HOW-TO Guide

UNIVERSITY OF OXFORD

HR SELF-SERVICE

Employee Self-Service (ESS)…

…gives you online access to your HR record at work, letting you update your personal contact details, bank details and diversity information and to view and print your payslips and P60s. This guide helps you navigate the system, focussing on the key benefit – the ability to ensure that your details are complete and accurate.

1. Logging in

Log in to HR Self-Service via the Staff Gateway using your **Single Sign-On**.

This will take you to your **Home** screen.

Basic details about your employment will be displayed here, such as your current appointment(s), service details and the next pay day.

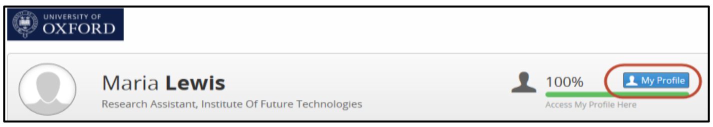
2. Logging out

Once you have finished using HR Self-Service ensure you click on your name at the top of the screen and select **Log Out**. The next screen will remind you that you are still logged into Single Sign-On.

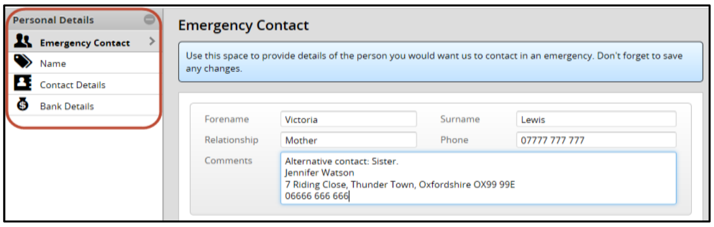
For complete security you should always close down your web browser once you have finished working, (that includes quitting all running copies of your browser).

3. Viewing and managing your profile

3.1. Click on **My Profile**



Please check your details, update them yourself where you can, or notify local HR. Use the tabs to the left of the screen to navigate through the information. Refer to our [HR Data Guide](#) for details of which fields you can update yourself.



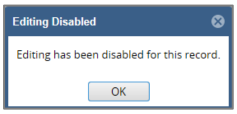
3.2. **Personal Details**

3.2.1. **Emergency Contact**: This may be updated at any time by clicking on ⚙ ▾. If you wish to add a second emergency contact, enter the information into the **Comments** box.

3.2.2. **Name**: All fields are read-only and cannot be updated. To update this information contact your HR Team/Administrator.

3.2.3. **Contact Details**: All fields may be updated using ⚙ ▾ <u>except</u> the *Email-Work* and *Single Sign-On* fields.

The following message will be displayed when attempting to update and save a read-only field.



Note: When updating your home address, ensure that no special characters are included, e.g. do not use '&' (see [HR Data Guide](#) for further information on characters and/or symbols).

3.2.4. **Bank details:** Currently they can be viewed here, or from the **My Payslips** screen as shown in **Section 6.** To update this information contact your HR Team/Administrator.

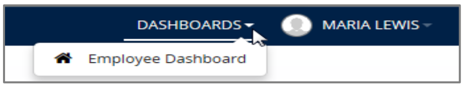
3.3. **Diversity**: You can update all fields in this section. Refer to our [HR Data Guide](#) for assistance.

3.4. **Contract(s) and Pay**: All fields are read-only and cannot be updated.

3.5. **Other Information:** The information held in this section cannot be updated. These screens will not necessarily be relevant to all staff, so some may be blank. Refer to our [HR Data Guide]() for details of which fields you can update yourself.

4. Returning to the Home screen

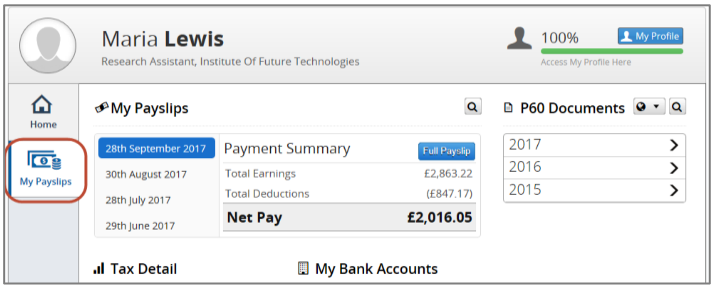
Click on **Dashboards** at the top of the screen and select **Employee Dashboard**.



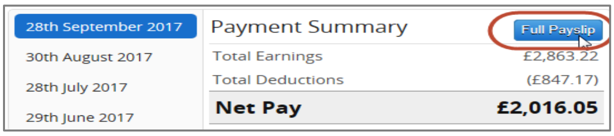
5. Viewing and downloading payslips and P60s

5.1. Viewing and downloading payslips

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



5.1.2. Click on the **Full Payslip** button. The payslip will open in a new browser window.



5.1.3. To save your payslip, click on the **Print Payslip** button, displayed at the bottom of the page, print to PDF and save in a secure location using **File > Save As.**

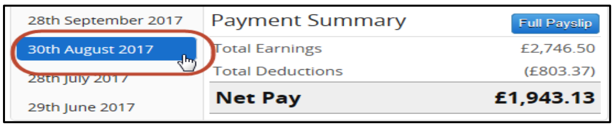
5.1.4. To print your payslip, click on the **Print Payslip** button and select the required printer.

Note: Before printing, check the setting on the PC to ensure you are printing to an appropriate printer (take care if you are using a shared printer).

5.1.5. Close the payslip window by clicking on the **X** in the top right hand corner.

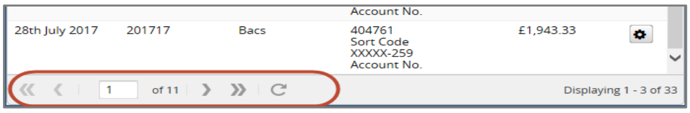
Note: For security reasons ensure you do this before returning to **My Payslips.**

5.1.6. To view a previous payslip, click on the relevant date to the left of the screen.



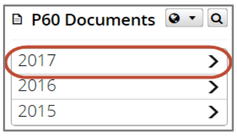
5.1.7. To retrieve an older payslip not displayed on the screen click on 🔍 above the **Full Payslip** button.

5.1.8. Search for the required payslip using the navigation buttons at the bottom of the list.



5.2. Viewing and downloading P60s

5.2.1. To view a P60 click on the required year.



5.2.2. A summary of the P60 will be displayed.

5.2.3. Click on **Generate P60** to view a full copy of the original P60.

Note: The P60 will be displayed in a separate browser window. Ensure you close this window before logging out.

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

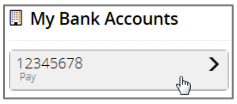
Alternatively, save a copy by printing to PDF.

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

6. Viewing your bank account details

6.1. Select the **My Payslips** tab as shown in **Section 5.1.1**

6.2. To view your bank details click on the button showing the relevant bank account.



Note: Currently bank details can only be viewed. Contact your HR Team/Administrator if these details need to be updated. In the near future you will be able to make these updates yourself.