HOW-TO Guide

UNIVERSITY OF OXFORD — HR SELF-SERVICE

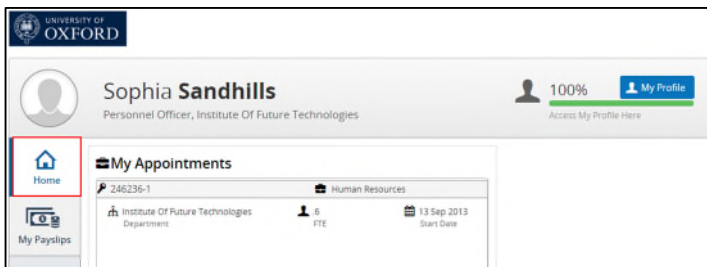## Employee Self-Service (ESS)…

…gives you online access to your HR record at work, letting you update your personal contact details, 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**. On the next screen, click 'Proceed with Single Sign-On Logout' to ensure you have fully logged out.
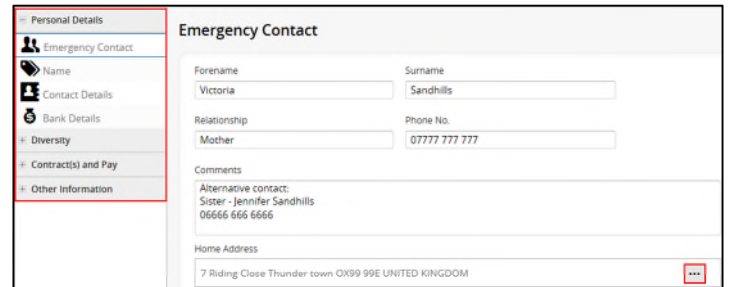
For complete security you should always close down your web browser once you have finished working, (that includes closing all open tabs in your browser).

## 3. Viewing and managing your profile

3.1.   Click on **My Profile**
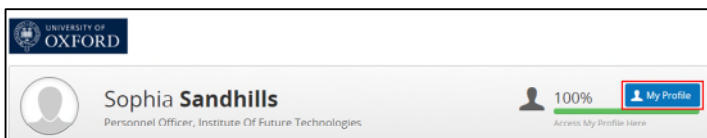
Please check your details, update them yourself where you can, or notify local HR of the changes you can't make yourself. Use the tabs to the left of the screen to navigate through the information. Refer to our HR Data Guide for details of which fields you can update yourself.

3.2.   Personal Details

3.2.1. **Emergency Contact**: Update the address by clicking on the ⋯ icon. 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, by clicking the ⋯ icon, except the *Email-Work* and *Single Sign-On* fields.

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

> Editing has been disabled for this record

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

It is important that you also notify HMRC when you change your address: www.gov.uk/tell-hmrc-change-address

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 more help and information.

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

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our HR Data Guide for details of which fields you can update yourself.
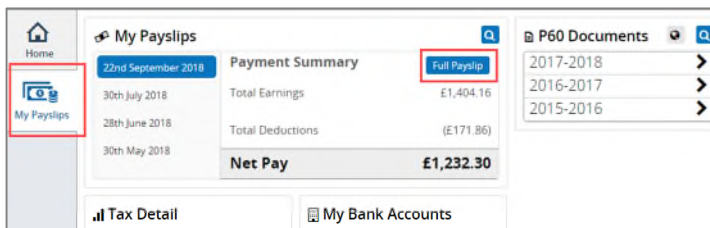
4. Returning to the Home screen

Click on the **Corehr** logo on the left hand side of the menu bar.
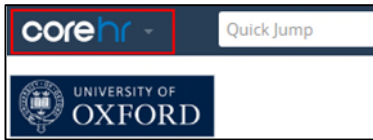
5. Viewing and downloading payslips and P60s

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** button, displayed at the top 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** button and select the required printer.

Note: Before printing, check your settings 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.
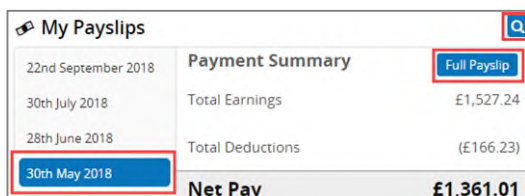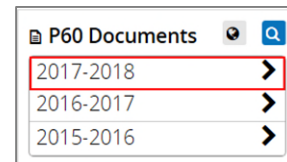

5.1.7. To retrieve an older payslip not displayed on the screen click on the icon above the **Full Payslip** button.

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 the icon 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. You can only see the last two digits of your bank account number in the preview section of '**My Bank Accounts**'. When expanded, your bank account number will appear blank due to security reasons. Only your sort code will be visible. For bank details queries please contact your HR team/administrator.
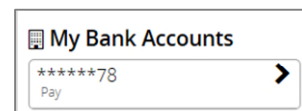
Note: Bank details can only be viewed. Contact your HR Team/Administrator if these details need to be updated.