Edinburgh Napier
UNIVERSITY

HR Connect

Self Service User Guide
Personal Details

Contents

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 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 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.

Personal Details Page

Once you have logged onto HR Connect, click on the click on 'View profile', which is located at the top left of the screen, to access your personal details.
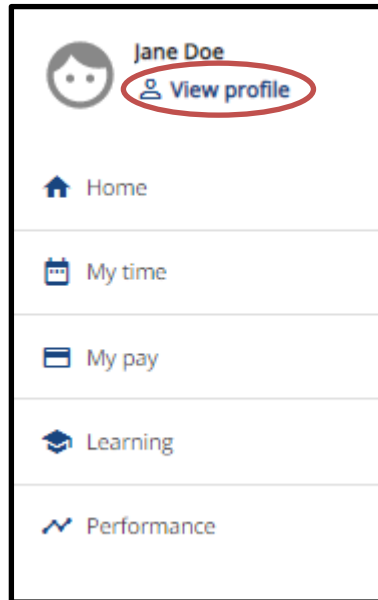
This page will provide you with an overview of your personal details presented on separate cards.
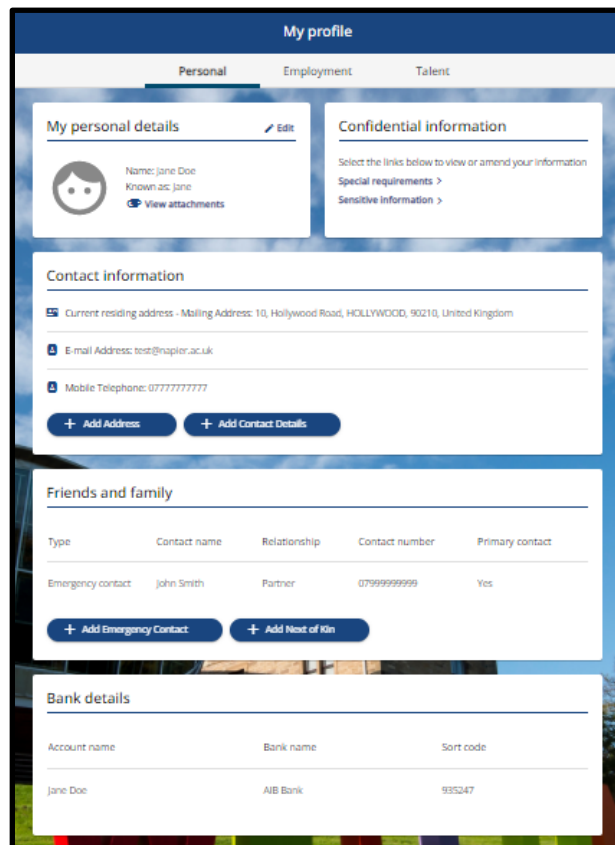
Please note that you can see a preview of some information on the cards, but other information is not included on the preview because of the sensitive nature of that information. For example, there is no preview of the 'Confidential Information'.

This information can be viewed by clicking into the card and you should take particular care to ensure your computer screen cannot be viewed by anybody else before clicking into these cards.

Personal details card

On the 'View profile' page there is a 'My personal details' card. The card provides an overview of your name and what you prefer to be known as. You can view any attachments assigned to this record by clicking on 'View attachments'. Documents can also be attached from here as well to provide evidence of any personal detail changes, for example a marriage certificate.

To update any information within the personal details card, click on 'edit' as circled above.

The following information is available for update:

- Surname
- Forename 2
- Forename 3
- Title
- Preferred name
- Previous surname
- Marital status

Click save once any changes have been made. Any marked with a red asterisk denotes a mandatory field.

You will not be able to update your forename, date of birth, organisation start date or reckonable service date. If any of these have been recorded incorrectly, please contact HR.

HR will be informed of any changes to the 'Personal details' page and may be in contact with you if they need any further information.

Confidential Information Card

On the 'View profile' page there will be a 'Confidential information' card. The card contains links which will enable you to view and/or update your sensitive information or special requirements.

Please note that this card contains sensitive personal information, including equal opportunities and diversity information and should only be opened when you are happy that you are in a secure area where other people cannot view your screen.

All this information is optional and is only used by our diversity and equalities partner to ensure that we are treating staff from all backgrounds in the same way.

Confidential information

Select the links below to view or amend your information

Special requirements >
Sensitive information >
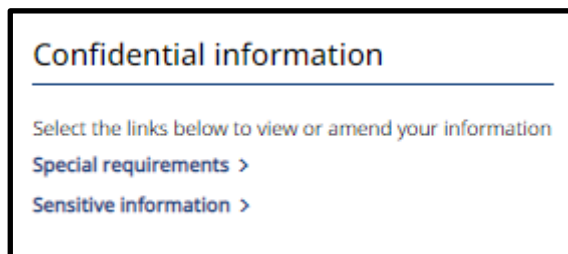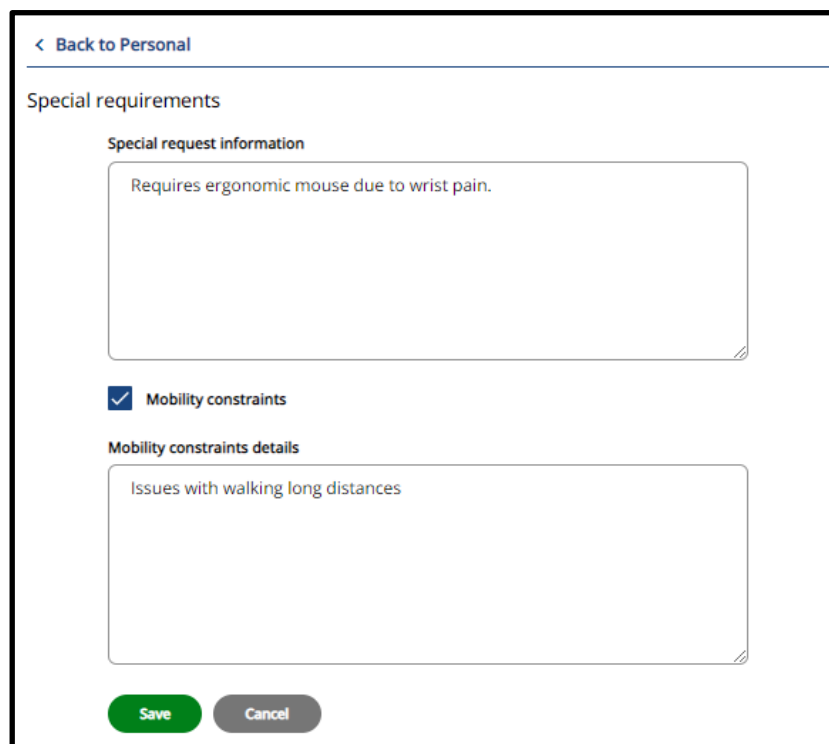
__Special Requirements__

This card is used by our Learning and Development team to verify any special requests for Learning Events. Special request information may include dietary requirements or any other requests.

Any recorded mobility constraint details may be used by Learning and Development when booking suitable training facilities, or to inform you of any access restrictions for the facilities booked.

Please note that this is separate from a declaration of any disability recorded on the sensitive information card and may include temporary conditions (e.g., a broken limb).

Click on 'Special requirements' to view/update the details. Enter the details of any special requirement requests in the top box. If you wish to enter details of any mobility constraints, tick the check box and enter details in the box below it. Click on save once the information has been inputted. Click on 'Back to Personal' to return to the confidential information card.

Sensitive Information

Click on 'Sensitive information' to view/update. Any information can be inputted or updated on this card. Please note that if you declare yourself as having a disability, our Equalities and Diversity partner will be in contact with you to discuss any special requirements related to the disability declared. Click on save once any information has been inputted. Click on 'Back to Personal' to return to the confidential information card.

Sensitive information

The personal data that you enter into this form is voluntary, if you do provide the information requested, we will only use this in an aggregated and anonymised form.

Marital status

Partner

Religion

No Belief

Ethnic origin

White British

Nationality

British (not Channel Islands or IOM)

Sex identifier

Female

Gender reassignment

Gender identity matches sex as registered at birth

Sexual orientation

Heterosexual

Self-certified disabled

Not Disabled
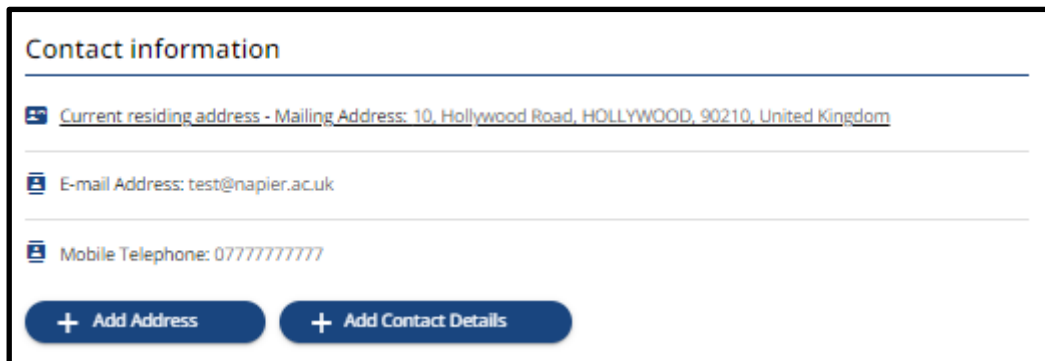
Disability description

Save   Cancel

Contact Information
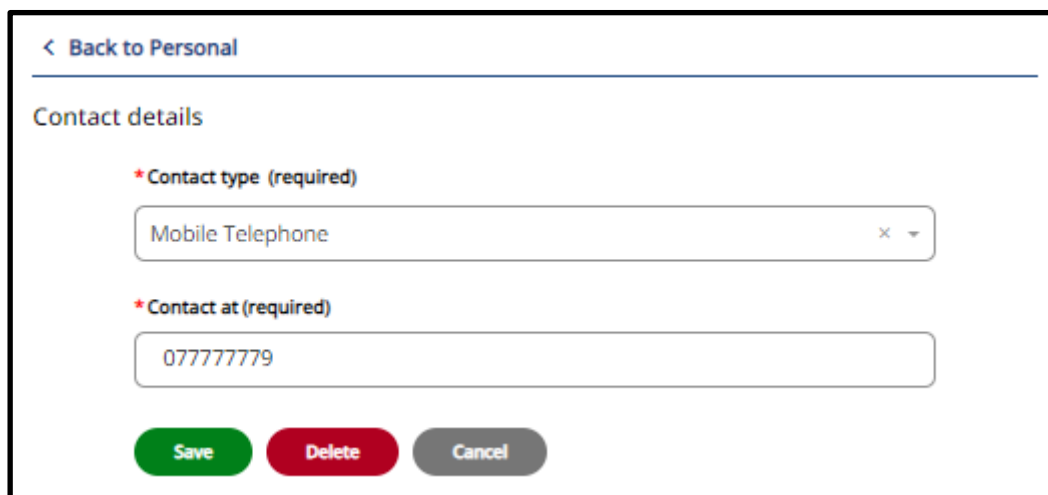
On the 'View profile' page there is a 'Contact Information' card. This card provides an overview of your current contact information which has been recorded, this includes:

- Current residing address
- Email address
- Home/Mobile number.

Contact information

Current residing address - Mailing Address: 10, Hollywood Road, HOLLYWOOD, 90210, United Kingdom

E-mail Address: test@napier.ac.uk

Mobile Telephone: 07777777777

+ Add Address   **+ Add Contact Details**
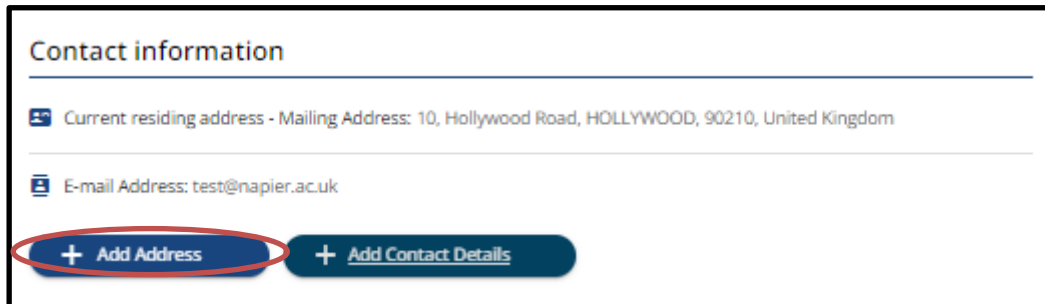
If any of the information currently held has been entered incorrectly, click on the current address, email or phone number, make any edits and click on save. If you have changed address do not use the edit function to update as the history of your previous address will be lost. If you have changed address or phone number, use the 'Add Address' or 'Add Contact Details' function as shown below.

< Back to Personal

Contact details

*Contact type (required)

Mobile Telephone   × ▾

*Contact at (required)

077777779

Save   **Delete**   **Cancel**

Adding a new address

To add a new address, click on 'Add Address', enter the details and click on save. Please note that you can only record your current residing address on the system, so please always check the mailing address tick box. Ensure that the allow manual tick box has been checked.
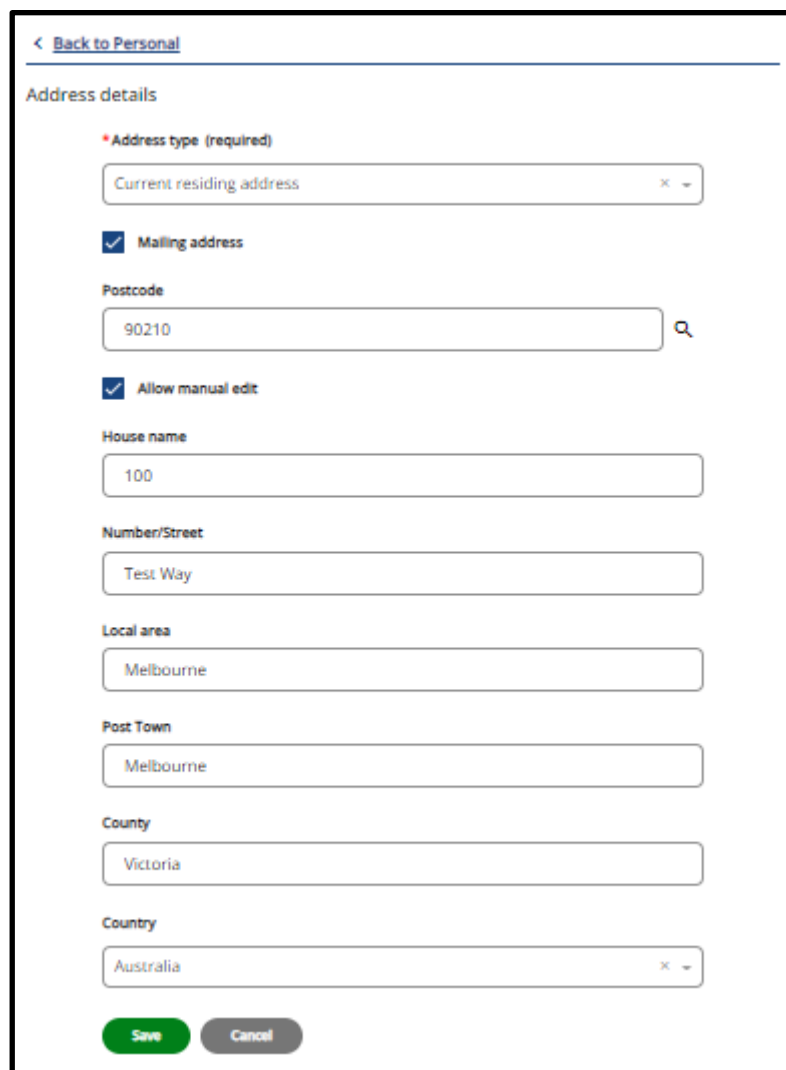
Adding new contact details

To add new contact details, click on 'Add Contact Details', enter the details and click on save. Please note that you can have several different contact details, but only one of each contact type.

Contact information

🖭 Current residing address - Mailing Address: 10, Hollywood Road, HOLLYWOOD, 90210, United Kingdom

🔲 E-mail Address: test@napier.ac.uk

+ Add Address   + **Add Contact Details**
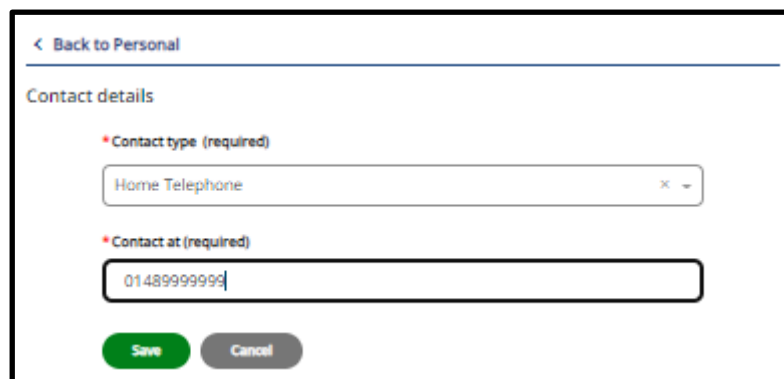
You can record one of each of the following:

Email address: Please record a personal e-mail address. There is no need to record your napier.ac.uk address.

Home Telephone: Please record your main telephone number.

Mobile Telephone: Please record your main mobile telephone number.

Work Extension: Please record your main work extension or telephone number. Please note that work extension is optional and for information only. Details recorded here will not update IT systems or the internal telephone directory.

‹ Back to Personal

Contact details

* Contact type (required)

Home Telephone   × ▾

* Contact at (required)

01489999999

Save   Cancel

Friends and Family

On the 'View profile' page there is a 'Friends and Family' card. This provides an overview of your emergency contact and next of kin details. The card contains links which will enable you to view and/or update your emergency contact and next of kin details.

Next of Kin

To edit next of kin details which are already recorded click on the record, make any changes and save.

If no next of kin details have been recorded click on 'Add Next of Kin'.

Enter the next of kin details. Please note that you can only record one next of kin. If the 'Use my home address box' is ticked your current home address will always be reflected in this record even if you change your home address. Click save to process.

Emergency Contact

To edit emergency contact details which are already recorded click on the record, make any changes and save.

If no emergency contact details have been recorded or if you wish to add additional emergency contact details, click on 'Add Emergency Contact'.

Enter the emergency contact details. You can record any number of emergency contacts but only one can be marked as your primary contact. If another contact is marked as your primary contact the existing one will automatically be unmarked as your primary contact.

If the 'Use my home address' box is ticked your current home address will always be reflected on this record even if you change your home address.

When recording a new emergency contact, an additional tick-box will allow you to create a duplicate next of kin record. This next of kin record can then be maintained separately.

Bank Details

This section contains only one card reflecting your current bank account details as used by payroll. Please ensure that your bank account details are recorded accurately to avoid delays in your pay being sent to your bank account.

On the 'View profile' page there is a 'Bank Details' card. This provides an overview of your bank account details as used by payroll.

Bank details		
Account name	Bank name	Sort code
Jane Doe	AIB Bank	935247

Click on the record to view and/or amend your bank details.

< Back to Personal

Bank details

ⓘ These details are used to pay your salary and any changes will take immediate effect. Please check the details carefully before saving.

*Sort code (required)

935247

Bank name

AIB Bank

Roll number

*Account number (required)

99999999

*Account name (required)

Jane Doe

Save   Cancel

You only need to record a sort code, account number and account name. The account name is the bank holder's name. Only record a role number is this is relevant.

The bank name will be updated automatically based on the sort code.

If your sort code is not recognised and you received the error message as shown below, please contact payroll to add your bank to the list of recognised banks in the system.

> ✕ Field: Sort code is invalid

Any updates to bank account details should be made at the latest by the Friday before pay day. Changes after this day may not be in time for your pay to go to the new account. Please contact payroll if you have any questions in relation to this.

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.