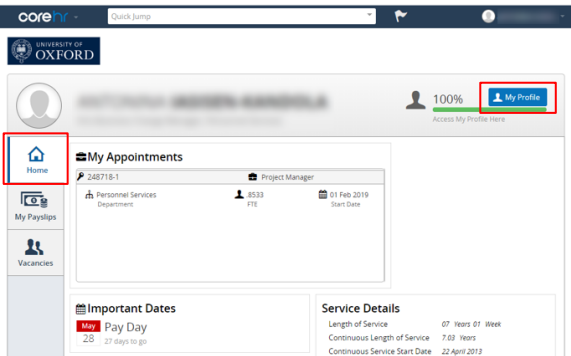


Employee Self-Service (ESS)...

...gives you access to your HR record, lets you update some of your personal details, view your payslips and P60s, and apply for University vacancies. This guide shows you how to check your details in the system and change them if necessary. Please also read the [HR Data Guide](#) for further details about the information displayed in HR Self-Service.

1. Log into HR Self-Service

Log in via the [Staff Gateway](#) using your **Single Sign-On**. This will take you to your **Home** screen.

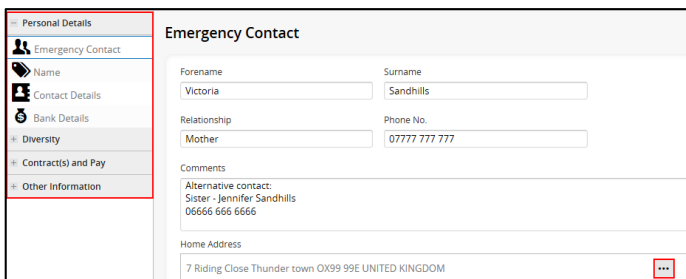


Here, you will see basic details about your employment, including service details and your next pay day.


2. View and manage your personal details

2.1. Click on **My Profile** in the top right corner.

Use the tabs to the left to navigate through the information. Check your details and update them where you can (or ask local HR where you can't do this yourself).



2.2. Personal Details

Update your details by typing or overwriting the information within the fields, or by clicking on the  icon, where it appears. Please note the following:

Emergency Contact: Use the Comments box to add details of a second emergency contact.

Contact Details: The *Email-Work* and *Single Sign-On* fields cannot be edited.

Do not use special characters, eg '&', '@', in your home address.

Note: The following information **cannot be updated in ESS**; please contact your local HR to update any of these details:

- **Name**
- **Bank Details**
- **Contract(s) and Pay**
- **Other information** - *these screens will not be relevant to all staff, so some may be blank.*

3. Return to the Home screen

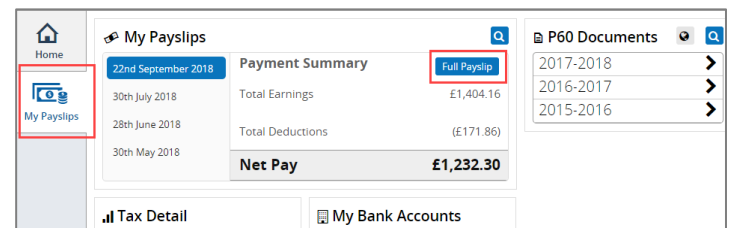
Click on the **Corehr** logo on the left and select Employee Dashboard.




4. View and download payslips and P60s


4.1. View and download payslips

4.1.1. Click on the **My Payslips** tab on the **Home** screen. A summary of your current payslip will be displayed.

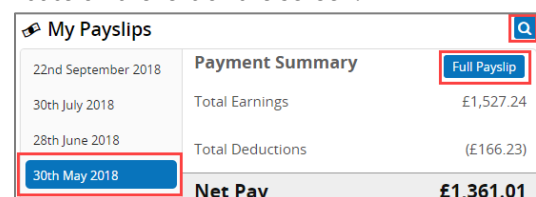



4.1.2. Click **Full Payslip** to open the payslip in full view.

4.1.3. To **save** your payslip, click  at the top of the page > select Save as PDF (choose a secure location).

4.1.4. To **print** your payslip, click . Take care if you are using a shared printer.

4.1.5. View previous payslips by clicking on the relevant date on the left of the screen.



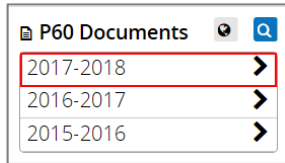
4.1.6. To retrieve an older payslip, click on the  icon.

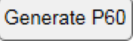
4.1.7. To search, use the navigation arrows at the bottom.



4.2. View and download P60s

4.2.1. To view a P60 click on the required year. A summary of the P60 will be displayed.




4.2.2. Click  to view a full copy of the P60.

Note: Ensure you close the P60 window before logging out.

4.2.3. To print the P60 use the PDF print option displayed on the document or the print option in the browser.

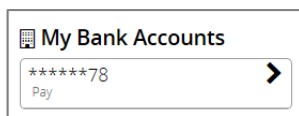


Alternatively, save a copy by printing to PDF.

To search for a previous P60, click  on the right of the screen.

4.3 You can also view Bank Details from the **My Payslips** tab.

You can only see the last two digits of your bank account number in the preview of '**My Bank Accounts**'. When expanded, your bank account number will appear blank due to security reasons. Only your sort code will be visible.



Note: Contact your local HR with any queries or if these details need to be updated.


5. ~New~ View and apply for vacancies

View and apply for vacancies from within your ESS.

NB Please note, that in most, but not all cases, your existing Recruitment account (University's online application portal), will be converted to an internal ESS account once you apply for a job internally. Find out more here: [HR Self-Service FAQs](#)

5.1. Search for vacancies

5.1.1. Go to the **Vacancies** tab from your **Home** screen. The recently published vacancies will be displayed here.

5.1.2. To filter vacancies by 'External' or 'Internal' status, click  on the right.

NB 'At risk' status is not currently in use

5.1.3. Select the status you wish to search vacancies by using the toggle buttons.


Search by key word or vacancy ID number

5.1.4. Use the free text box to search by key words or the vacancy ID number, if you have it.

Further search options

5.1.5. Click **Advanced** on the right to navigate to the standard vacancy search screen in Recruitment. This gives all the search options available in Recruitment, including searching by internal-only jobs.


5.2. View details for a vacancy in ESS

5.2.1. To view the vacancy details, go to  and click 'View Detail'.

5.2.2. This links to Recruitment, where you can view the full advert and the job description attachment.

5.3. Apply for a vacancy

You can apply for a vacancy from within the **Vacancies** tab.

5.3.1. Locate your vacancy, go to  > click 'Apply'. This takes you to your internal Recruitment account, without the need to log into Recruitment.

5.3.2. Follow all the Recruitment application system steps to complete and submit your job application.

6. Log out securely

Click on your name at the top of the screen and select **Log Out**. On the next screen, click 'Proceed with Single Sign-On Logout' to ensure you have fully logged out.

For full security, always close your web browser (including all open tabs).