

This document provides information and guidance on the staff data held in [HR Self-Service](#) and how it may be used and/or shared by the University. [Part A](#) covers guidance on personal and contractual data, whilst [Part B](#) focuses specifically on diversity data.

Please read this guide in conjunction with the 'How To' guides and the FAQs found [here](#). See also the [Staff Privacy Policy](#).

Introduction

Employee Self-Service (ESS) gives you access to some of the personal and contractual data that is held about you in the University's HR Information System (HRIS). This data will have come from a variety of sources, including:

- [eRecruitment](#) online database/paper job application
- New starter data form(s) that you would have been asked to complete when you joined the University
- Your University employment contract
- Any subsequent changes made via your HR team during your employment at the University
- Any subsequent updates made by you in ESS

Please check all of your information carefully and make updates where you are able to do so. For any changes you cannot make yourself, please contact your local HR team. ESS helps to ensure that your details are accurate and up-to-date and you are encouraged to check it regularly.

Who has access to my ESS data?

The data in ESS is only accessible to individuals who have been authorised to access the University's HRIS and/or [Manager Self-Service](#) for specific purposes. This includes departmental, divisional and central HR and Payroll staff, and IT staff with responsibility for maintaining the underlying database. Access is restricted to the minimum necessary for the University to carry out its contractual and legal responsibilities.

The University (along with all other higher education institutions (HEIs) in the UK), is required by law to submit an annual staff return to HESA (the Higher Education Statistics Agency), containing a range of data about staff, students, finance and estates. Some of the data you will see about yourself in ESS (see table below) is used for HESA purposes. All data about individuals submitted to HESA is anonymised. For further details see HESA's [website](#). See also HESA's [Staff collection notice](#).



When populating data in ESS you should not use the following characters and/or symbols (special characters): ~ , @ # \$ & [] \ ^ _ { } and any letters with a sign, accent or cedilla (diacritics), such as: ñ õ ü ĩ ț etc.

Part A: Personal and contractual data in Employee Self-Service

Below is a summary of all the data items available in ESS, with some explanations and additional guidance on each data item:

| Field | Update in ESS? | Visible to Self-Service Manager? | Further information and guidance | How is this data used and/or shared? |
|---|----------------|----------------------------------|--|--|
| Personal data | | | | |
| Academic teaching qualification | No | Yes | The collection of this data only applies to academic staff with teaching responsibilities. | This data forms part of the HESA staff return (a requirement of all UK HEIs). |
| Bank details | No | No | If you need to update your bank details please contact your HR team/administrator. NB The University does not ordinarily make payments into non-UK bank accounts. If you are a non-UK national who will also work/live outside the UK, your department should contact Payroll for further advice on the payment of your salary. | Your bank details are used by the Payroll team in order to pay your salary. |
| Contact Details: <ul style="list-style-type: none"> Personal Contact Details (email, home address, phone numbers)  | Yes | Yes | Your home address details are mandatory and they must be entered in full and be up-to-date. Whilst the system will allow you to enter an overseas address, UK tax payers must provide a UK address for HMRC purposes. <hr/> Tier 2/4/5 visa holders: you must update your contact details in ESS/via your HR contact as soon as they change. Also inform the Home Office via this link . You may need to notify the police of a new address as part of your visa conditions. | Your home address is essential for HMRC tax and NI purposes. It is also shared with any University pension scheme providers of which you are a member and used for any correspondence from the University. If you are a visa holder your address details and history may also be requested by the Home Office. |
| <ul style="list-style-type: none"> Work Contact Details (work email, SSO) | No | Yes | This data is auto-populated and cannot be amended in ESS. | If you are a visa holder, your work address may be requested by the Home Office. |
| Personnel Number | No | Yes | Your unique Personnel Number, generated by the University's HR Information System. You can view your Personnel Number on your full payslip. | Managers can view Personnel Numbers for their employees in the MSS portal. Back to top |

| Field | Update in ESS? | Visible to Self-Service Manager? | Further information and guidance | How is this data used and/or shared? |
|--------------------------------|----------------|----------------------------------|---|---|
| Emergency Contact | Yes | Yes | Please ensure that your emergency contact details are always up-to-date. | Your emergency contact details enable your department to get in touch with the person(s) you specify in the event of an emergency. |
| Full Name and Title/salutation | No | Yes | You cannot update your name details in ESS. Such changes must be accompanied by documentary evidence, provided to your HR team/administrator. Changes to titles/salutation do not normally require such evidence, unless the title is to be used for professional purposes. | Your name details are shared with HMRC for tax and NI purposes, any University pension scheme providers to which you belong and used for any correspondence from the University. |
| HESA Staff ID | No | Yes | The University generates this number for all new employees who don't already have it from a previous HEI employment. The HESA Staff ID is transferable, ie you take it with you when moving from one HEI to another. | The HESA Staff ID is used for the HESA staff return. NB The 'Date From' field shows a system date which may not reflect your HEI employment start date. This system date is not used for reporting (or other) purposes. |
| National Insurance (NI) number | No | No | Your NI number is essential for HMRC purposes. If you do not have one, you must obtain one as soon as possible; click here . | Your NI number is shared with HMRC and any University pension providers of which you are a member. |
| NI letter | No | Yes | This letter represents your national insurance category . | The University uses this letter to work out the correct employer/employee NI contributions. |
| Outside Appointments | No | Yes | Details of outside appointments held by academic, academic-related staff, emeriti and visitors. More details can be found at: Guidance Notes for the holding of outside appointments . | Details of outside commitments held by staff will be collected each year for the University's Higher Education - Business and Community Interaction (HE-BCI) return. |
| Payslips and P60s | No | No | Your payslips are generated by the Payroll department and are visible only to them and you. | Your pay data is shared with HMRC for tax and NI purposes. |

[Back to top](#)

| Field | Update in ESS? | Visible to Self-Service Manager? | Further information and guidance | How is this data used and/or shared? |
|---|----------------|----------------------------------|--|--|
| Right to Work | No | Yes | Your right to work data is checked and entered into the HRIS before you start your employment with the University. | This data may be shared with the Home Office and used for reporting. |
| Tax code | No | No | This is allocated to you by HMRC, based on your earnings. | Your tax code is used for tax purposes and is required by HMRC . |
| Job-related data | | | | |
| Contract status (permanent, fixed-term, open-ended) | No | Yes | Your contract status (ie the type of contract you have) is stated in your employment contract. | Contract statuses are used for the purposes of reporting and analysis. |
| Department | No | Yes | Your department will be stated in your employment contract. | Your department details identify where you belong in the University's organisational structure for reporting purposes. |
| FTE | No | Yes | FTE stands for 'full-time equivalent'. FTE of 1.0 represents a full-time employee (ie they work 100% of their contracted hours). FTE allows part-time workers' working hours to be standardised against those working full-time. Term-time workers and non-typical working patterns: Your FTE may appear differently to what is stated in your contract, as it may be averaged over the year to ensure the correct payment of your salary. | FTE figures are used for reporting and budgeting purposes. |
| Grade and scale point | No | Yes | Your grade and incremental progression details are stated in your employment contract and subsequent contractual changes. See also: University's salary scales . | The University uses anonymised pay data for reporting and analysis, eg for gender pay gap reporting and the annual HESA staff return. |
| History of pay and allowances | No | Yes | This is payroll data and illustrates a history of your pay at the University, as processed by the Payroll department. | Anonymised pay data may be used for reporting purposes. Back to top |

| Field | Update in ESS? | Visible to Self-Service Manager? | Further information and guidance | How is this data used and/or shared? |
|-----------------------------|----------------|----------------------------------|--|--|
| Job title (generic) | No | Yes | This job title represents the broad group for your specific job title, eg a Database Assistant may fall under a generic job title of 'Administrator'. | Generic job titles can be more easily grouped for reporting purposes. |
| Job text (actual job title) | No | Yes | The job text field represents your actual job title as stated in your employment contract. Your job text is displayed under your name on the homepage of your ESS dashboard. | Your job title is used in any correspondence sent to you by the University or for verification of your employment at the University, eg mortgage applications or job references. |
| Next pay increment date | No | Yes | Your pay increment details are normally stated in your employment contract. | Increment dates are used by the University to move eligible employees up to the next pay stage (ie scale point) within their grade . |
| Probation dates | No | No | Your probationary period conditions are specified in your employment contract and any subsequent amendments. See: University's Probation policy | Your probation dates are used to monitor your initial progress in your job. |
| Self-Service Manager | No | Yes | This is either your line manager or the person who has HR responsibilities in your department. Your department determines who this should be. If this field is blank it means that you have not been allocated a Self-Service Manager. | Self-Service managers are provided with an overview of their team's details in HR Self-Service so they do not need to contact local HR for basic employment or personal information. |
| Service Details | No | No | The dates displayed in 'Service Details' represent your total length of service (for your most recent employment) and your continuous service with the University. For some employees these two service dates may differ. ⚠ NB None of the service dates displayed in ESS represent long service , which is entirely separate. | Your continuous service date may be used to assess your eligibility to certain employment benefits, such as entitlement to full pay under the University's sickness policy or calculating redundancy/voluntary severance payments. |
| Start date | No | Yes | This is the start date of your most recent appointment. | |

[Back to top](#)

Part B: Diversity data in Employee Self-Service (ESS)

Background

To view the University's Equality Policy, please visit: www.admin.ox.ac.uk/eop/policy/equality-policy

Under the [Equality Act 2010](#), the University has a legal duty to have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations between people in different groups. The University has made a series of important commitments to increase its diversity and enhance equality for underrepresented groups of staff and students. These include:

- [Equality objectives](#) under the Public Sector Equality Duty
- [Athena SWAN Charter](#) for gender equality
- [Race Equality Charter](#)
- [Mindful Employer Charter](#) for employers who are positive about mental health
- [Stonewall Workplace Equality Index](#) of Lesbian, Gay, Bisexual and Trans inclusion

We collect personal data from staff so that we can gain a better understanding of our workforce diversity and identify areas of underrepresentation or disadvantage. We use this data to develop equality objectives and targets and then to evaluate the impact of our initiatives. We also use it to monitor the impact of our policies and processes on people in different groups and to ensure that they are fair for everyone. For further information please see the [Equality and Diversity Unit website](#).

We collect and monitor data on the following personal characteristics protected under the Equality Act: age, disability, gender reassignment, ethnic origin (race), religion and belief, sex and sexual orientation. We also ask whether you have caring responsibilities for children and/or adults. The University is legally required to monitor and report on the diversity of its staff under the Equality Act and has to make an annual statutory return to [HESA](#).

All University employees are invited to update their diversity data **confidentially** and **voluntarily** in ESS.



Access to diversity data is granted on a strictly 'need-to-know' basis, and is primarily only accessible by the Equality & Diversity Unit (EDU) and the HR Information team. Your departmental HR team(s)* or line manager(s) cannot view your diversity details. **You will not be identifiable from any of the data used for diversity monitoring, reporting and analysis.**

**Your departmental HR team can view and update, if necessary, your legal sex and date of birth details in the University's HR Information System; they cannot access any other diversity data.*



If you update your Disability data in HR Self-Service, the Staff Disability Advisor may contact you to check whether you require any support at work. To find out what support is available for disabled staff at the University, please visit www.admin.ox.ac.uk/eop/disab/staff. Providing any other diversity data in ESS will never lead to any further contact from anyone at the University, as a direct result of updating your diversity data.

Currently, you are able to update the following information:

| Data field | Definition | Further information | Who has access to this data? |
|--|--|--|---|
|  DO NOT UPDATE: Legal sex | Your legal sex is what is recorded in your current official documentation, such as your passport. We must have 'Male' or 'Female' on record, to comply with HMRC legislation. | Only your local HR team are authorised to amend this data; please contact them to request any changes (documentary evidence will be required). NB Amending this data yourself in ESS will delay HMRC submissions, which may incur penalty fines. See also: www.admin.ox.ac.uk/eop/transgender <i>Your local HR team has a right to update these two data items. They cannot view or update any of the other data fields you can see in the diversity section of your ESS.</i> | Local and central HR and Payroll functions, EDU, HR Information team. These data items are mandatory for HMRC purposes. This information is also shared with pension scheme providers. |
|  DO NOT UPDATE: Date of birth | | | |
| Gender identity | How you perceive your gender, as opposed to your legal and/or birth sex. | Required for anonymised diversity reporting, monitoring and analysis. | EDU, HR Information team |
| Sexual orientation | Who you are emotionally and sexually attracted to. | Required for anonymised diversity reporting, monitoring and analysis. | EDU, HR Information team |
| Are you trans/have you a trans history? | Whether your sex and/or gender identity match the sex you were registered at birth. | Required for anonymised diversity reporting, monitoring and analysis. See also: www.admin.ox.ac.uk/eop/transgender | EDU, HR Information team |
| Ethnic origin | The group to which you perceive you belong, as defined by ancestral, cultural, religious, linguistic and/or racial background, rather than your nationality or citizenship. | Required for anonymised diversity reporting, monitoring and analysis. | EDU, HR Information team |
| Country of citizenship | The country of which you may be a national and are legally allowed to reside. | Required for anonymised diversity reporting, monitoring and analysis. | EDU, HR Information team |

[Back to top](#)

| Data field | Definition | Further information | Who has access to this data? |
|--|--|---|--|
| Religion or belief | An organised religion (eg Christianity, Judaism, Islam etc.) to which you belong or a religious or philosophical belief (e.g. Humanism, Atheism) that you hold, or having no religion or belief. | Required for anonymised diversity reporting, monitoring and analysis. | EDU, HR Information team |
| Caring responsibilities | Whether or not you have day-to-day caring responsibilities for children and/or adults. | Required for anonymised diversity reporting, monitoring and analysis. | EDU, HR Information team |
| Disability | | | |
| Disability/long-term health condition? | Whether or not you have a physical and/or mental health condition or impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. | The disability information you choose to provide will be accessible to the <u>University's Staff Disability Advisor</u> within the EDU. | EDU, HR Information team. With your permission some details may then be shared with authorised person(s) within your department(s). The Staff Disability Advisor may contact you to ask whether you need any support at work. |
| Type of disability (1) | The type of disability/long-term health condition you may have. | As above. | EDU, HR Information team. With your permission some details may then be shared with authorised person(s) within your department(s). |
| Type of disability (2) | The type of disability/long-term health condition you may have. | As above. | EDU, HR Information team. With your permission this may then be shared with authorised person(s) within your department(s). |

[Back to top](#)