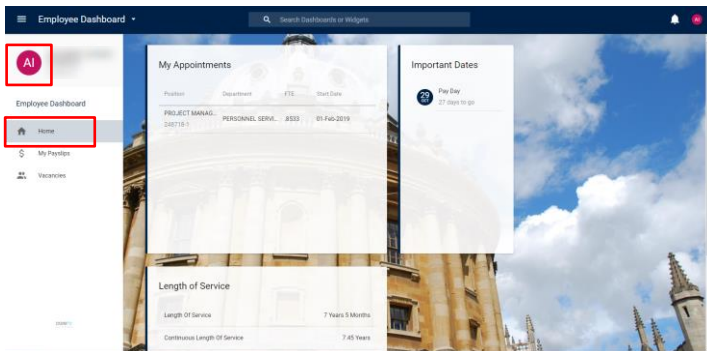


Employee Self-Service (ESS)...

...gives you access to your HR record, lets you update some personal details, view payslips/ P60s, and apply for University vacancies. This guide shows you how to do this. Read the [HR Data Guide](#) to learn about the data held in HR Self-Service.

1. Log into HR Self-Service

Log in via the [Staff Gateway](#) using your **Single Sign-On**. This will take you to your **Home** screen within the Employee Dashboard.

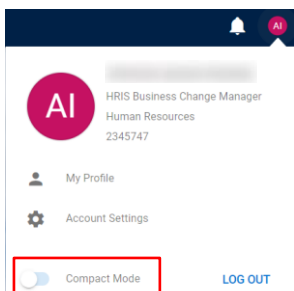


This displays basic details about your employment, including service details and your next pay day.

NB The job title under **Position** is generic, and is allocated for reporting purposes. View your actual job title in the **CONTRACT** section of **My Profile** (see section 3 below), or click on the icon with your initials in the top right.

2. Adjust your HR Self-Service display

You can set your HR Self-Service view to 'compact mode'. This maximises the screen display, condensing items into a smaller view; useful when using a smaller device. To enable, click on the icon with your initials in the top right, and use the toggle button.



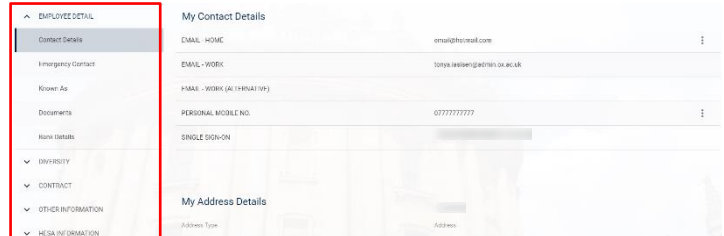
Some users' view may be impacted by their device's display settings. See more details under our FAQs.

3. View and manage your personal details


3.1. Click on the icon with your initials, in the top left, to access **My Profile**.

Use the left-side menu to navigate through and check your

details. Update these where you can, or ask your HR contact.



3.2. Personal Details

To update your details, type or overwrite the information in the fields, or by clicking on the  icon, where it appears.

Please note the following:

Contact Details: You cannot edit work email or Single Sign-On.

Emergency Contact: Use the Comments box to add details of a second emergency contact.

Do not use special characters, eg '&', '@' in your home address.

NB Details in the sections listed below **cannot be updated here**. Contact your local HR to make updates in any of the following:

- EMPLOYEE DETAIL > Known As
- EMPLOYEE DETAIL > Documents
- EMPLOYEE DETAIL > Bank Details

And all details under:

- CONTRACT
- OTHER INFORMATION – *some screens will not be relevant to all staff, and may be blank.*
- HESA INFORMATION – *this may be blank.*

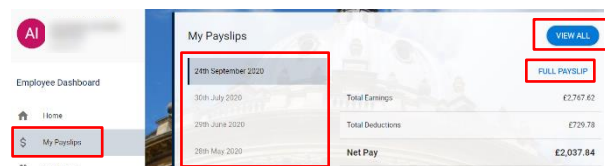
4. Return to the Home screen


Click on the white arrow, top left to return to your Home screen.  Employee Dashboard

5. View, download and print payslips and P60s

5.1. View and download payslips

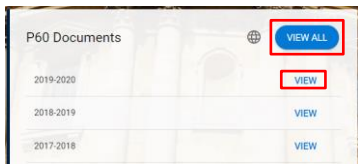
5.1.1. Click on **My Payslips** on the **Home** screen. A summary of your current payslip is displayed. See your recent payslips on the left, or click **VIEW ALL** for a full list.



- 5.1.2. Click **FULL PAYSALIP** to open the payslip in full view.
- 5.1.3. To **save** your payslip, click , bottom right. Save it in a secure location.
- 5.1.4. To **print** your payslip, download/save it, then print in the usual way. Take care when using a shared printer.

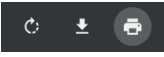
5.2. View and download P60s

- 5.2.1. From **My Payslips** screen, scroll down to **P60 Documents** and click **VIEW** against the relevant year. A summary of the P60 will open in a new window.



- 5.2.2. Click  to view a full version.

Note: Ensure you close the P60 window before logging out.

- 5.2.3. To print the P60, use the print option in the browser, eg 

- 5.2.4. View an older P60, by clicking **VIEW ALL**.

Alternatively, save a copy as a PDF in the Print options.

5.3 You can also view your bank details from **My Payslips** tab.

You can only see the last two digits of your bank account number in the preview of **'My Bank Accounts'**. When you click **VIEW**, your bank account number appears blank for security reasons. Only your sort code will be visible.




Note: Contact local HR with any queries about your bank details.

6. View and apply for vacancies

View and apply for vacancies from within your ESS.

NB Please note, that in most, but not all cases, your existing Recruitment account (University's online application portal), will be converted to an internal ESS account once you apply for a job internally. Find out more here: [HR Self-Service FAQs](#).

6.1. Search for vacancies

- 6.1.1. Go to the **Vacancies** tab from your **Home** screen. The recently published vacancies will be displayed here.
- 6.1.2. To filter vacancies by 'External' or 'Internal' status, click  to the right of the **Recently Opened Vacancies** screen.

NB 'At risk' is not currently in use.

- 6.1.3. Select the status you wish to search vacancies by using the toggle buttons.


Search by key word or vacancy ID number

- 6.1.4. Use the Search box at the top of the **Recently Opened Vacancies** screen, to search by key words or the vacancy ID number, if you have it.

Further search options


- 6.1.5. Click **Advanced** on the right to navigate to the standard vacancy search screen in Recruitment. This gives all the search options available in Recruitment, including searching by internal-only jobs.

6.2. View details for a vacancy in ESS

- 6.2.1. To view the vacancy details, go to  and click 'View Details'.
- 6.2.2. This links to Recruitment, where you can view the full advert and the job description attachment.

6.3. Apply for a vacancy

You can apply for a vacancy from within the **Vacancies** tab.

- 6.3.1. Locate your vacancy, go to  and click 'Apply for Position'. This takes you to your internal Recruitment account, without the need to log into the online application portal.
- 6.3.2. Follow all the Recruitment application system steps to complete and submit your job application.

7. Log out securely

Click on the icon with your initials, in the top right. Select **LOG OUT**.

On the next screen, click 'Proceed with Single Sign-On Logout' to ensure you have fully logged out.

For full security, always close your web browser (including all open tabs).