correct information to hrenquiries@dmu.ac.uk. The HR Services Team will review the data and if necessary confirm the requested change with your Line Manager.

My Employment Busy Person's Guide.
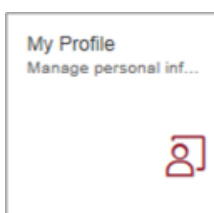
My Profile

You can now maintain and update your personal details in real time.

This includes contact details, home address, bank details, next of kin

and protected characteristics.

We would also encourage you to upload your photo. This will be visible in the new employee search and organisation chart tile called 'Employee Lookup' which will be live for all colleagues soon.

Please go into this tile to check that your details are correct. Remember many of the details we had on our old system may have been collated when you joined DMU, for some, this might have been some years ago! Please be aware that for next of kin and emergency contacts the system defaults to a generic date of birth. This is an optional field and doesn't need to be updated unless you want to.

[My Profile Busy Person's Guide.](#)
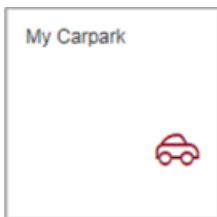
My Carpark

Use this tile to request and renew your DMU carpark permit. This includes all types of car parking permits e.g. permanent, temporary and disabled permits.

[My Carpark Busy Person's Guide.](#)

Keep your data safe

We're doing all we can to keep your data safe, but we need you to do your bit too.

Please do not share your Single Sign-On password with anyone. By sharing your password you are giving someone else access to view and change your personal information, including your bank details.

Please also ensure you lock your computer **every time** you leave it unattended. Press Control + Alt + Delete and select 'Lock this computer'.

Where to go for help

Whether it's system, personnel data or technical help you need, there's a myriad of support available for you. Follow this simple step-by-step process for the best results.

Step One

Check the DMUhub resources on the [DMUhub area](#) of the staff webpages.

On here you'll find Busy Person's Guides, training videos and frequently asked questions as well as the latest news and top tips.

Step Two

Talk to your local Change Champion.

We have more than 100 Change Champions across faculties and directorates who have received training on DMUhub.

They've been trained with the sole purpose of helping you!

Click here for the list of Change Champions by area.

Step Three

Contact the ITMS Service Desk:

- Call the ITMS Service Desk (ext. 6050)
- Select option 2

Alternatively, you can email the team here.

Remember, you can go to them with **_any_** DMUhub query, not just for technical support.

Want to know more?

We've developed a DMUhub 'Classroom in a box'. This interactive classroom includes e-learning videos on how to get started and use each of the new tiles.

View DMUhub Classroom in a box here

The DMUhub area on the staff pages is full of useful information including the latest frequently asked questions, your change champions, training manuals, busy persons guide and much more. Take a look here.