This IT guide contains both a quick guide and an extended IT guide to AU's SDD concept in AUHRA for managers holding SDD dialogues.
QUICK GUIDE FOR SDD

This part contains a quick guide to AU’s SDD concept in AUHRA for managers holding SDD dialogues.

Log on to AUHRA
1. Log on to AUHRA with your user name and password
2. Remember that you can select language at the bottom of the page
3. If you have forgotten your user name or password, click ‘Forgotten/expired user name or password? – Click here’

Create new SDD
1. Select SDD manager and then SDD process
2. Click Create new SDD
3. Find the employee to invite and click the icon under Select
4. Complete the following fields:
   a. SDD date
   b. Select Danish or English agreement form
   c. Select dialogue guide
5. Click Create

You have now created an SDD process for your employee, who is now able to access the dialogue guide and agreement form in AUHRA. Remember also to invite the employee to attend the SDD dialogue via the email and calendar system. AUHRA does not do so.

Preparation for SDD
1. Log on to AUHRA
2. Select SDD manager and then SDD process
3. Open the dialogue guide for the employee you need to prepare for. The dialogue guide is for your own preparation purposes and can only be seen by you
4. You can complete the form, save it and print it out to take with you to the meeting

Holding the SDD dialogue
1. As a result of the development dialogue, your employee is responsible for completing the agreement form according to what you have both agreed. The agreement form can also be completed by you both as a way of rounding off the dialogue, if there is time
2. As a manager, you will be sent an email once your employee has completed the agreement form, and it is ready for approval

Approval of the agreement form
1. Log on to AUHRA
2. Select SDD manager and then SDD process
3. Open the agreement form for the employee in question
4. You can either approve the form or send it back to your employee if it cannot be approved. Comments can be made in the comments field. You cannot edit the agreement form. Only the employee is able to do so.

SDD archive
1. Log on to AUHRA
2. Select SDD manager and then SDD archive
3. This shows the completed SDD processes for your employees
4. You can see the approved agreement form and your dialogue guide for each employee
5. You can search for employee and/or period in order to filter the list by employee and/or period
EXTENDED IT GUIDE FOR SDD

This part looks at the individual steps in the SDD process in more detail.

If you, as a manager, have a secretary or a proxy who needs to be able to act on your behalf, you need to read ‘Use of proxy – AUHRA guide’ together with this person.

SDD process in general
The SDD process in AUHRA comprises five steps:

1. Preparation via dialogue guide
2. Invitation incl. dialogue guide and agreement form
3. Holding of SDD
4. Fill in and send agreement form
5. Approve/comment agreement form

AUHRA login and start-up image
Start AUHRA via the following link: http://auhra.au.dk

Login

Log on to AUHRA with the user name and password which you have received.

Tips:
A. Select language – Danish or English
B. Log on with the user name and password which you have been sent.
C. If you have forgotten your user name or password, click the link 'Forgotten/expired user name or password? - Click here' and follow the instructions. You will then automatically be sent a new user name and password.
In the Main menu, select SDD manager → SDD process

Tips:

A. **Main menu**: Shows which functions, you have access to in AUHRA, e.g. SDD manager
B. **Messages**: The list shows the messages you receive in the course of the SDD process. You will receive the same messages as emails.
C. **Documents**: There are a number of documents here which you can access. In the 'SDD documents' folder, you will find relevant documents for use during the SDD process. These can also be found at www.au.dk/en/sdd
D. In the blue bar, you have the following options:
   - **Favourites**: This is where you can define links to specific functions in AUHRA or to relevant websites
   - **Preferences**: Here you can specify various preferences, e.g. change your password or change language
   - **Log off**: This is where you log off AUHRA.

Start the SDD process

Ongoing SDD and create new SDD

Click Create new SDD

Tips:

A. **Employees**: Shows the employees who are already part of an SDD process.
• **Planned SDD dialogue date:** Shows the date which was stated in the invitation. If the date has subsequently been changed, the new date is not shown in AUHRA, only in the email and calendar system. You should also remember to invite your employee via email and the calendar system to show the actual date, time and venue for the SDD dialogue.

• **Status:** There are three different status indications, which show who is responsible for the next action according to the agreement form:
  - SDD forms with the employee
  - SDD forms with the manager
  - Approval in progress (The manager has just approved the agreement form, but the system needs to move the completed SDD process to the archives). Neither employee nor manager has access to the documents at this time. This might take a couple of minutes.

• **Agreement form:** When the pencil is yellow, you have access to the form. If it is grey, you have sent the agreement form to your employee, and you cannot edit it.

• **Dialogue guide:** The dialogue guide is yours, and you are the only person who is able to view and write in it.

• **Attachments:** It is possible to attach documents, files or add small notes.

• **Delete:** This function is used to delete an active SDD process with an employee. When you delete the SDD process, you also delete all related documents. You also delete the corresponding SDD process for your employee.

B. The blue bar has the following options:

• **Navigator:** From here, you can navigate to other functions in AUHRA, if you have access to more.

• **Favourites**

• **Home:** Return to start page

• **Log off**

**List of employees**

Click the icon in the **Select** column next to the employee for whom you want to create an SDD process.

**Tips:**

A. If an employee is already part of an SDD process or if he/she has completed one in the current period, it will be shown in the **SDD status** column.
Create new SDD

1. The following information must be entered:
   a. **SDD date**: Select a date on which to hold the SDD dialogue. The field is completed by default with the day's date, which can be changed. The SDD period indicates the period which SDD will apply to – typically one year at a time until the next SDD is held.
   b. **Select Danish or English agreement form** depending on who your employee is
   c. **Select dialogue guide** depending on who your employee is

2. Click the **Create** button to create the SDD process and to send the invitation to your employee. AUHRA then automatically sends an email to your employee, and you can access your dialogue guide for this employee under the list of **current SDDs**. Your employee can also log on to AUHRA and find his/her dialogue guide. Remember also to invite the employee to attend the SDD dialogue via the email and calendar system. AUHRA does not do so. This is the date on which the SDD dialogue will be held.

3. Click the **Cancel** button if you do not want to invite your employee for an SDD dialogue at the present time.

**Tips:**

A. At the top of the page, you can see the employee's name, CPR no., when the employee began his/her latest employment at AU, as well as the employee's expected retirement date.

B. The first two fields show the start and end dates for the SDD period. This is a default period. The start and end dates define the SDD period. Usually one year at a time. If the SDD needs to apply to a different period to the standard period, you can change the dates accordingly. It is also possible to change the SDD period if the employee, for example, has not been employed for the entire duration of the stated period.

**REMEMBER** also to invite employees to SDD dialogues via the email and calendar system as AUHRA does not do so. It is the date in the email and calendar system which is the valid date for holding the SDD dialogue.

**Preparing for SDD – dialogue guide**

Click the yellow pencil in the **Dialogue guide** column to access your dialogue guide for your employee.
For preparation purposes, it is possible to write in the individual text entry fields. The dialogue guide can be saved, and it is possible to print it out for using during the actual dialogue. The dialogue guide is yours and can only be seen by you.

**Holding SDD with your employee**

Once you have held an SDD dialogue with your employee, it is the employee's responsibility to log on to AUHRA and complete the agreement form on the basis of what you have agreed on together. Once your employee has completed the form and submitted it for approval, you will be notified by email. You can then log on to AUHRA, and under ‘Current SDD’ you will find the agreement form for your employee. The pencil is now yellow, and you have access to the agreement form.

**Agreement form**

Click the **yellow pencil** in the **Agreement form** column.
1. Approve the agreement form
2. Or send it back to your employee. You cannot edit the individual fields – your employee is the only person able to do so. You can write your comments in the comments field on the right.

**Tips:**
In the agreement form, you have the following options:

A. View the agreements etc. which your employee has entered in the form
B. View the history of the comments which have been made in connection with the approval of the agreement form
C. You can write your comments here
D. The buttons give you the following options:
   - Print-friendly version
   - Back to overview
   - Return to employee: If you do not want to approve the agreement form, state your reasons in the comments field and click 'Return to employee'. Your employee now receives an email saying that the agreement form has been sent to him/her.
   - Approve agreement form: If you can approve the agreement form, your employee will be notified by email.

The approval of the agreement form concludes the SDD process.
SDD archive

Log on to AUHRA. Select **SDD manager → SDD archive**.

Under **SDD archive** you will find all previously held SDD processes. You can filter the list when searching.

1. You can search by employee, period start date or period end date (indicates the period for SDD). All SDD processes which meet the search criteria will be shown.
2. It is also possible to sort the individual columns.
3. It is possible to open the agreement form and dialogue guide for each employee, but it is not possible to edit them.