

# Self Service User Guide

## Employment Details

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### 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 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.

## Employment Details Page

Once you have logged onto HR Connect, click on the '*Employment*' home page to access your employment Experience and HESA (Higher Education Statistics Agency) details.

The screenshot shows the HR Connect interface. At the top, there is a navigation bar with tabs for Personal, Absence, Pay, Employment, and Learning. The 'Employment' tab is circled in red, and a red arrow points to it. Below the navigation bar is a red header with the word 'Employment' and a close button (X). The main content area is divided into two sections: 'Experience' and 'HESA'. Under 'Experience', there is a card titled 'Current job' with the following details: Administrator, School of Testing, and 28 Jan 2014 - Present. Under 'HESA', there is a card titled 'HESA details' with the text: 'There are no current details, select this card to create them'.

Your employment details are displayed as cards on the page.

## Experience

This section contains cards relating to your own current and historic jobs in the university.

Experience

**Current job**

Administrator  
School of Testing  
28 Jan 2014 - Present

Please note that for historic information prior to 2011 which was imported into the system, the department is not fully recorded and will show as 'Leavers'.

Click into any card to see the details.

Current job details
✕

Job details

<p><b>Position name</b></p> <input type="text" value="Administrator"/>	<p><b>Position reference</b></p> <input type="text" value="40007783A"/>
<p><b>Department</b></p> <input type="text" value="School of Testing"/>	<p><b>Personal reference</b></p> <input type="text" value="40007783"/>
<p><b>Start date</b></p> <input type="text" value="28/01/2014"/>	<p><b>Payroll reference</b></p> <input type="text" value="40007783"/>
<p><b>Contractual hours</b></p> <input type="text" value="36.25"/>	<p><b>Work pattern</b></p> <input type="text" value="WP Mon-Fri 36.25 hrs"/>

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Manager

<p><b>Reporting manager</b></p> <input type="text" value="Professor Robert Red"/>	<p><b>Reporting manager's job title</b></p> <input type="text" value="Senior Lecturer"/>
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You are not able to update any information on this screen. If any information is incorrect or out of date please contact your manager in the first instance, who will be able to raise the relevant change paperwork with HR.

## HESA Details

HESA

**HESA details**

These details were last updated on 5 Sep 2013, select this card to review or amend the details

Click into the card to view and update your HESA (Higher Education Statistics Agency) details.

HESA details ✕

Sensitive information

Date for new details  
01/09/1996

Staff identifier  
999999999999

Nationality  
British (not Channel Islands or IOM) ✕

Gender identity

Disability

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Employment

Previous employment  
Other education institution in UK

Previous HEI

Current academic discipline  
 Accountancy  Finance ?

Location after leaving

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Qualifications and Awards

Highest qualification held  
Doctorate

Academic teaching qualification ?

Save Cancel

If information is incorrect or needs to be updated please complete those details and click Save.

Please note that there are complex rules around the return of HESA information and this screen may be set to a 'read only' status in the period leading up to the HESA return. You will be informed by e-mail if and when this is the case.

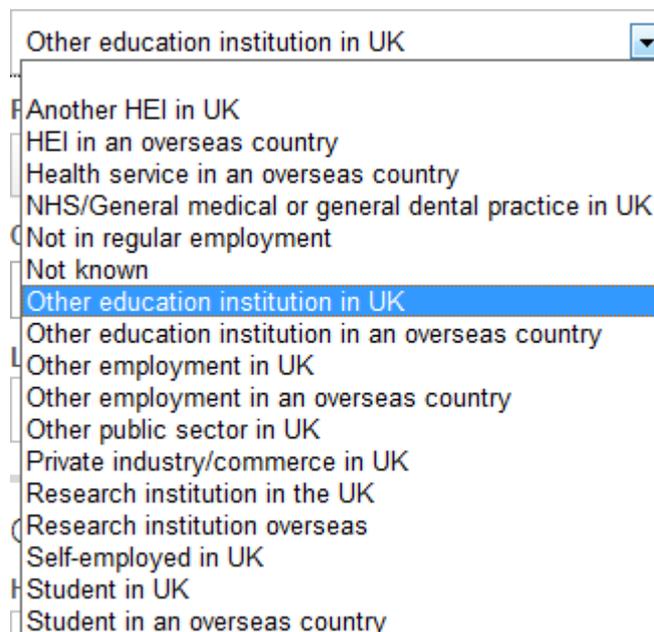
It may also be necessary in some circumstances for us to amend the information that you have recorded on this screen to correctly comply with the HESA rules and regulations.

You are unable to amend the '*Date for New Details*' (normally the date you joined Edinburgh Napier University) or the '*HESA Staff Identifier*'. The other fields can be updated.

Where appropriate click on the  icon to remove the currently recorded information in any field.

Click on the  icon to select from or search through a list of appropriate values. A black triangle denotes a simple list and a grey triangle  denotes a search.

For a simple list (black triangle) just click on the triangle and select the appropriate value from the list. For example under 'Previous employment' the following list is available.



Where a search is available (grey triangle) type two or more letters from the item that you wish to search for to begin your search. For example under 'Nationality' the following search is available.

British (not Channel Islands or IOM) x ▾

Search bar with magnifying glass icon

Please enter 2 more characters

Please note that partial search is used, so that, for example entering 'amer' in the Nationality field will return American, American Samoa and Cameroon as they all contain the letters 'amer'.

British (not Channel Islands or IOM) x ▾

Search bar containing 'amer' with magnifying glass icon

- American
- American Samoa
- Cameroon (highlighted)

Once you have found the correct value click to select it.

### Nationality

A nationality must be recorded. Please only update if this information is incorrect or if your nationality has changed.

### Gender Identity

The information in this field is optional and can be left blank, or the appropriate value selected.

### Disability

The information in this field is optional and can be left blank, or the appropriate value selected. If you have updated Disability in the Personal Details section then you should update in this view too. If not, then this will be updated for you by your HR Adviser to ensure that HESA validation rules are met.

## Previous Employment

Records the type of previous employer. Please note that if 'Another HEI in the UK' is recorded here the following field 'Previous HEI' should also be recorded.

## Previous HEI

This information should only be recorded if 'Previous Employment' has been recorded as 'Another HEI in the UK'.

## Current Academic Discipline

This field should only be recorded for academic staff. The current academic discipline is the area(s) that you are currently teaching and / or researching in. It is not necessarily the area in which you have academic qualifications.

You can record up to two disciplines. To record a single discipline, click into the field and search for the relevant discipline.

### Current academic discipline

To record a second discipline click into the white space to the right of the first recorded discipline.

### Current academic discipline

If you are involved in more than two academic disciplines please record the main two. There is no order of precedence, so your main academic discipline could be recorded as the second one on the system.

## Location after leaving

This information would only be recorded if you have given notice of leaving, and you are leaving within the current HESA return year, which runs from the 1<sup>st</sup> August to the 31<sup>st</sup> July. Please contact HR if you are unsure.

## Highest qualification held

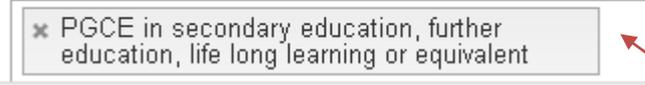
Only the highest qualification should be recorded.

## Academic Teaching Qualifications

This field should only be completed for academic / teaching staff.

You can record up to six qualifications. To record a single qualification, click into the field and search for the relevant qualification.

### Academic teaching qualification



x PGCE in secondary education, further education, life long learning or equivalent

To record a further qualification, click into the white space to the right of any other recorded qualification.

### Academic teaching qualification



x Holder of a National Teaching Fellowship Scheme Individual Award

x Overseas accreditation or qualification for any level of teaching

x PGCE in secondary education, further education, life long learning or equivalent

If you have more than six '*Academic teaching qualifications*' please record the six of the highest level. There is no order of precedence, so what you consider to be your main teaching qualification does not have to be recorded as the first one on the system.

## 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)