

Self Service User Guide

Introduction and Getting Started

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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 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.

Logging In

HR Connect Employee Self Service supports all popular browsers on both Windows and Mac.

Before connecting to HR Connect you must be connected to the university network. If you are working off campus or connected by Wi-Fi to eduroam you will need to utilise the Universities [Virtual Desktop](#) service in order to connect to and use HR Connect.

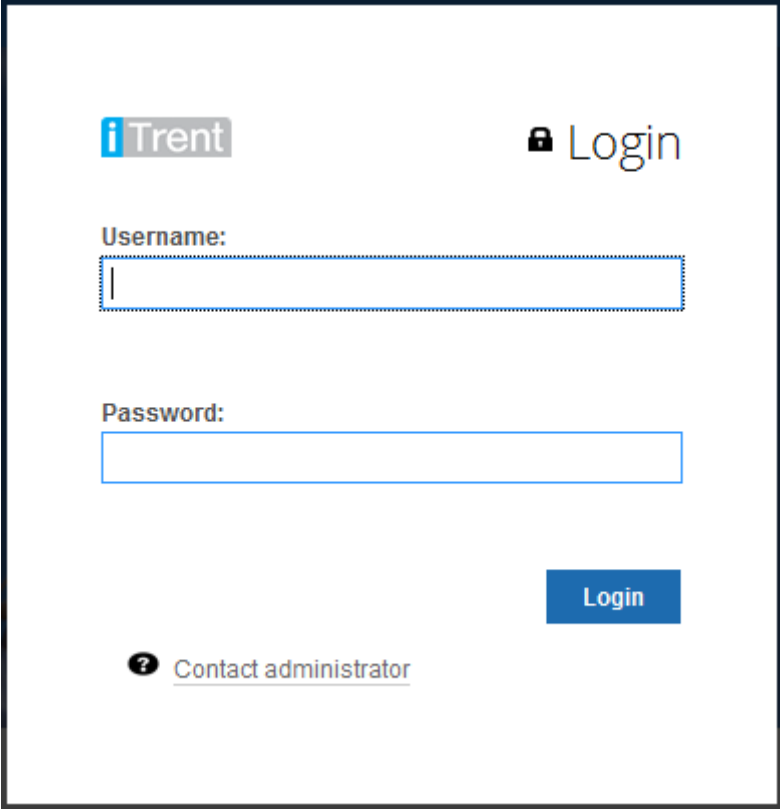
You can log into HR Connect employee self-service from this web page:

https://hrconnect.napier.ac.uk/mthprod_ess/ess

The link is also available on the Edinburgh Napier staff Intranet by searching for HR Connect.

You may wish to save a link to HR Connect Employee Self Service in your internet favourites or onto your desktop

When connected you will be see the login screen.



The screenshot shows a login interface with the following elements:

- Top left: Trent logo (an 'i' in a blue square followed by the word 'Trent').
- Top right: A lock icon followed by the text 'Login'.
- Middle left: The label 'Username:' above a text input field with a dotted border.
- Middle left: The label 'Password:' above a text input field with a solid blue border.
- Bottom right: A blue rectangular button with the text 'Login' in white.
- Bottom left: A question mark icon followed by the text 'Contact administrator'.

You log in with your normal university user name and password. As the password is directly linked to your university network account any changes to your network password will be reflected immediately in your HR Connect password.

Home Page

Once you have logged in you will see the main HR Connect Home Page.

Returns you to this Home Page from anywhere in the system

Main Menu links to take you into the system Home Pages.

Log out and access your e-form payslip preferences

Edinburgh Napier UNIVERSITY

Personal Absence Pay Employment Learning

Hello Joe

You last logged in 28 minutes ago

Quick links

- Book leave
- Check my holiday balance
- Book onto a training event
- Record a personal learning event
- View payslips / P60s
- View my job details
- Data Protection Statement
- More links from self service...

Quick Link shortcuts to documents and frequently used parts of the system

Navigation

From the Home Page you can use the Main Menu Links to navigate to various parts of the system. Individual user guides for each of these areas are available.

Personal

View and update your personal details, contact information (address, telephone numbers and personal e-mail addresses), information about your family and friends, including your next of kin and emergency contacts and your bank account details.

Please note that bank account details will be used for the next payroll payment and should be updated, at the latest on the Friday before pay day to ensure that the new account is used to receive payment. Please contact payroll if updating your bank details any closer to pay day or if you have any concerns.

Absence

View details of your holiday, and other leave dates, allowances and remaining balances. View your and your colleagues' absence calendars. Request holidays and other leave. View details of Sickness and other absence records.

Pay

View, print and download your payslips and P60 forms.

Employment

View your current and previous employment history. View and update your Personal HESA details.

Learning

View your learning history and booked courses. View courses where you are on the waiting list. Book attendance on learning events or the waiting list. Record personal learning. Complete and view learning evaluation forms.

Layout of information on the pages

When you click into any of the Main menu links you will be presented immediately with relevant information. This information is normally displayed as a series of cards where there are four or fewer items to display and as rows of information for more than four items.

For example on the personal details page you will normally see the information laid out as cards.

The screenshot displays the 'Personal' page in the HR Connect system. At the top, there is a navigation bar with the Edinburgh Napier University logo and a menu containing 'Personal', 'Absence', 'Pay', 'Employment', and 'Learning'. A user profile icon is visible in the top right corner. Below the navigation bar is a red header with the word 'Personal' and a close button (X). The main content area is titled 'My personal details' and contains several information cards:

- Personal details:** Dr Joseph Bloggs, 1 Jan 1960. Includes a red edit icon.
- Sensitive information:** Select this card to view or amend your sensitive information.
- Special requirements:** Select this card to view or amend your special requirements.

Below these cards is a section for 'Contact information' with an 'Add' button. It contains three cards:

- Home - Mailing address:** 1 The Street, EDINBURGH, EH1 1AA.
- Contact details:** E-mail Address: J.Bloggs@NAPIER.AC.UK.
- Contact details:** Home Telephone: 0131 111111.

Next is a section for 'Friends & Family' with an 'Add' button.

The final section is 'Bank details', containing one card:

- J BLOGGS:** 831728, Royal Bank of Scotland.

On the Learning page the display type will depend on the number of records to be displayed. They may be displayed as cards as shown here:

The screenshot shows the 'Learning' section of the HR Connect system. It features a navigation bar with tabs for Personal, Absence, Pay, Employment, and Learning. Below the navigation bar is a red header with the word 'Learning' and a close button. The main content area is titled 'Learning activities' and includes a filter dropdown set to 'Current', a search icon, and a '+ Add personal learning' button. Two activity cards are displayed: 'WAM - System Training' (Booked, 29 May 2013, No) and 'HR Connect for Line Managers' (Waiting list - Awaiting authorisation).

or as a data grid as shown here:

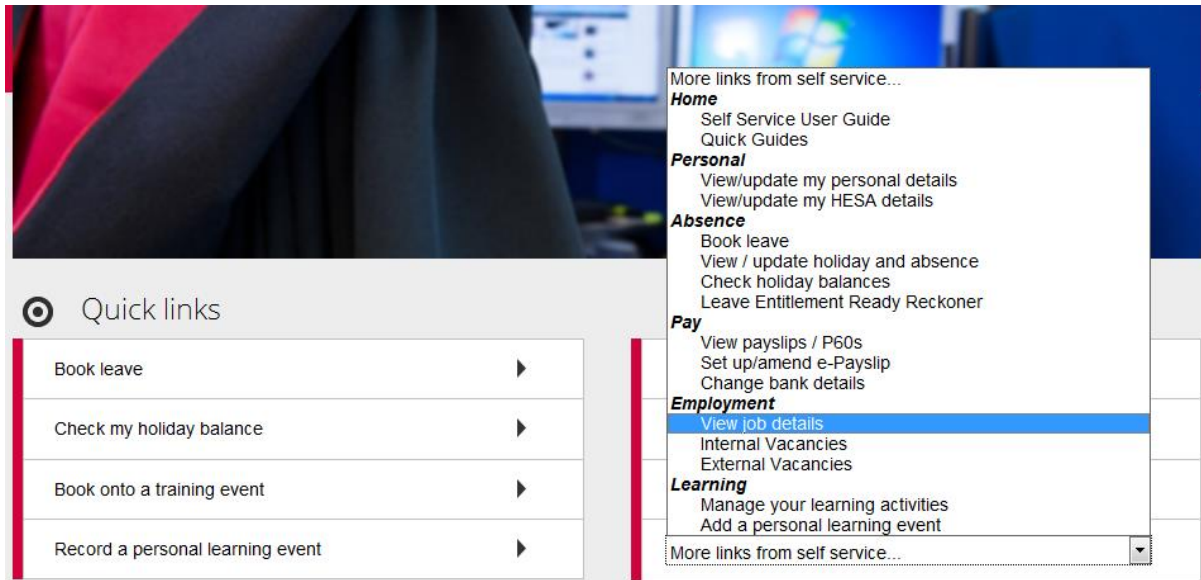
The screenshot shows the 'Learning' section of the HR Connect system, displaying a data grid of learning activities. The grid has columns for Event name, Status, Start date, Failed / reason, Renewal, and Cost. The data is as follows:

Event name	Status	Start date	Failed / reason	Renewal	Cost
Active Panel Training	Completed	15 Sep 2005	No		
Conveners & Secretaries to...	Completed	6 Jan 2011	No		
Developing Others	Cancelled	3 Oct 2012	No		
HR Connect for Line Managers	Completed - Authorised	22 Nov 2011	No		

Where information is displayed in a data grid you can click on any column header to sort the information by that column.

Quick Links

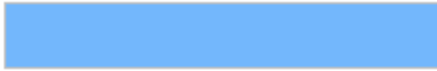
You can also use the Quick Links menu on the home page to navigate to frequently used areas and to user guides and other documentation.



Click on 'More links from self service...' to view additional quick links.

Compulsory Fields

Throughout the system certain fields of information are coloured blue as shown.


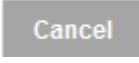



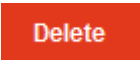
These are compulsory and you will not be able to save any changes or new records unless these have been completed.

Other fields are white and can be optionally completed where appropriate. We would recommend and request that you complete as much detail as possible whenever recording or amending information.


Record Update Buttons

You will only be able to update, save or remove limited information, and where this is possible you will see one or more of the following icons on the screen.

Click  to save any changes and  or  to exit the screen without saving. If you have made changes you will receive a warning message before exiting the screen without saving.

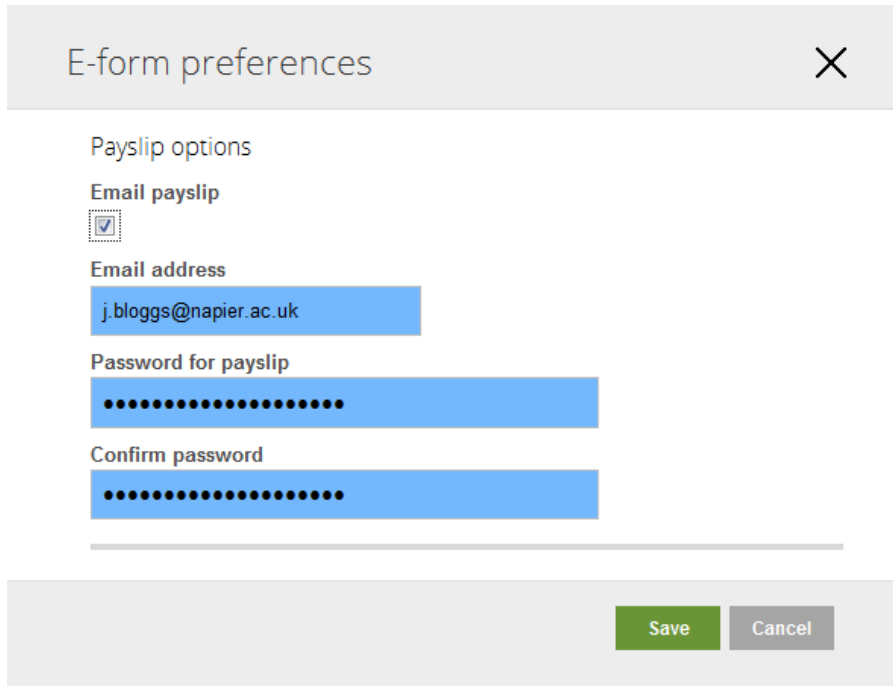
Use  to completely delete a record. Please note that the information will be permanently deleted and cannot be recovered.

User Preferences

Click on the  icon at the top left of the screen to log out of the system or access your e-form preferences.

You can also close your browser or browser tab to log out of HR Connect.

E-Form Preferences



E-form preferences

Payslip options

Email payslip

Email address
j.bloggs@napier.ac.uk

Password for payslip
.....

Confirm password
.....

Save Cancel

The E-form preferences page is used to update how your payslip is sent to you.

If 'Email payslip' is ticked your payslip will be e-mailed to the e-mail address given on this page. If it is not ticked you can access, print and download payslips from within HR Connect Employee Self Service.

Email address: The address that your payslip will be sent to. This can either be your University e-mail address or a personal e-mail address. We recommend you use your University e-mail address.

Password for payslip: Your e-mailed payslip will be sent as an adobe pdf attachment to an e-mail. The password recorded here will be required to open the pdf document. Please note that changes to this password will only be effective for future payslips and all previous payslips would be secured by the old password.

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