

Self Service User Guide

Personal Details

CONTENTS

Introduction	2
Data Protection and Confidentiality	2
Personal Details Page.....	3
My Personal Details	4
Personal details card	4
Sensitive Information Card.....	7
Special Requirements Card	8
Contact Information.....	9
Home – Mailing address	9
Contact Details	10
Friends and Family	11
Next of Kin	11
Emergency Contact	12
Bank Details.....	13
HR Connect Help and Support.....	14

VERSION HISTORY

Version	Date	Change Summary
1.0	February 2014	

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 can update their own personal information, request leave, request a place 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.

Personal Details Page

Once you have logged onto HR Connect click on the '*Personal*' home page to access your personal details. Your personal details are displayed as cards on the page.

The screenshot shows the HR Connect interface. At the top, there is a navigation menu with 'Personal', 'Absence', 'Pay', 'Employment', and 'Learning'. The 'Personal' tab is selected and circled in red. Below the menu is a red header bar with the word 'Personal' and a close button (X). The main content area is divided into sections:

- My personal details:** Contains three cards:
 - Personal details:** Shows 'Dr Joseph Bloggs' and '1 Jan 1960'.
 - Sensitive information:** Shows a redacted preview with the text 'Select this card to view or amend your sensitive information'.
 - Special requirements:** Shows a redacted preview with the text 'Select this card to view or amend your special requirements'.
- Contact information:** Contains three cards:
 - Home - Mailing address:** Shows '1 The Street', 'EDINBURGH', and 'EH1 1AA'.
 - Contact details (E-mail Address):** Shows 'J.Bloggs@network.net'.
 - Contact details (Home Telephone):** Shows '0131 111111'.
- Friends & Family:** Contains one card:
 - Next of kin:** Shows 'Joanne Bloggs' and 'Wife'.
- Bank details:** Contains one card:
 - J BLOGGS:** Shows '831728' and 'Royal Bank of Scotland'.


Please note that you can see a preview of some information on the cards, but other information is not included on the preview because of the sensitive nature of that information. For example there is no preview of the '*Sensitive information*' and '*Special requirements*' cards, and there is no preview of the account number on the '*Bank details*' card.

This information can be viewed by clicking into the card and you should take particular care to ensure your computer screen cannot be viewed by anybody else before clicking into these cards.

My Personal Details

This section contains cards relating to your own personal information. Please note that you cannot add any personal details, but you can click into any of the cards to view and update your personal details.

My personal details

<p>Personal details</p> <p>Dr Joseph Bloggs</p> <p>1 Jan 1960</p> 	<p>Sensitive information</p> <p>Select this card to view or amend your sensitive information</p>	<p>Special requirements</p> <p>Select this card to view or amend your special requirements</p>
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Personal details card

Clicking into this card shows your key personal details.

Personal details
×

Surname
 ? If changing; please ensure documentary evidence is attached

Forename
 ? Please contact HR if this is incorrect

Forename 2
 ? If changing; please ensure documentary evidence is attached


Forename 3
 ? If changing; please ensure documentary evidence is attached

Title
 ? If changing; please ensure documentary evidence is attached

Preferred name

Previous surname

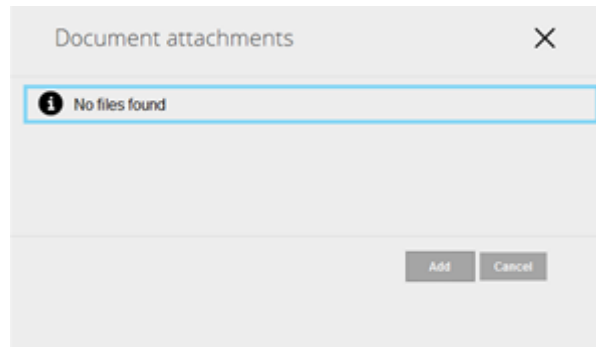
Marital status
 ? If changing; please ensure documentary evidence is attached

Date of birth
 

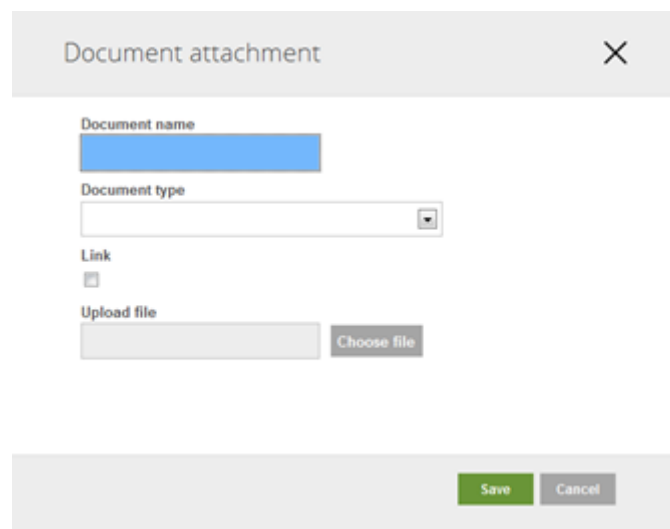
You can update any information on this screen, apart from the Forename field. If your forename is recorded incorrectly please contact HR.

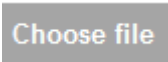
If you have changed any information on this page, you will also need to attach a scanned copy of any evidence of the change, for example a marriage certificate.


To attach the document click on the  icon on the *'Personal details'* card on the *'Personal'* homepage.

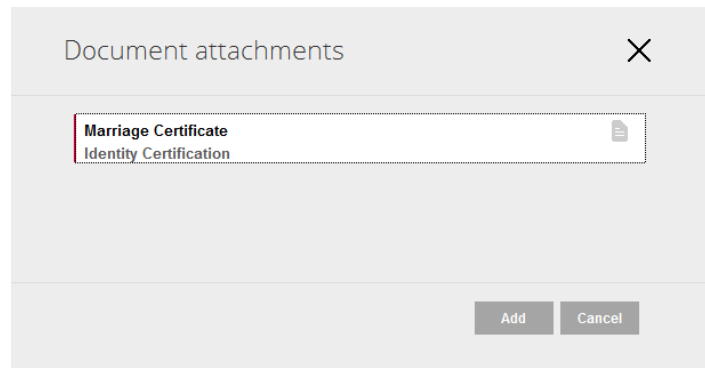


Click the  button to add a new document.

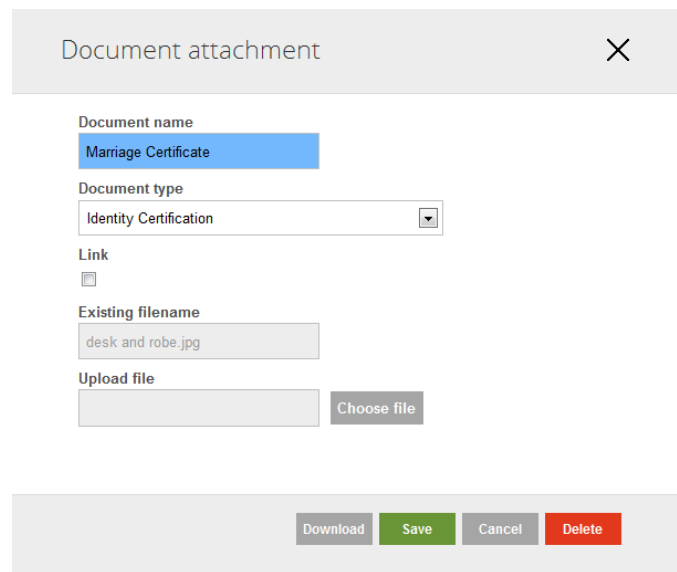


Enter a *'Document name'* (eg *'Marriage Certificate'*), select the *'Document Type'* as *'Identity Certification'* and click on  to select and upload your scanned copy of the document. Please do not select *'Link'* as HR may be unable to view a linked document.

Once you have uploaded a document you will see it on the list of Document attachments, and can access it in future by clicking on the  icon.



Click on the relevant document from the list to select it.



Click **Download** to view and download the attached document.

HR will be informed of any changes to the 'Personal Details' page and may be in contact with you if they need any further information.

Sensitive Information Card

Please note that this card contains sensitive personal information, including equal opportunities and diversity information and should only be opened when you are happy that you are in a secure area where other people cannot view your screen.

All of this information is optional and is only used by our diversity and equalities partner to ensure that we are treating staff from all backgrounds in the same way.

Sensitive information ✕

Marital status

Religion

Ethnic origin

Nationality

Sexual orientation

Self-certified disabled

Disability description

You can update any information on this card. Please note that if you declare yourself as having a disability our Equalities and Diversity partner will be in contact with you to discuss any special requirements related to the disability declared.

Special Requirements Card

Special requirements✕

Special request information

Mobility constraints

Mobility constraints details

This card is used by our Learning and Development team to verify any special requests for Learning Events. Special request information may include dietary requirements or any other requests.

Any recorded '*Mobility constraint details*' may be used by Learning and Development when booking suitable training facilities, or to inform you of any access restrictions for the facilities booked.

Please note that this is separate from a declaration of any disability recorded on the '*Sensitive Information*' card, and may include temporary conditions (e.g. a broken limb)

Contact Information

This section contains cards relating to your own contact details, including your address, telephone number and e-mail address.

Contact information			+ Add
Home - Mailing address 1 The Street EDINBURGH EH1 1AA	Contact details E-mail Address J.Bloggs@network.net	Contact details Home Telephone 0131 111111	

Home – Mailing address

Click on this card to view and correct your current address details.

Address details
✕

i This form allows you to correct your current address information. If your address has changed please use the add address details option.

Address type

Mailing address

House Name

Number/Street

Local Area

POSTTOWN

COUNTY

POSTCODE

Country

This card should not be used to record a new address, as the history of your previous address will be lost.

If you have changed address please cancel out of this screen and use the

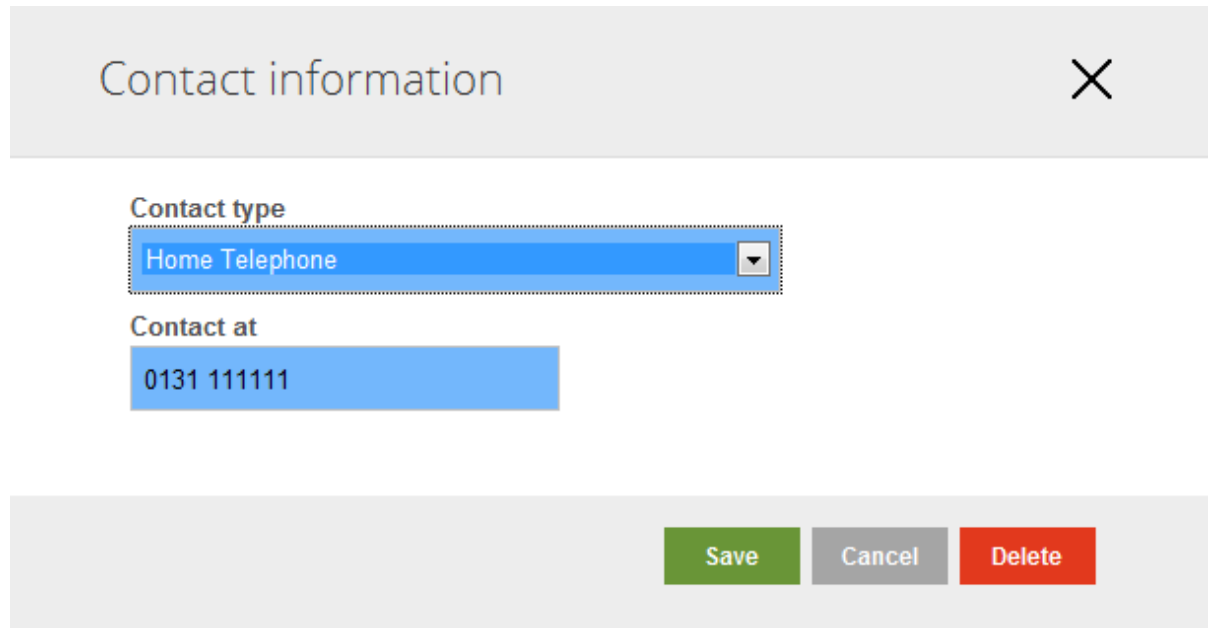
+ Add button and then Add address on the Contact Information Card header to record your new address.

You can only record your main home address on the system, so please always set the 'Address type' to 'Home' and tick the 'Mailing address' tick box.

Contact Details

Click on any of the 'Contact details' cards to view and update your contact details.

Please note that you can have a number of different contact details, but only one of each 'Contact type'.





Contact information

Contact type
Home Telephone

Contact at
0131 111111

Save Cancel Delete

To record additional contact information click the  button and then  on the Contact Information Card header to record additional contact information. You can record one each of the following.

Email address – please record a personal e-mail address. There is no need to record your napier.ac.uk address.

Home Telephone – please record your main home telephone number.

Mobile Telephone – please record your main mobile telephone number.

Work Extension – please record your main work extension or telephone number.
Please note that Work extension is optional and for information only. Details recorded here will not update IT systems or the internal telephone directory.

Friends and Family

This section contains cards relating to your next of kin and emergency contacts. In many cases your next of kin will also be an emergency contact, and the cards allow for details to be copied across.

Friends & Family		+ Add
Emergency contact Joanne Bloggs Wife Primary 0131 111111	Next of kin Joanne Bloggs Wife	

Next of Kin

Next of kin details
×

Next of kin name

Relationship to me

Use my home address

House Name

Number/Street

Local Area

POSTTOWN

COUNTY

POSTCODE

Country

Save
Cancel
Delete

You can only record one next of kin. If the 'Use my home address' box is ticked your current home address will always be reflected in this record, even if you change your home address.

Click the + Add button and then Add next of kin on the 'Friends & Family' card header to record new next of kin details. Please note that any existing record will be overwritten.

When recording a new next of kin an additional tick-box will allow you to create a duplicate Emergency contact record. This emergency contact record can then be maintained separately.

Emergency Contact

Emergency contact details
✕

Contact name

Relationship to me

Contact at

Contact email

Primary contact

Use my home address

House Name

Number/Street

Local Area

POSTTOWN

COUNTY

POSTCODE

Country

You can record any number of emergency contacts but only one can be marked as your *'Primary contact'*. If another contact is marked as your *'Primary contact'* the existing primary contact will automatically be unmarked as your *'Primary contact'*.

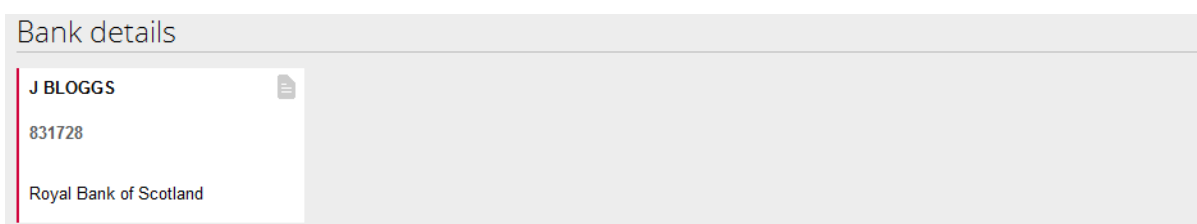
If the *'Use my home address'* box is ticked your current home address will always be reflected in this record, even if you change your home address.

Click the **+** **Add** button and then **Add emergency contact** on the Friends & Family card header to record additional emergency contact details.

When recording a new emergency contact an additional tick-box will allow you to create a duplicate next of kin record. This next of kin record can then be maintained separately.

Bank Details

This section contains only one card reflecting your current bank account details as used by payroll. Please ensure that your bank account details are recorded accurately to avoid delays in your pay being sent to your bank account.



Click on the card to view and amend your bank account details.

Bank details
✕

i These details are used to pay your salary and any changes will take immediate effect. Please check the details carefully before saving.

Sort code

Bank name

Roll number

Account number

Account name

You only need to record a 'Sort Code', 'Account Number' and 'Account Name'.

The 'Account Name' is the bank account holder's name.

The 'Bank name' will be updated automatically based on the sort code. If the 'Bank name' is manually changed it will be overwritten with the 'Bank name' associated with the 'Sort code'.

If your 'Sort code' is not recognised and you receive the following error message

 Invalid Sort Code has been entered. Please check and re-enter.

please contact Payroll to add your bank to the list of recognised banks in the system.

Only record a 'Roll number' if this is relevant.

Any updates to bank account details should be made at the latest by the Friday before pay day. Changes after this day may not be in time for your pay to go to the new account. Please contact payroll if you have any questions in relation to this.

The payroll team can be contacted at payroll@napier.ac.uk.

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