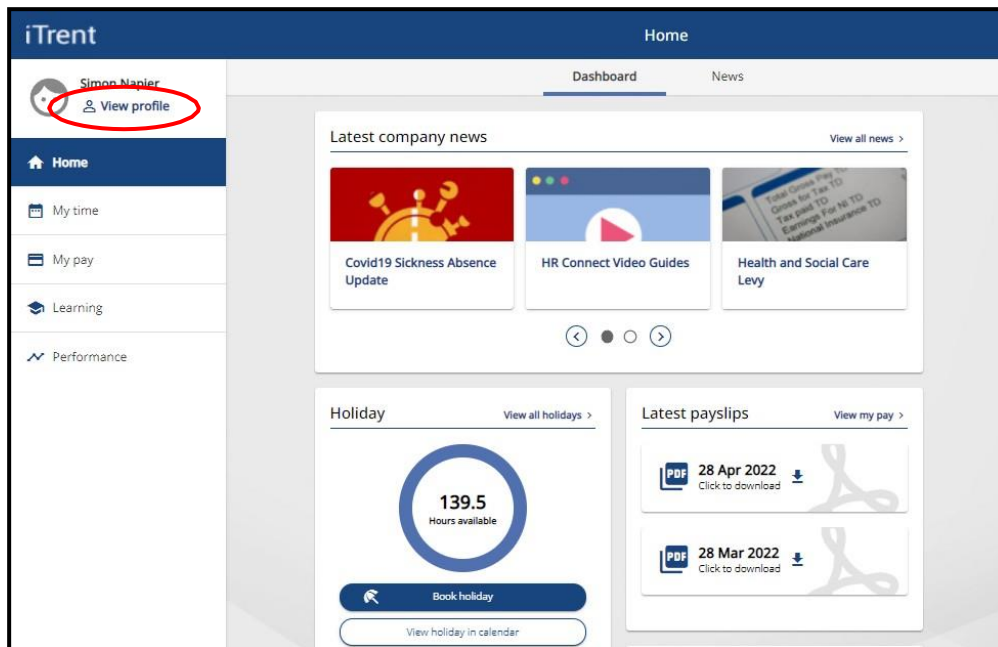


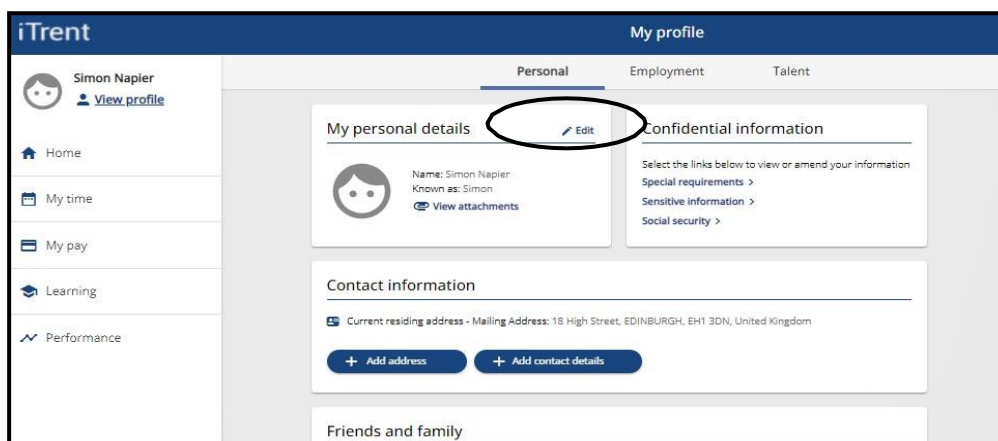
## How to record ASOS on HR Connect

### 1. How to record ASOS

- ☞ Access HR Connect Employee Self Service.
- ☞ From the homepage, click on View Profile:



- ☞ This will open your Profile page, click **Edit** in Personal Details:






☞ This will open your Personal details

< Back to Personal

My personal details



\* Surname (required)

\* Forename (required)

Forename 2

☞ Scroll to the bottom of the page, and you will see an 'Additional Fields' Section.

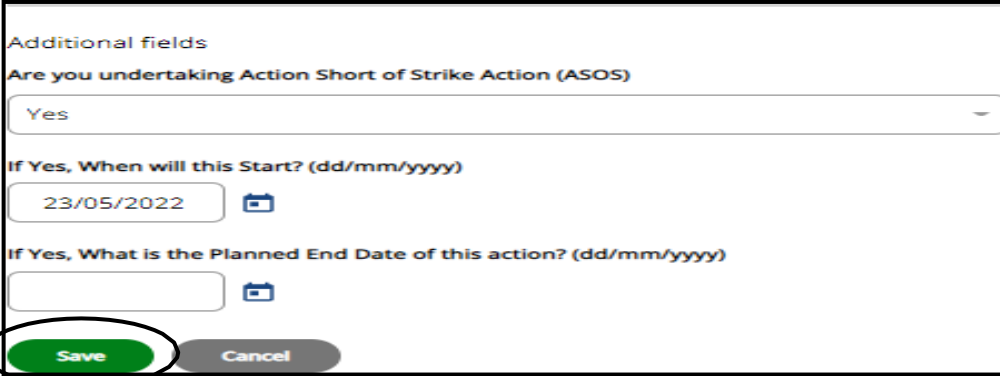
Additional fields

Are you undertaking Action Short of Strike Action (ASOS)

If Yes, When will this Start? (dd/mm/yyyy)  
 

If Yes, What is the Planned End Date of this action? (dd/mm/yyyy)  
 


- ☞ If you are participating in Action Short of Strike Action (ASOS), you should complete the following fields and click save. You can either just input the start date or input both the start and planned end date.



The screenshot shows a form titled "Additional fields" with the following elements:

- A dropdown menu labeled "Are you undertaking Action Short of Strike Action (ASOS)" with "Yes" selected.
- A date input field labeled "If Yes, When will this Start? (dd/mm/yyyy)" containing "23/05/2022" and a calendar icon.
- A date input field labeled "If Yes, What is the Planned End Date of this action? (dd/mm/yyyy)" which is currently empty and has a calendar icon.
- At the bottom, there are two buttons: "Save" (highlighted with a red circle) and "Cancel".

- ☞ The following message will be displayed confirming your HR Connect record has been updated:



The screenshot shows a confirmation message in a mobile-style interface:

- A back arrow and the text "< Back to Personal" at the top.
- A section header "My personal details" below a horizontal line.
- A green notification bar at the bottom with an information icon and the text "Changes have been saved."

- ☞ Updating the fields only shows you are intending on taking part in the ASOS action, this update will not automatically make any deductions of pay. HR will contact you separately to confirm the actual days that should be deducted.

