Edinburgh Napier UNIVERSITY

HR Connect

Self Service User Guide

Introduction and Getting Started

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VERSION HISTORY

Version	Date	Change Summary
1.0	January 2022	New ESS Update

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

Staff can update their own personal information, request leave, request a place on learning events, record personal learning activities, submit online claim forms and buy holiday.

Full details of what information can be accessed and updated can be found withinthe 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 always maintained.

When you have finished using HR Connect, please always log out or close your web browser or tab.

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 on a non-University device, 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 by

https://hrconnect.napier.ac.uk/mthrprod_ess/ess/dist/#/login

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 see the login screen below. Click on ‘Single Sign-on account’. You will automatically be signed in as the account is directly linked to your university network account.

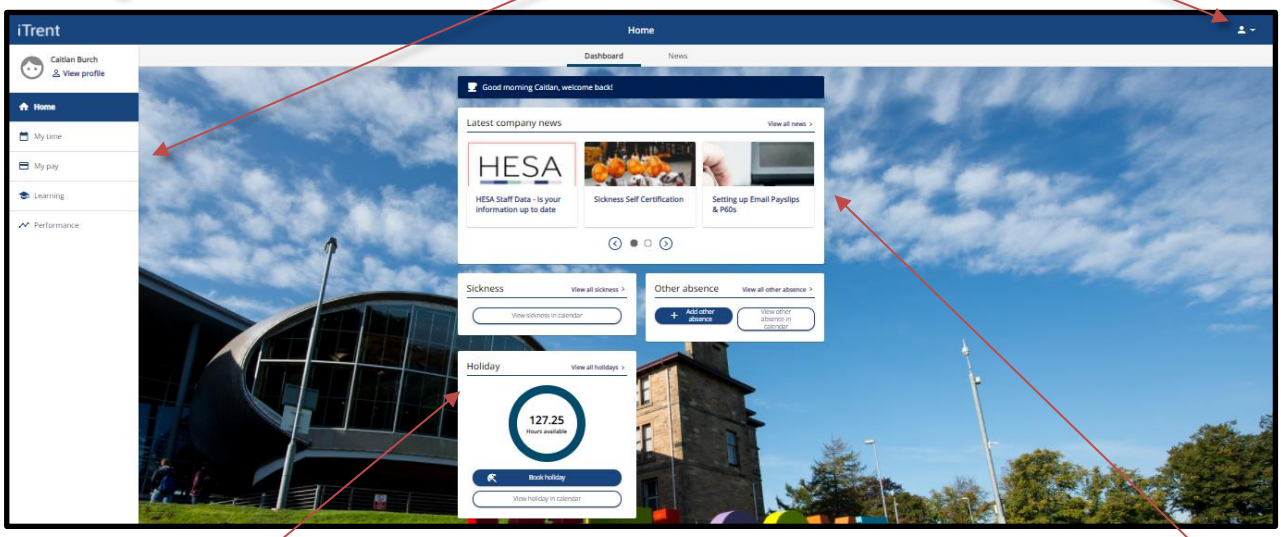
Home Page

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



Shortcuts to frequently used parts of the system

Shortcuts to the latest company news.

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 profile)

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. You can also view information regarding your employment and can view and update your personal HESA details via the employment tab. View and update your professional qualifications, memberships and skills and expertise's via the talent tab.

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 (My time)

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

Pay (My pay)

View, print and download your payslips and P60 forms.

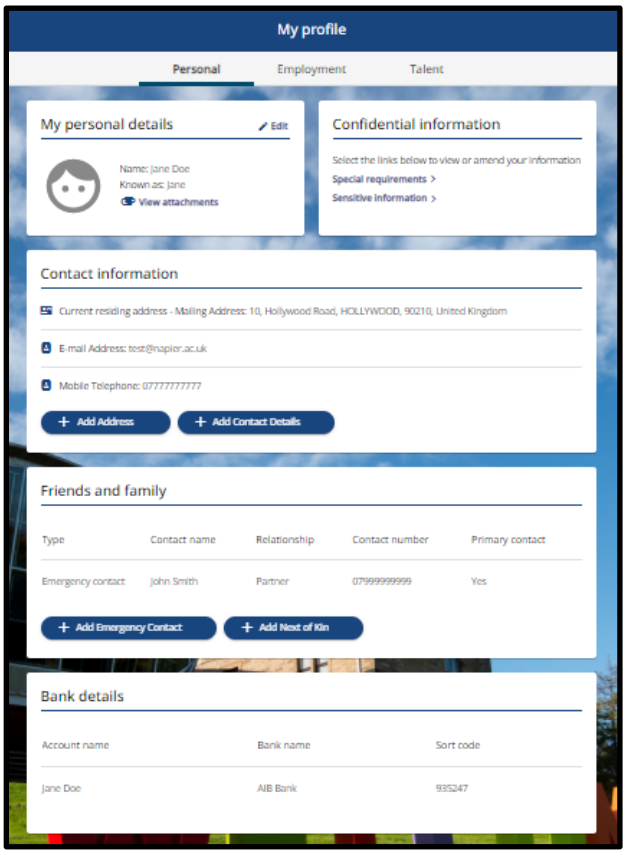
Learning

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.

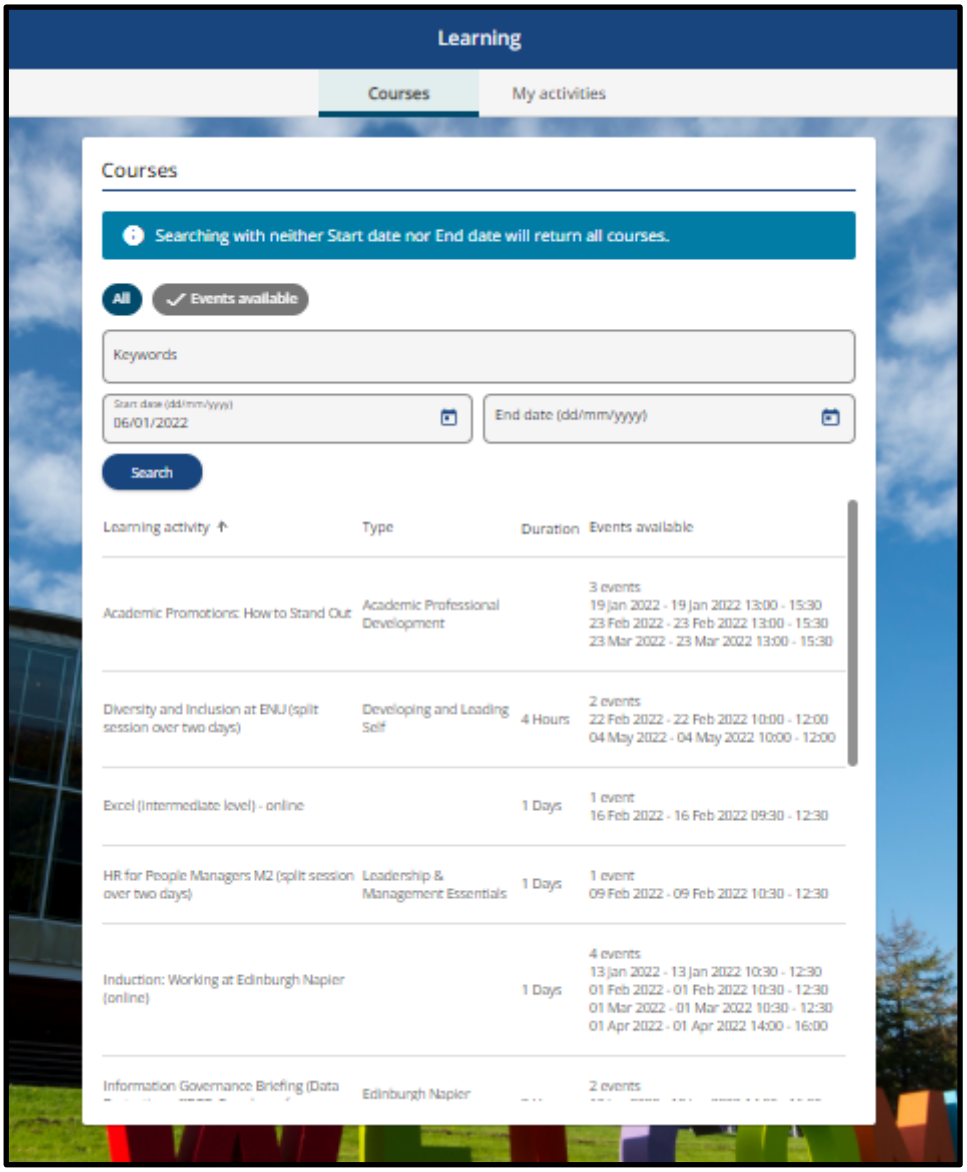
Layout of information on the pages

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.

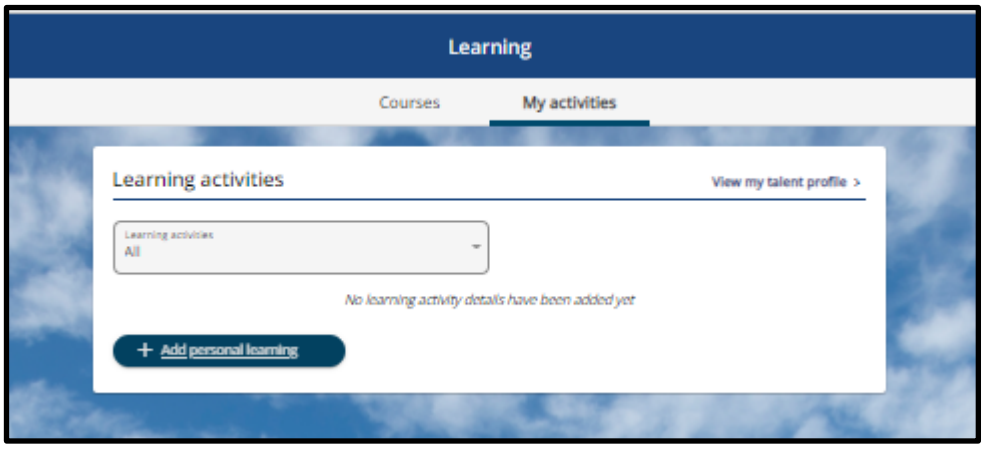
For example, on the ‘My profile’ page you will normally see the information laid out as cards.



On the Learning page a singular card will be shown on the courses tab.

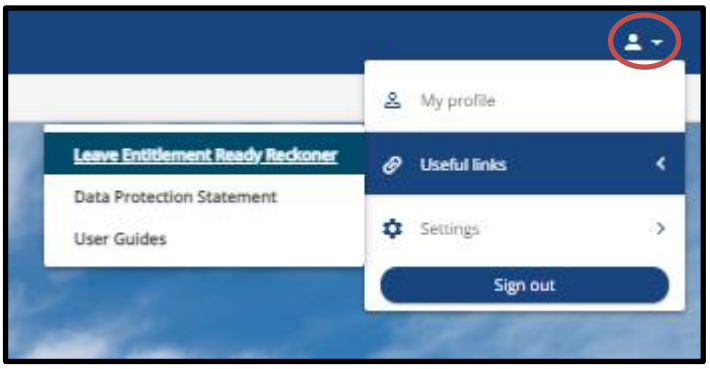


On the ‘My activities’ tab, a singular card will be shown.



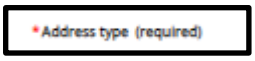
Useful Links

You can also use the Useful Links menu via the Utility menu icon which can be accessed from any page to user guides and other documentation.



Compulsory Fields

Throughout the system certain fields of information will be marked with a red asterisk.



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

Other fields will not be marked with a red asterisk 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 Save to save any changes and Cancel to exit the screen without saving. If you have made changes, you will receive a warning message before exiting the screen without saving.

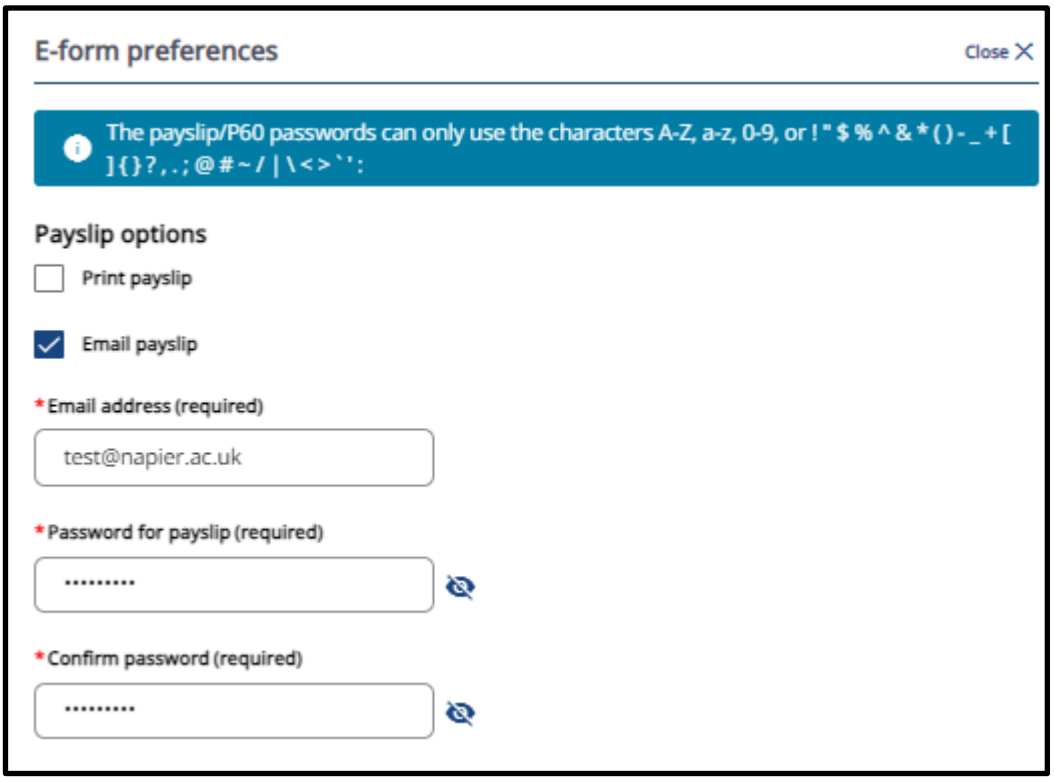
Use Delete to completely delete a record. Please note that the information will be permanently deleted and cannot be recovered.

User Preferences

Click on the utility menu icon at the top right of the screen to log out of the system or accessyour e-form preferences via settings.

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

E-Form Preferences



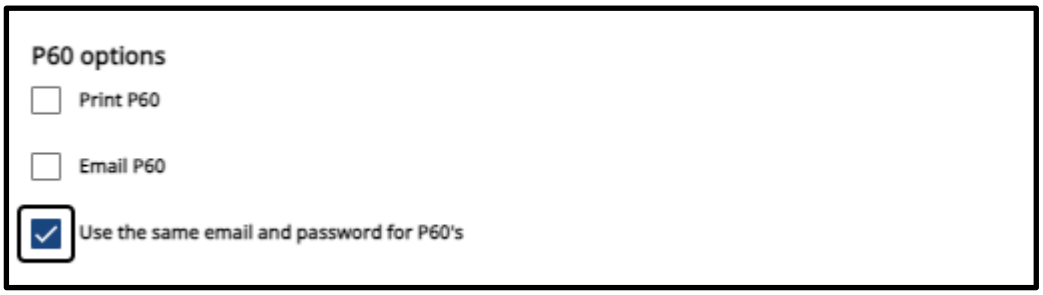
The E-form preferences page is used to update how your payslip is sent to you.

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.

You can also update how your P60 is sent out to you. If you have set up credentials for your payslips to be emailed out to you it is recommended that you tick the ‘use the same email and password for P60’s’. Your P60’s will then be sent to the same email address as your payslips and will also use the same password for access.



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.

For any further help, advice or assistance please contact HR on ext.3344 or email humanresourses@napier.ac.uk.