

# Self Service User Guide

## Learning

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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.

## Learning Page

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

Learning activities Current + Add personal learning

WAM - System Training  
Booked  
29 May 2013  
No

HR Connect for Line Managers  
Waiting list - Awaiting authorisation

Learning evaluations All

Learning evaluation template	Event name	Event start date	Form status	Due date
Internal - Edinburgh Napier Learning...	Records Management Training	21 Nov 2013	Completed	27 Nov 2013
Internal - Edinburgh Napier Learning...	Information Governance Briefings	20 Nov 2013	Completed	26 Nov 2013
Internal - Edinburgh Napier Learning...	Screen, Camera, Action! fast & easy scr...	24 Oct 2013	Completed	11 Nov 2013
Internal - Edinburgh Napier Learning...	PDR Reviewee Training	30 Oct 2013	Completed	5 Nov 2013

Learning details are displayed as either cards or data grids on the page, depending on the number of records to be displayed.

Please note that by default filters are applied to the 'Learning activities' and 'Learning evaluations' sections to display only 'Current' records. This will include 'Learning events' that have not been marked as complete by the event administrator (including future dated events) and 'Learning evaluations' that are yet to be completed by you.

These options can be changed by clicking on the filter drop down

Current and selecting an appropriate value. In the display above the 'Learning activities' filter has been left as 'Current' and the 'Learning evaluations' filter has been set to 'All'.

## Learning 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.

The screenshot shows a 'Learning activities' interface. At the top, there is a search bar and a filter dropdown menu set to 'Current'. Below the search bar, there are two cards. The first card is titled 'WAM - System Training' and is labeled 'Booked' in green. It shows the date '29 May 2013' and 'No' below it. The second card is titled 'HR Connect for Line Managers' and is labeled 'Waiting list - Awaiting authorisation' in orange.

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

**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.

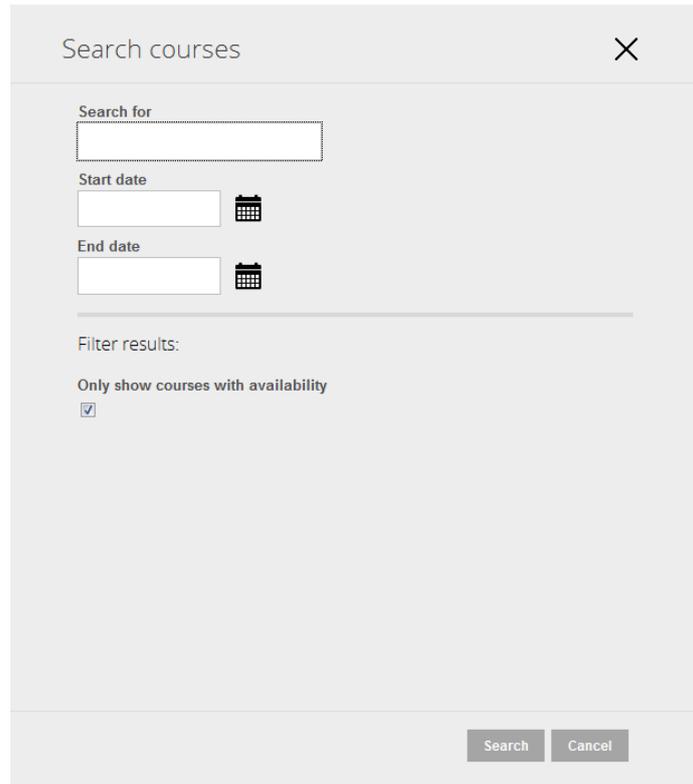
**Refused** – Shows all courses and events where attendance has been refused by your manager.

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

## Booking onto a learning event or waiting list

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

Click on the search icon  to search the list of learning courses and book yourself onto appropriate learning events or waiting lists.



The screenshot shows a 'Search courses' dialog box with the following elements:

- Search for:** A text input field.
- Start date:** A date picker with a calendar icon.
- End date:** A date picker with a calendar icon.
- Filter results:** A section containing a checkbox labeled 'Only show courses with availability', which is currently checked.
- Buttons:** 'Search' and 'Cancel' buttons located at the bottom right of the dialog.

Under 'Search for' you can enter a full or partial course name or course type.

For example if you search for 'Academic' both the 'Academic Professional Development Staff Conference' and the 'Examining Research Degrees' courses might be returned, the second because its course type is under 'Academic Professional Development'

You can also restrict the list of courses returned based on the event start and end dates, or to return only courses with availability.

In the example below we have searched for any course with 'leadership' in the title or course type, which is being held in the February, March or April 2014.

Search courses

Search for  
leadership

Start date  
01/02/2014

End date  
30/04/2014

Filter results:

Only show courses with availability

Results:

<b>Employment Law - General Employment Law Update</b> Leadership & Management Essentials	2 Hours	4 Apr 2014 – 4 Apr 2014	09:30 – 11:30	Anderson Strathern, Rutland Square, Edinburgh
<b>Employment Law - Mock Employment Tribunal</b> Leadership & Management Development	3 Hours	25 Feb 2014 – 25 Feb 2014	09:30 – 12:30	The Court Room, Cottrell Building, University of Stirling
<b>HR Connect for Line Managers</b> Leadership & Management Essentials	3 Hours	18 Feb 2014 – 18 Feb 2014 13 Mar 2014 – 13 Mar 2014	13:30 – 16:30 09:30 – 12:30	Computing Lab 0/09 - Craiglockhart 5.E.06 (5th Floor) Sighthill
<b>HR for Line Managers</b> Leadership & Management Essentials	3.5 Hours	18 Mar 2014 – 18 Mar 2014	13:00 – 17:00	Meeting Room F14 Merchiston
<b>Positively Managing Attendance</b> Leadership & Management Essentials	4 Hours	4 Feb 2014 – 4 Feb 2014 8 Apr 2014 – 8 Apr 2014	13:00 – 17:00 09:00 – 12:00	Classroom F14 - Merchiston 5.B.14 (5th Floor) - Sighthill

Search Cancel

Click on any of the courses to see the 'Course details'.

Once you have found the Course that you are interested in click on the course to proceed to the 'Course details' screen.

From here you can see the full details of the course and click on any of the cards displaying course events to book onto that event.

If there are no events available or if the events are not on suitable dates you can click **Add to waiting list** to add yourself to the waiting list for any future events. In this case the event administrator will be in touch to advise you when new dates for the event are available.

The screenshot shows a 'Course details' window for 'Positively Managing Attendance'. The course description states it is open to all managers, team leaders, and supervisors, focusing on attendance and sickness absence. It has a duration of 4 hours and is for staff with line management responsibilities. Two event cards are listed: one for 4 Feb 2014 (13:00-17:00) with 1 space available, and another for 8 Apr 2014 (09:00-13:00) with 9 spaces available. A red circle highlights the event cards, and another red circle highlights the 'Add to waiting list' button at the bottom. Two callout boxes provide instructions: 'Click on any of the events to see the 'Course booking details'.' and 'Click 'Add to waiting list' only if there is no suitable event.'

When you click onto an event you will see the 'Course booking' screen.

The 'Course booking details' form is titled 'Positively Managing Attendance ( CLD0036 )'. It includes course information such as date (4 Feb 2014 - 4 Feb 2014), venue (Classroom F14 - Merchiston), time (13:00 - 17:00), and tutor (Miss Lee Conlan). Below this, there are 'Event booking details' with fields for 'Origin of request' and 'Reason'. A 'Learning objectives' text area is also present. At the bottom, there are 'Save' and 'Cancel' buttons.

Record the 'Origin of request', 'Reason' and any 'Learning objectives' before clicking **Save**. This will book you onto the learning event.

If you click **Add to waiting list** you will see the Waiting list screen, complete the 'Origin of request' and 'Reason', and optionally the 'Attend by' date if there is a date that you would like to attend this course by.

Waiting list ×

**Learning activity**  
Positively Managing Attendance

**Overview**  
This workshop is open to all managers, team leaders and supervisors, focusing on how to become confident in positively managing attendance and sickness absence in their team, according to the Managing Sickness Absence Procedure #

**Date requested**  
03/02/2014

**Origin of request**

**Reason**

**Attend by**  
 

**Save** **Cancel**

Click **Save** to book yourself onto the waiting list.

Whether you have booked onto an event or the waiting list you will be returned to the main Learning page.

## Personal Learning

HR Connect also offers the opportunity to record any 'Personal learning' that you have undertaken. 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' click on the  button.

Personal learning event details ✕

Event title

Start date  
 

End date  
 

Duration

Learning hours

Learning activity type

Renewal date  
 

Completed

Complete any appropriate fields related to the Learning and click .

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

## Managing event bookings and the waiting list

You can click into any 'Learning event' or course 'Waiting list' from the cards or data grid to see details of the course and to cancel yourself from the event or waiting list if required.

Please also check this screen for any pre-event preparation requirements or other documentation. You may need to scroll down to see this information.

Course booking details
✕

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**Positively Managing Attendance ( CLD0036 )**

Course information

Date: 8 Apr 2014 – 8 Apr 2014  
 Venue: 5.B.14 (5th Floor) - Sighthill  
 Time: 09:00 – 13:00  
 Tutor: Mrs Gillian Muir

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Event booking details

Cancel reason

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Overview

This workshop is open to all managers, team leaders and supervisors, focusing on how to become confident in positively managing attendance and sickness absence in their team, according to the Managing Sickness Absence Procedure.#

Duration: 4 hours

Who Should Attend?  
 Staff who have been identified as having line management responsibilities.

Participants will:  
 By the end of the session you will:

- Explain the key messages and changes in the policy / procedure and their role and responsibilities as a line manager.
- Describe the strategic and operational impact of non-attendance.
- Identify the leadership behaviours that can help inappropriate absence from taking place.
- Spot early signs and triggers for potential absence, and potential problems regarding absence.
- Identify how to make best use of Occupational Health and Care First.
- Explain the different sources and type of support they can use as a line manager.
- Describe what reasonable adjustments are possible to enable an effective 'return to work'.
- State what to do when absence becomes a long-term capability issue

Event Content:

- The commercial impact of absence.
- Review of the policy and procedures.
- Managing attendance and absence.
- Understanding best practise regarding:
  - Return to Work
  - Occupational Health
  - Reasonable adjustments
  - Line manager support available.
  - Dealing with specific scenarios.

Conditions:  
 Attendance should be discussed and agreed with your HOD/ line manager and linked to your PDR Learning & Development Plan before booking.

Charges:  
 To attend: Free to members of staff.

Cancellations & non-attendance:  
 Cancellations will be accepted up to 10 working days before the event starts. Thereafter, your department will be charged for cancellations

Conditions:  
 Attendance should be discussed and agreed with your HOD/ line manager and linked to your PDR Learning & Development Plan before booking.

Charges:  
 To attend: Free to members of staff.

Cancellations & non-attendance:  
 Cancellations will be accepted up to 10 working days before the event starts. Thereafter, your department will be charged for cancellations and non attendance on the day, unless there are exceptional circumstances.

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Supplier  
 Edinburgh Napier University- internal

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Documents

Pre Event Information

Pre Event Preparation

Pre Event Questionnaire

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Other participants

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Other information

Origin of request: Departmental requirement  
 Reason: Individual need/request  
 Mobility constraints: No

Save
Cancel

If you need to cancel yourself from an event please record the reason for cancellation 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.

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.

Waiting list
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**Learning activity**  
HR Connect for Line Managers

**Code**  
CLD0122

**Overview**

The course is designed to give Line Managers the skills and knowledge they need to use HR Connect People Manager effectively. #

Duration: 3 hours

**Date requested**  
21/01/2014

**Requested by**  
Dr Joseph Bloggs

**Priority**  
Medium

**Authorisation status**  
Awaiting authorisation

Remove
Cancel

Click **Remove** 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 would 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.

## 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)