

# Self Service User Guide

## Learning

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### VERSION HISTORY

| Version | Date          | Change Summary |
|---------|---------------|----------------|
| 1.0     | February 2014 |                |
| 2.0     | March 2022    | New ESS Update |

## Introduction

HR Connect is an online Employee Self Service system that provides staff with instant access to their personal data. This data includes, where available and relevant:

- Personal information including your contact details
- Information about your next of kin and emergency contacts
- Bank account details
- Absence and Holiday details, including holiday, sickness and other absence types
- Pay and P60 details, with easy access to payslips and P60 information
- Employment details, including your current and previous jobs
- Higher Education Statistics Agency (HESA) data
- Learning history, including a record of personal learning and future event bookings

Certain information has been retained from previous HR systems and where available and appropriate dates back to 2001.

Staff will also be able to update their own personal information, request leave, book attendance on learning events and record personal learning activities.

Full details of what information can be accessed and updated can be found within the separate manuals covering each area of the system.

### **Data Protection and Confidentiality**

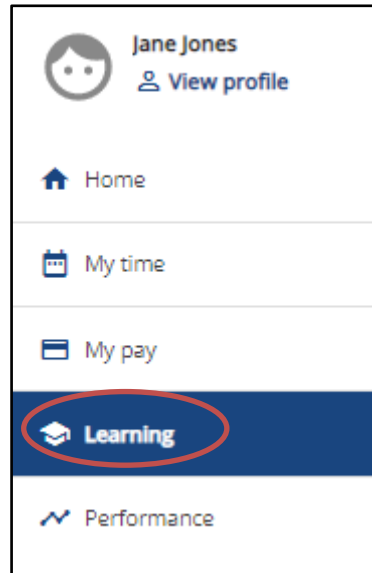
As HR Connect contains detailed personal information it is important that you use it responsibly to ensure that the security of your information is maintained at all times.

When you have finished using HR Connect please always log out or close your web browser or tab. Unlike other web based systems HR Connect does not retain your login information and you will need to enter your username and password every time you access the system.

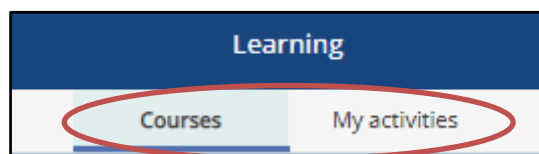
It is also important that you never let anyone else know your university username and password as this information would allow people to access your personal information with a risk of identity fraud. If you believe others may be aware of your password please change it immediately. If at any point you feel that your information security may have been compromised you should contact the University's IT Help Desk in the first instance (ext.3000). More details about information security can be found on the Staff Intranet.

## Learning Page

Once you have logged onto HR Connect click on **'Learning'** to access details of learning activities attended, book yourself onto future learning events or event waiting lists and view and update learning evaluations completed.



Once on the **'Learning'** page it will default to the **'Courses'** tab where you will be able to search for and book onto a range of learning activities. When clicking on the **'My Activities'** tab you will be able to view details of any activities you are currently booked onto, have attended etc.



## Courses: Booking onto a learning activity or waiting list

Please note that you should always discuss attendance on any learning activity with your manager prior to booking.

Within the '**Courses**' tab you will be presented with a courses card.

You will see an initial list of learning activities which defaults to show any events available. You can use the selection icon at the top to change this to show all.

Courses

*i* Searching with neither Start date nor End date will return all courses.

All  Events available

Keywords

Start date (dd/mm/yyyy) 09/03/2022 *📅* End date (dd/mm/yyyy) *📅*

Search

| Learning activity ↑  | Type                              | Duration | Events available                                   |
|--|-----------------------------------|----------|--|
| Academic Promotions: How to Stand Out                        | Academic Professional Development |          | 1 event<br>23 Mar 2022 - 23 Mar 2022 13:00 - 15:30 |
| Diversity and Inclusion at ENU (split session over two days) | Developing and Leading Self       | 4 Hours  | 1 event<br>04 May 2022 - 04 May 2022 10:00 - 12:00 |
| Induction: Working at Edinburgh Napier (online)              |                                   | 1 Days   | 1 event<br>01 Apr 2022 - 01 Apr 2022 14:00 - 16:00 |

You can also use the search box to narrow down to search for any learning activities you wish to attend. You can enter a start date and end date to define the time-period of any learning activities which may be available and then click on search. Please note that if you click on search with neither a start date nor an end date this will return all activities available. You can also enter a keyword into the search box to narrow down your search results.

Courses

*i* Searching with neither Start date nor End date will return all courses.

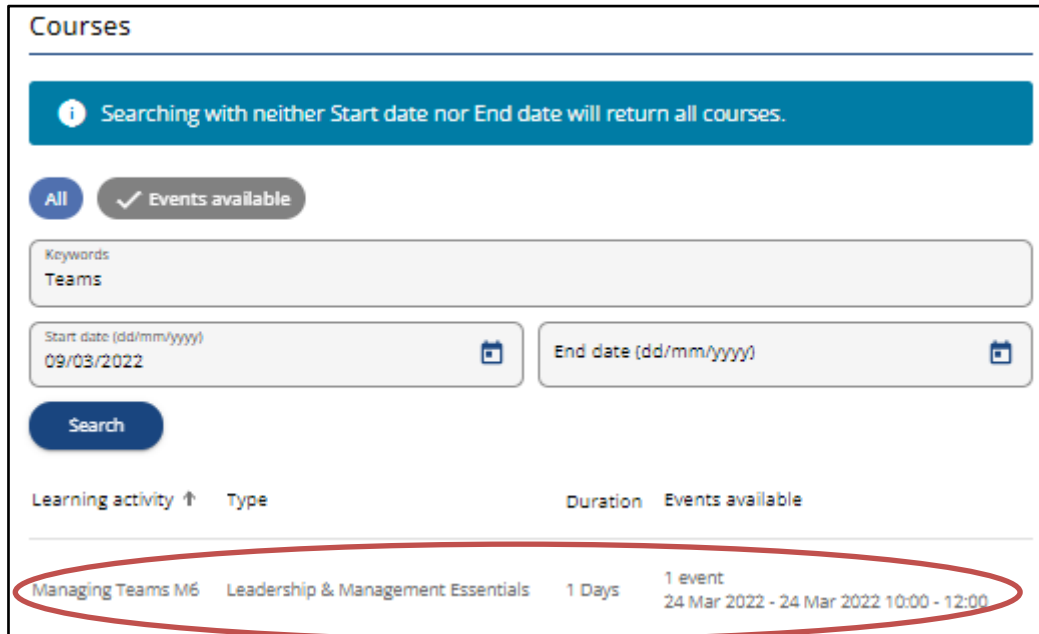
All  Events available

Keywords  
Teams

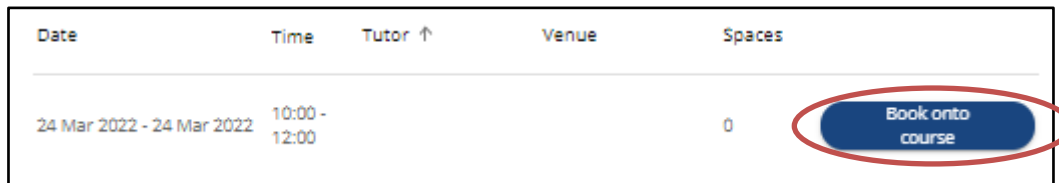
Start date (dd/mm/yyyy) 09/03/2022 *📅* End date (dd/mm/yyyy) *📅*

Search

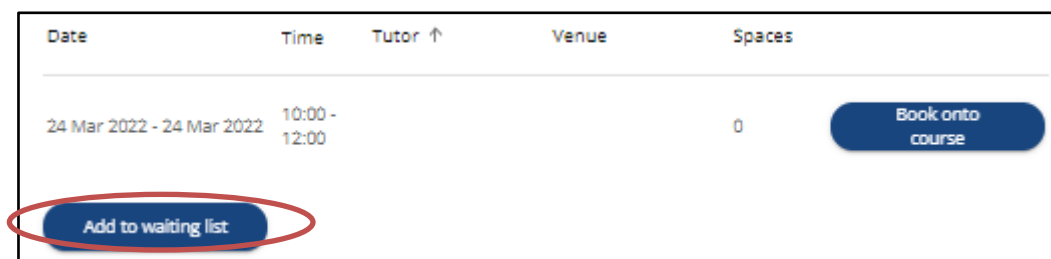
Once you have found the learning activity that you are interested in click on the activity to proceed to the detail screen.



From here you can see the full details of the course. To book onto the learning activity click on **'Book onto course'** at the bottom of the page.



You will also be able to see how many spaces are available. If no spaces are available or if the event/s are not on suitable dates you can click on **'Add to waiting list'** to add yourself to the waiting list for any future events. In this case, the learning activity administrator will be in touch to advise you when new dates for the activity are available. Please note if there are no spaces available you will not be able to click on **'Book onto course'**.



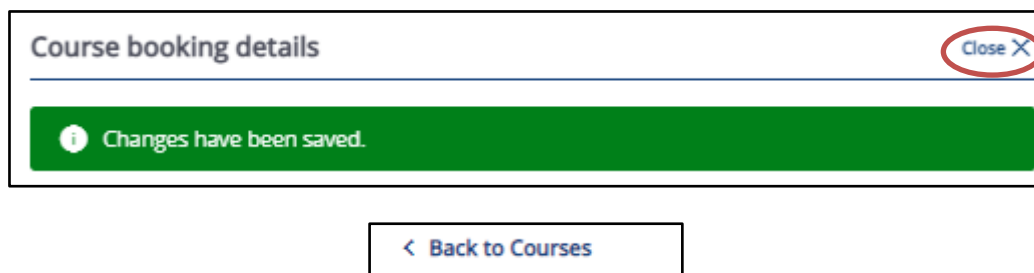
If there are spaces available and you click on '**Book onto course**', you will be taken to the '**Course booking details**' screen.

You will need to input the '**Origin of request**', '**Reason**' and any '**Learning objectives**' before clicking on save.

This screen will also provide you with an overview of the course and if you have recorded any special requirements within HR Connect these will also be shown.

Once you inputted the required information and clicked on save, you will now have been booked onto this activity.

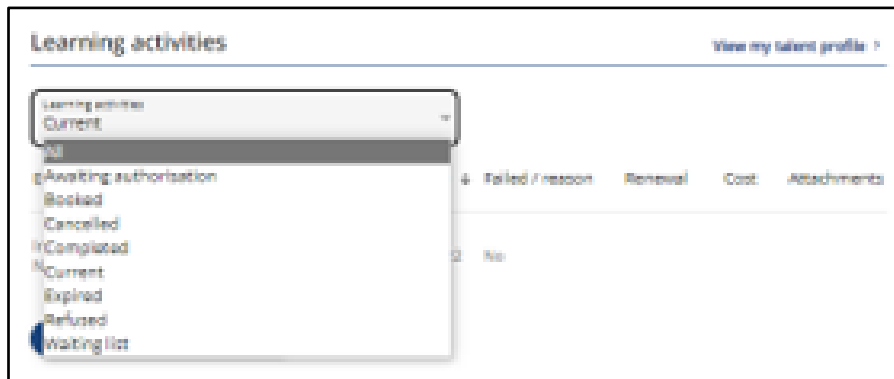
At the top of the card, it will say '**Changes have been saved**'. To return to the original page click on '**Close**' and then '**Back to courses**'.



If you click on the '**My activities**' tab at the top of the screen you will be able to view the details of the course you have just booked onto.

## Managing event bookings and the waiting list

By clicking on the 'My activities' tab you will be able to view any activities you are currently booked onto, have previously attended, currently on a waiting list for etc. The screen will default to show any current activities. However, you can use the drop down to select your search criteria.



To view details of an activity, click on the activity to view. Please also check this screen for any pre-event preparation requirements or other documentation. You may need to scroll down to see this information.

| Event name ↑                                    | Status | Start date ↓ | Failed / reason | Renewal | Cost | Attachments |
|---|--------|--------------|-----------------|---------|------|-------------|
| Induction: Working at Edinburgh Napier (online) | Booked | 01 Apr 2022  | No              |         |      |             |

< Back to My activities

Course booking details

**Induction: Working at Edinburgh Napier (online) (CLD121)**

Course information

Date: 01 Apr 2022 - 01 Apr 2022

Venue: MS Teams

Time: 14:00 - 16:00

Event booking details

\* Cancel reason (required)

Please choose

Join waiting list

Overview

This workshop will allow you to:

- Learn how Edinburgh Napier has evolved and developed in to the University you are working in today.
- Discuss the University strategy, vision and values and how these relate to your role
- Discuss the culture of the University and suggest ways to integrate
- Start thinking about your learning and development planning at the University for skills and professional behaviours relating to your role and the University Values
- Find out where to look for information in order to help you carry out your role.
- Virtually meet colleagues from across the University and grow your network

Who is it for: This session is for all staff members who are new to the university.

Duration: 1h 45mins

If you need to cancel yourself from an activity, please record the reason for cancellation from the drop-down box and click save. Please note that cancellation fees may apply if cancelling at short notice. If you then wish to book onto a future event or the waiting list, please follow the appropriate procedure outlined in this document.

Event booking details

**\*Cancel reason (required)**

x
v

You can also view the details for any course where you are booked on the waiting list by clicking on the appropriate card or record in the data grid.

[< Back to My activities](#)

Waiting list details

**Managing Teams M6 (CLD133)**

**Overview**

Please note that this is module 6 from the Management Essentials programme which aims to explore the complex and multi-faced nature of the role of the manager. In order to attend this module you would need to have completed modules 1-5 beforehand.

Overview:  
Managing Teams considers how managers can manage effectively when they have team members working remotely, onsite or both. This module aims to bring together some of the learning from the previous modules.

**Date requested (dd/mm/yyyy)**

09/03/2022

**Origin of request**

Employee request

**Reason**

My Contribution

**Attend by (dd/mm/yyyy)**

24/03/2022

**Requested by**

Jane Jones

**Priority**

Medium

**Authorisation status**

Delete

Cancel



Click on 'Delete' if you would like to remove yourself from the waiting list.

Please note that the waiting list is normally managed by the event administrator, who would be in contact when a new event is scheduled. If they book you onto a new event, they will normally also remove you from the waiting list at this time. However, this can be missed, so please remove yourself from any waiting list where you have booked to attend an event, as described above.

Similarly, if you have been on a waiting list and then book yourself onto an event you will need to manually remove yourself from the waiting list.

## My Activities

This section contains cards relating to all '**Learning activities**' that you have attended, are booked to attend or are recorded on the waiting list.

| Learning activities  |              |              |                 |         |      |             | <a href="#">View my talent profile &gt;</a> |
|--|--------------|--------------|-----------------|---------|------|-------------|---|
| <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">           Learning activities<br/>           All         </div> |              |              |                 |         |      |             |   |
| Event name   | Status       | Start date ↓ | Failed / reason | Renewal | Cost | Attachments |   |
| Induction: Working at Edinburgh Napier (online)  | Booked       | 01 Apr 2022  | No              |         |      |             |   |
| Managing Teams M6  | Waiting list |              |                 |         |      |             |   |

Use the filter button to view records for any of the following options.

Learning activities  
 All

**All** – Includes all events that you have attended, that have been booked, or where you are on the waiting list.

**Awaiting Authorisation** – Displays all events awaiting your manager's authorisation for attendance. Does not include courses where you are on the waiting list and authorisation is required.

**Booked** – Shows all events that you are booked to attend. Does not include events that are awaiting authorisation or courses where you are on the waiting list.

**Current** – Displays all upcoming events and previous events that have not been marked as completed by the course administrator. Also shows all Learning courses where you are on the waiting list.

**Cancelled** – Shows all events where you have cancelled of the event or where the event has been otherwise cancelled.

**Completed** – Shows all events that you have attended where the event has been marked as completed by the course administrator.

**Expired** – Not used.

**Refused** – Shows all courses and events where attendance has been refused by your manager.

**Waiting List** – Shows all courses where you are on the waiting list.

## Personal Learning

HR Connect also offers the opportunity to record any **'Personal Learning'**. This could include any learning that is not run as a formal course, for example attendance on a conference, one 2 one training with a colleague, self-learning, Moodle courses etc.

It is important that these activities are recorded as they will help you to complete your Professional Development Review documentation.

The information is also available to your line manager.

To record **'Personal learning'** navigate to the **'My activities'** tab and click on **'Add personal learning'**.

Learning activities [View my talent profile >](#)

Learning activities  
All

| Event name                                      | Status       | Start date ↓ | Failed / reason | Renewal | Cost | Attachments |
|---|--------------|--------------|-----------------|---------|------|-------------|
| Induction: Working at Edinburgh Napier (online) | Booked       | 01 Apr 2022  | No              |         |      |             |
| Managing Teams M6                               | Waiting list |              |                 |         |      |             |

**+ Add personal learning**

Complete any appropriate fields related to the Learning and click **'Save'**

Please note that the 'Event Title' is limited to 120 characters (including spaces) and an error message will be displayed if this is exceeded.

## HR Connect Help and Support

If any of your information is incorrect or out of date and you do not have access to update the information yourself please contact your manager in the first instance.

If you need any help, advice or assistance with the system please contact the HR Systems Team on ext. 3728 or email [HRConnect@napier.ac.uk](mailto:HRConnect@napier.ac.uk)