

# HRIS: Introduction to HRIS CoreHR



An introduction to the University's HR Information System, CoreHR.

- CoreHR
- Overview of CoreHR modules
- Employee Life Cycle and CoreHR
- Users and Data

# CoreHR

The University's principal HR Information System (HRIS) is CoreHR and is supported by the HRIS Support Centre.

It is the main system used for the administration of staff recruitment, equality monitoring and personnel transactions, such as new starters, contractual changes and leavers. It is also used to pay people correctly.

CoreHR has functionality to support a wide range of processes, which are grouped into categories that we refer to as modules:

- Recruitment
- Personnel
- Payroll
- Reporting
- Employee Self-Service
- Manager Self-Service

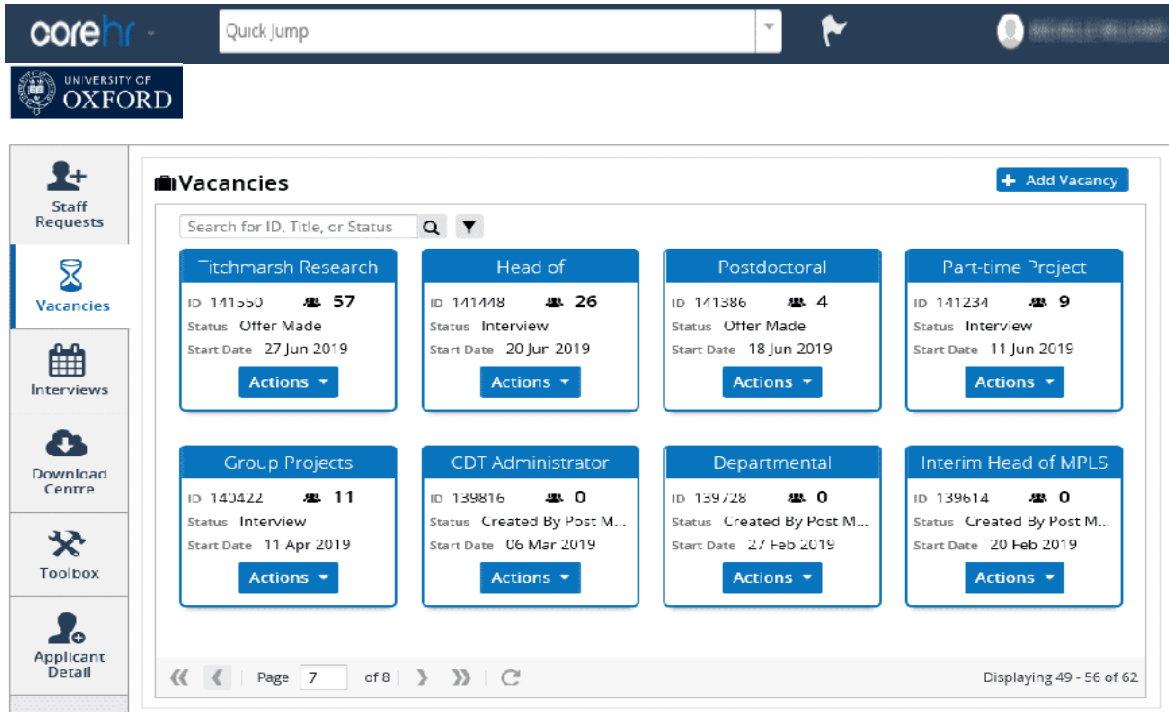
## Supported Processes

CoreHR underpins and supports several off-system HR processes:

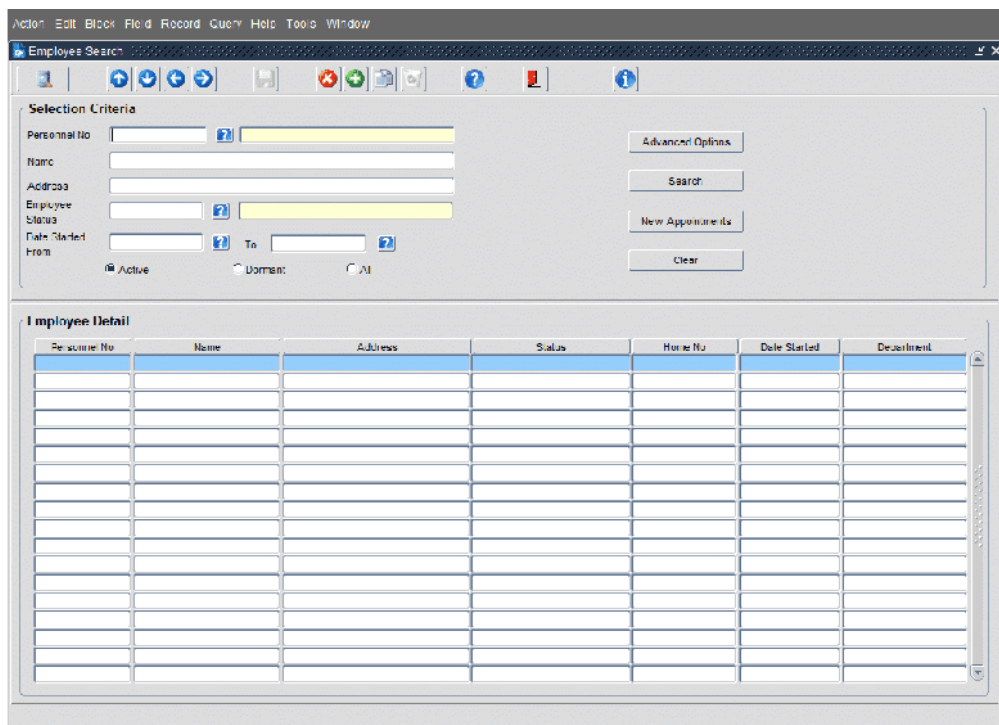
- Recruitment, including the ability to advertise vacancies on our website, track and record steps completed, and process applicants through the selection stages.
- Personnel transactions, including changes to a staff member's circumstance (change of name, change of bank details etc), and recording new appointments and leavers.
- Pension auto-enrolment and management.
- Payroll, including integration with Oracle Financials.
- Equality monitoring, including storing equality and diversity information, and reporting on equality data.
- Recording of Real Time Information (RTI) that is shared with Her Majesty's Revenue and Customs (HMRC).
- Collecting and storing accurate data for Statutory Returns, including the Higher Education Statistics Agency (HESA) staff return and the Athena SWAN charter

# Overview of CoreHR modules

The **Recruitment** module enables a user to build and publish the advert to our University job pages. A user can track and progress candidates through the recruitment process. Data captured in this module is used for Athena SWAN reporting. There are also the options to schedule interviews, send correspondence, and record key events in the recruitment process.



**Personnel** is the module where a user will set up ("appoint" in CoreHR terms) a new starter, appoint existing staff into new appointments, make changes to the person record (such as change of address), changes to an appointment (eg working location) and marking an individual as a leaver.



**Reporting** is a separate system to CoreHR, however, this tool pulls through the data captured in CoreHR and enables a user to review, analyse and report on the data as required.

**System availability and login**

**CoreHR**  
Main system for personnel and recruitment administrators (including staff requests), as well as pay approvers.  
**LOGIN**

**Reporting**  
Discoverer Reporting - used to generate reports from CoreHR.  
**LOGIN**

**CoreHR** **Reporting**

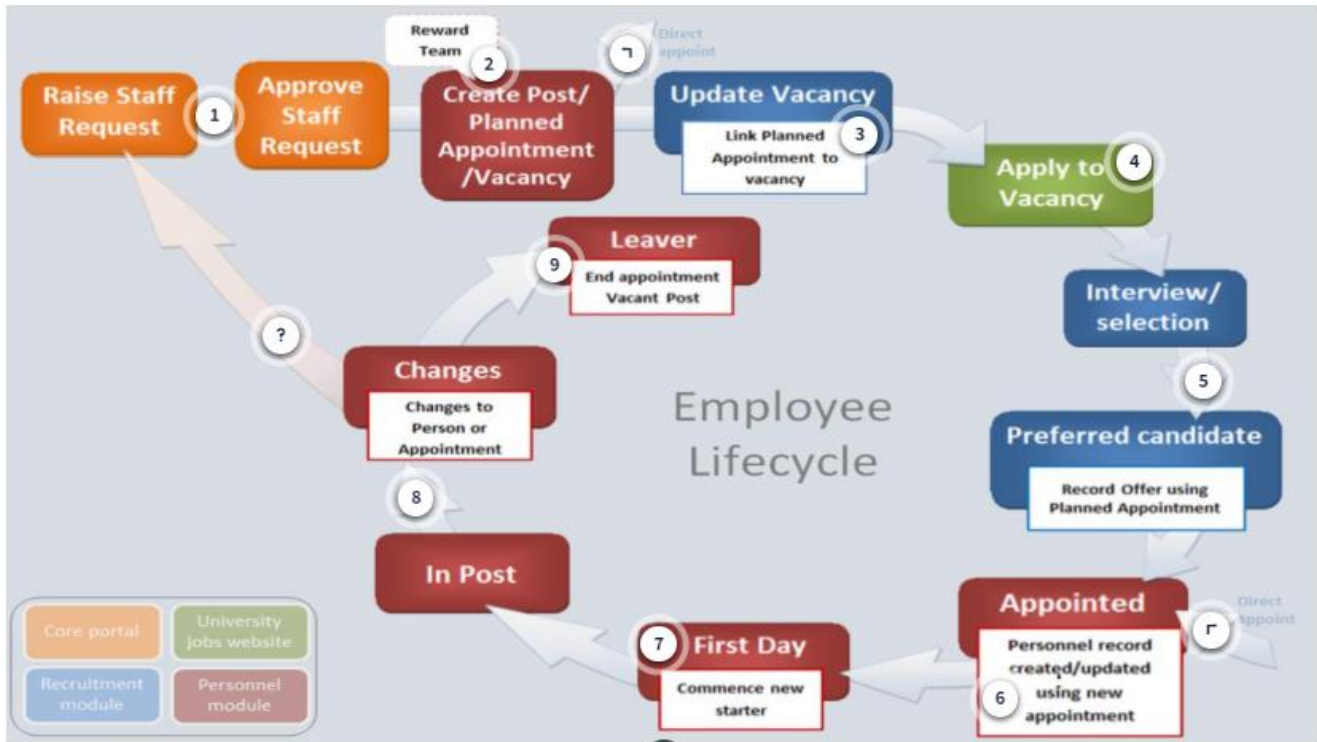
**CorePay** – Detailed pay-related information is captured here (including P45/P46 details), along with pension details, and the management of pay deductions.

**Employee Self-Service** – Employee Self-Service (ESS) gives the employee online access to their HR record at work, allowing them to update their personal contact details, and view their bank details, diversity information, payslips and P60s.

**Manager Self-Service** – Manager Self-Service (MSS) gives a designated Self-Service Manager a dashboard that allows them to view useful contractual information about their team.

# Employee Life Cycle and CoreHR

The image below describes the key points during somebody's employment, (ie the employee life cycle) and which CoreHR module you would use at that point and why.



## 1. Staff Request

A Staff Request (SR) is an online form to request a new appointment (job/role) in the system. An appropriate user would raise a SR from the Core portal. This request will then need to be approved by a Staff Request Approver. Once the SR is approved, the Reward team can see the SR, there is no need to notify them.

## 2. Reward team

Upon receipt of an approved Staff Request, the Reward team grade the role and in the CoreHR Personnel module, create a post, planned appointment and vacancy from the information in the Staff Request. Once a planned appointment is created (and approved) CoreHR automatically sends a confirmation email to Staff Request approvers for that department. This email is where you will find the post and planned appointment number and the vacancy ID.

## 3. Prepare vacancy for advertising

The vacancy created by the Reward team contains basic details from the Staff Request. To prepare the vacancy for advertising, the job description, advert text, application form and questions need to be completed and/or added. This is done in the CoreHR Recruitment module. Once prepared the advert needs to be approved by the Adverts Team.

#### **4. Candidates apply**

Once approved the advert is published to the University jobs pages. Applicants are directed to apply through the Applicant portal.

#### **5. Shortlisting and interviewing**

In the CoreHR Recruitment module you must prepare shortlisting packs, record your selection panel, schedule interviews and track the progress of each applicant through the process. Updating the applicants' statuses throughout the process is important for several reporting reasons such as legal challenge, equality monitoring and Athena SWAN reporting. Once your preferred candidate has been identified you can record the offer made, and that the offer has been accepted.

#### **6. Appoint successful candidate**

Once the successful candidate has accepted their offer, they can be appointed (set up) into CoreHR using the CoreHR Personnel module. This step records additional information about the individual, the actual appointment, and their pay. There is also a [New Starter checklist](#) to follow, detailing other important steps to complete in CoreHR such as their Right to Work. You will also capture important data for HESA staff returns.

#### **7. First Day**

On an individual's first day at work, after they have been greeted and welcomed, you can commence them in CoreHR. This step triggers the CorePay process.

#### **8. Changes whilst in role**

Whilst staff are in their posts, changes can occur. Personal changes such as name, address, bank details, and even Right to Work. These can be updated in CoreHR Personnel. Appointment changes are also managed through the CoreHR Personnel module. These could be changes that affect pay, or they could be more significant and require a new Staff Request. Key data is captured relating to changes to help with reporting.

#### **9. Leaver**

An individual may leave one of multiple appointments or leave the University. All leaver types are recorded in CoreHR Personnel, and key data is captured for HESA staff returns.

#### **Changes: is a Staff Request required?**

A new Staff Request is required when a significant change happens that will require a new contract. Examples are: regrades, change to contract type (standard to variable hours), a significant change to a project goal and/ or aims.

#### **Direct appointments**

There will be times when you do not require an applicant to apply via the Applicant portal. These are direct appointments, for example an individual named on a grant. These people will not come through our recruitment module. Instead they are directly appointed (set up) in CoreHR Personnel using the planned appointment number.

# Users and Data

## CoreHR Users

There are over 550 users of CoreHR across the University. Mostly the system is used by HR Administration teams administering recruitment and personnel. However, there are many other departments who use CoreHR for very specific reasons or use the data captured in CoreHR.

HR Administration teams	CoreHR users either have read-only access or edit rights within the Personnel and/or Recruitment modules. All users will also be given access to reporting as part of the default system access, enabling them to run key department reports based on the data held in CoreHR.
Payroll and Pension Teams	These teams have access to CorePay, Personnel and reporting. They rely on accurate data being input by HR administrators, as they maintain specific information within CorePay that is then shared with HMRC and pension schemes.
Reward team	The Reward Team are responsible for evaluating the job role, which includes determining the right pay grade for a position. This can be grading a new position or an existing appointment, eg a regrade. Both have to be raised to the Reward Team through a Staff Request created in the Core Portal. After grading, the Reward Team use Core Personnel to create a post, planned appointment and vacancy in CoreHR.
HR Analytics	The HR Analytics team provide reporting and analysis of the University's workforce supporting: Athena SWAN, HESA staff return, data quality, and staffing figures. Data is pulled from both Personnel and Recruitment, therefore high quality data in CoreHR is essential.

## Data

The data captured in CoreHR is used for employment contracts and other correspondence, to ensure correct pay, and manage employment effectively.

This staff data also forms the basis of external returns that can affect the level of funding that the University receives via the HESA staff return and equality and diversity initiatives such as Athena SWAN. The data from CoreHR affects how the University is represented to the government, the public and other organisations.

The input, accuracy and contextual understanding of the data are the responsibility of the administering Division or Department.

## HESA (Higher Education Statistics Agency) staff return

We have a number of statutory data returns the University is responsible for submitting. The HESA staff return is the most significant in terms of scope and regularity, and importance.

HESA collects a wide range of data every year from higher education institutions in the UK. This data is then provided to UK government bodies and higher education funding bodies to support their work in regulating and funding higher education providers. The data we provide to HESA can influence the funding we receive from the government and other investors.

In addition information derived from the data is published as official statistics in many accessible formats for use by a wide range of organisations and individuals for a variety of purposes. These include HE providers, academic researchers, students, prospective students, private companies, professional bodies as well as the press and media.

If we are late in submitting our HESA staff return, usually due to errors in the data or missing data, we can incur fines. Therefore, the accuracy of the data entered into CoreHR is of significant importance. [Click here to read more](#)





## Athena SWAN

The Athena SWAN Charter was established in 2005. It supports good employment practices for women in science, technology, engineering and maths (STEM).

In May 2015 the charter was expanded to recognise work undertaken in arts, humanities, social sciences, business and law (AHSSBL), and professional and support roles, and for trans staff and students. The charter now recognises work undertaken to address gender equality more broadly, and not just barriers to progression that affect women.

The University currently holds Bronze award as an overall employer, but several departments now have their own accreditation at Bronze and Silver.

In order to provide evidence to support Athena SWAN applications data entered into CoreHR must be accurate and fully completed, eg recording each applicants' status and the varying statuses as applicants progress through the process.

[To learn more click here](#)



**HM Revenue  
& Customs**

### Real Time Information (RTI)

We submit data on a monthly basis to HMRC on all employees, this is known as RTI. Providing accurate data helps to ensure correct tax and NI, and entitlement to state benefits.

Key employee details:

- Name, full and official forename(s) and surname
- Date of birth
- National Insurance number (NINO)

[Click here for more information](#)