**HR Connect Data Quality Issues Guidance**

1. When an employee signs onto HR Connect for the first time, they should check all their available information.
2. It is recommended that any data quality issues should be corrected **within the first month** of going live onto HR Connect.
3. If an employee views information on Employee Self Service which they believe is incorrect, there are two available options.

**Correcting Data Quality Issues – through Employee Self Service**

1. If the information is current then it can be corrected by the Employee or Line Manager on Employee Self Service. The following information can be amended by the Employee or Line manager:

|  |  |  |
| --- | --- | --- |
| Personal Details | Personal Information | Can be updated by Employee |
|  | Sensitive Information | Can be updated by Employee |
|  | Addresses  | Can be updated by Employee |
|  | Contacts | Can be updated by Employee |
|  | Emergency Contacts | Can be updated by Employee |
|  | Next of Kin details  | Can be updated by Employee |
| Payroll | Bank details | Can be updated by Employee |
| Absence | Holiday dates | Can be amended by Line manager |
|  | Holiday balances | Hours taken can be amended by Line manager |
| Learning | Waiting list | Employee can delete request themselves  |
|  | Special requirements  | Can be updated by Employee |

**Historical Data Quality Issues**

1. If the information is historical it cannot be corrected by the employee or Line manager and therefore a request to make a change should be made to Human Resources.
2. The **HR Connect Data Quality Issue form** should be used to amend any information held on HR Connect, which you believe is factually incorrect.
3. Please provide supporting documentation where it is available. E.g. Annual leave cards. This should be scanned into PDF format and attached to an email which should be sent to HRConnect@napier.ac.
4. Your record will be checked against your personal file, HERA Role Profile form or Absence returns held within the department.
5. Once verified, where there is an error in your record, a note will be placed in your record within the central HR Connect system. This will not necessarily be visible in Employee Self Service however you will receive a confirmation that the change has been made, a copy of which will also be placed in your Personal File.
6. If your there is no supporting documentation held within HR which supports your issue. The change will not be made to your electronic record but your issue form will be placed on you Personal File.

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**HR CONNECT DATA QUALITY ISSUE FORM**

This form should be used to amend any information held on HR Connect, which you believe is factually incorrect. Please provide supporting documentation where it is available by scanning the document into PDF and attaching it to your email. Once complete please mail to HRConnect@napier.ac.uk

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** |  | **Employee Number** |  |
| **Department** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Screen where issue occurs** | **Enter incorrect data** | **Enter correct data** |
| Personal Details - HESA details |  |  |
| Employment - Current Jobs |  |  |
| Employment - Previous jobs |  |

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| Payroll |  |  |
| Absence - Holiday dates |  |  |
| Absence - Holiday balances |  |  |
| Absence - Sickness dates |  |  |
| Absence - Other dates |  |  |
| Learning - Personal learning account |  |  |

I have attached supporting documentation in PDF format. Yes / No