

# UPLOAD PDR-FORM TO mitHR

## SUPPORT FOR PDR IN mitHR

Support for PDR in mitHR is a simple and interim solution, until a new dedicated mitHR-module is implemented.

The Danish terms are

- PDR = 'MUS'
- PDR-form = 'MUS-skema'
- PDR-responsible = 'MUS-ansvarlig'




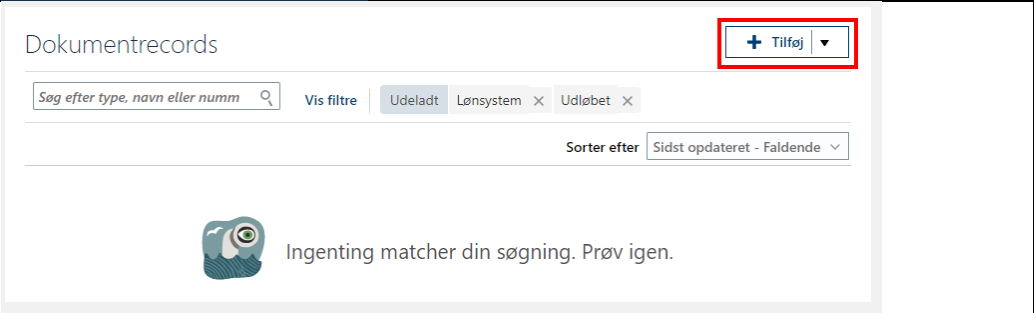
## THE PROCESS:

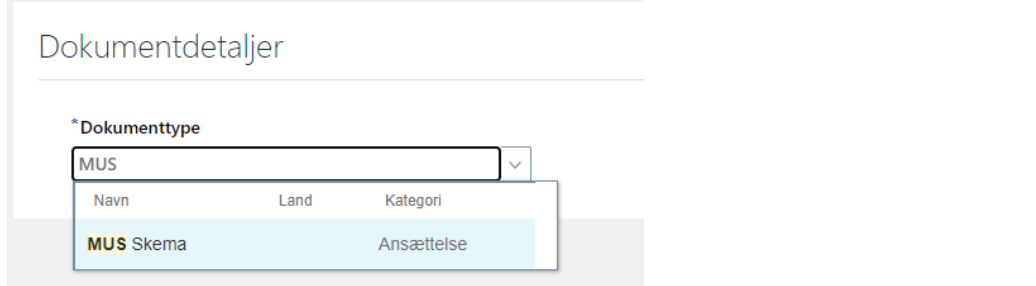
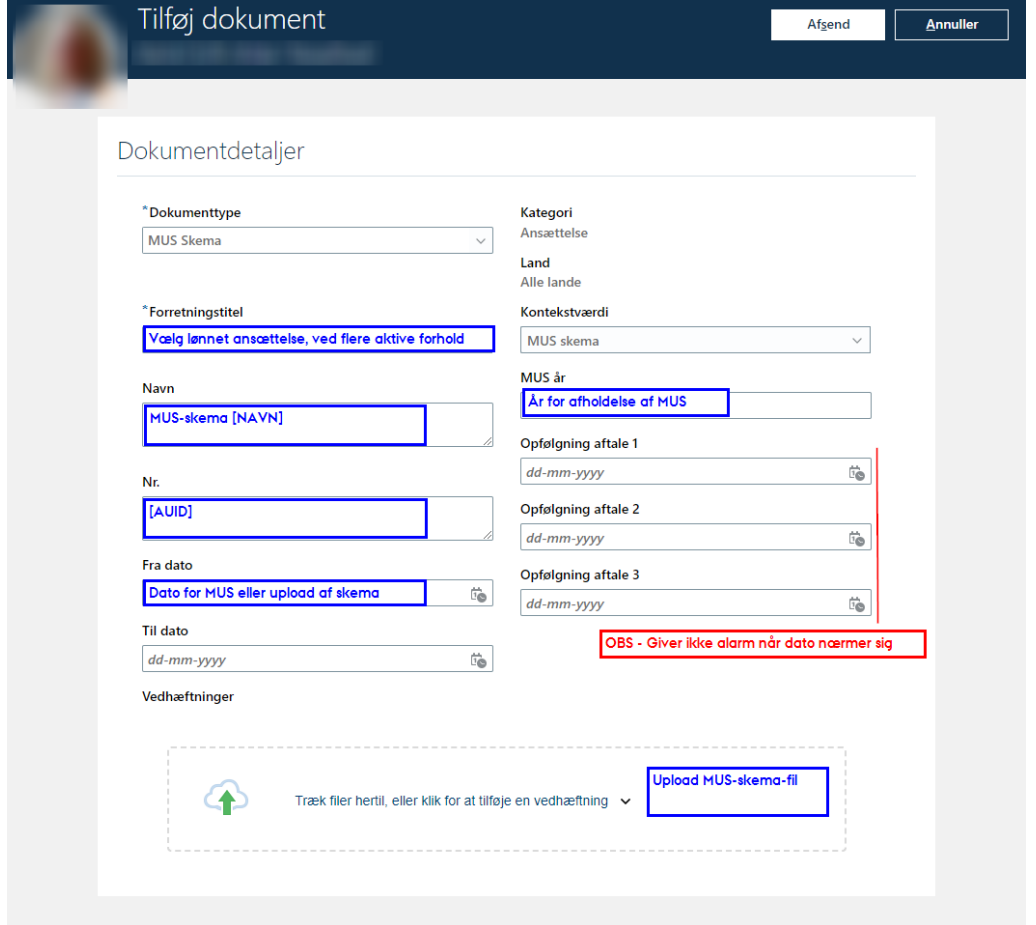

1. The employee uploads the PDR-form to mitHR
2. Notification about approval of the PDR-form is sent to the employee's manager. If a PDR-responsible manager is registered and thereby related to the employee, the approval is sent to that manager.

If an employee changes the PDR-form, a new requirement to approve is sent to the manager (or related PDR-responsible)

Follow up dates can be registered, but there will not be sent out any alarms or notifications for the employee when the date for the PDR-review approaches.

## UPLOAD PDR-FORM IN MITHR

Go to <b>mitHR</b>	Sign in with Single Sign On.
Go to the <b>Me</b> -tab (Mig)	
Choose <b>Show More</b> (Vis flere) under <b>Quick actions</b> .	
Choose <b>Documentrecords</b> (Dokumentrecords)	
Select <b>Add</b> (Tilføj)	

<p>Search for <b>PDR-form</b> (MUS Skema) under <b>Document type</b> (Dokumenttype)</p>	
<p>Register the data as shown here:</p> <p><b>Business title</b> (Forretningstitel) Choose payed employment if you have more than one.</p> <p><b>Name</b> (Navn) The name of your PDR-form</p> <p><b>Number</b> (Nr.) Your AUID</p> <p><b>From date</b> (Fra dato) The date for the PDR-review or the upload of the form.</p> <p><b>PDR-year</b> (MUS år) The year for the PDR-review.</p> <p><b>Upload the PDR-form</b> by drag and drop or attaching from the file directory</p>	
<p>Select <b>Send</b> (Afsend) To save and send the PDR-form to approval by the manager/PDR-responsible</p>	

## APPROVAL OF THE PDR-FORM

When the employee has uploaded the PDR-form, the manager, or PDR responsible, receives the form for approval.

Recipient of the approval can access the approval and see the registered data and the form.

Documents are only visible to the approving party (manager/PDR responsible) in Document records action list when the document has been approved. Until then, it is only available for viewing directly from the notification/approval.

When the PDR form has been approved, the manager/PDR responsible can access the form by searching for the employee under the Document records action.

The manager/ PDR responsible can also upload the PDR form on behalf of the employee using the same function.