

PERSONNEL SERVICES

HR SELF-SERVICE

UNIVERSITY OF OXFORD

HR Self-Service Briefing

Tonya Iasisen-Kandola and Lois May

April 2018

PERSONNEL SERVICES

Agenda

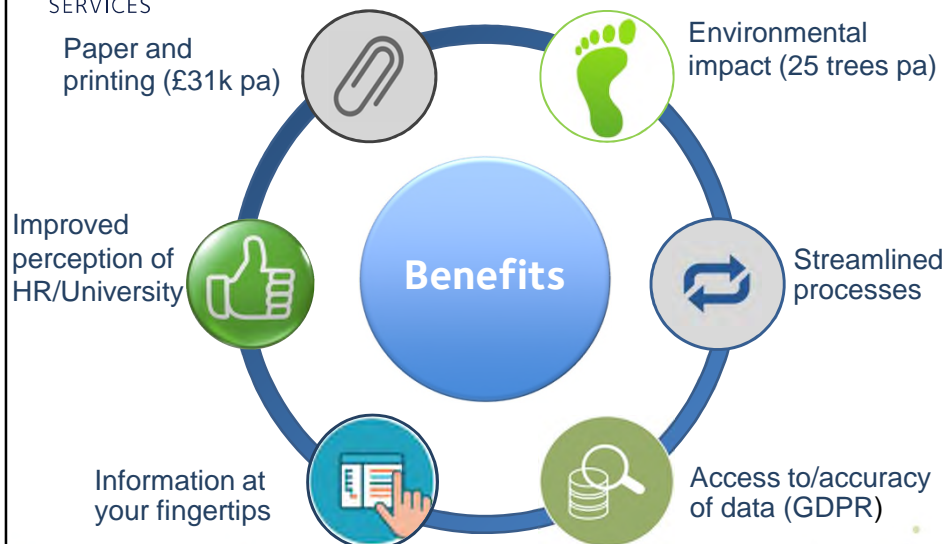
- What is HR Self-Service?
- Project scope and timescales
- Employee (ESS) and Manager (MSS) previews
- How this affects you as HR staff
- Preparations for launch
- Support
- Useful links
- Questions

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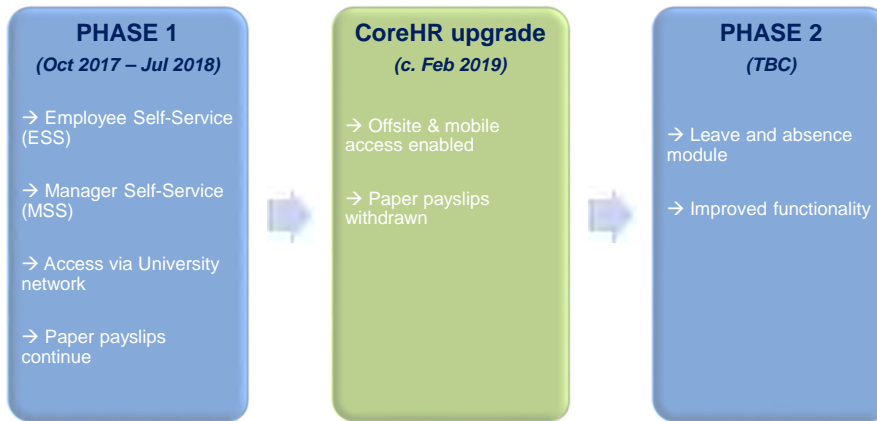
What is HR Self-Service?

- An online portal that allows **employees*** access to some of their employment, pay and personal data
- Enables employees to update certain details that would normally be done by HR
- Provides managers with an overview of their employees' basic employment-related and personal details

CMS employees only (not** casual/agency/TSS staff)*



HR Self-Service project overview



Employee Self-Service (ESS)

- Login from Staff Gateway via SSO
- Update home address, personal phone numbers, emergency contacts and diversity (bank details to follow)
- View details of **current** appointment(s) eg job title, salary, FTE, grade
- View and print payslips and P60s
- See additional information, eg right to work and service details



Preview: Employee Self-Service (ESS)



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HR Self-Service

HR Self-Service will give University employees access to view and change some personal details, see your contract and pay information, and view your payslips and P60s online. If you are a manager, you will also have access to limited information about your team members.

Once live, click on the login button on the right hand side of this page, and use your Single Sign-On to log in to the system.

- What is Employee Self-Service?
- What is Manager Self-Service?

Log In to Self-Service (Available soon)

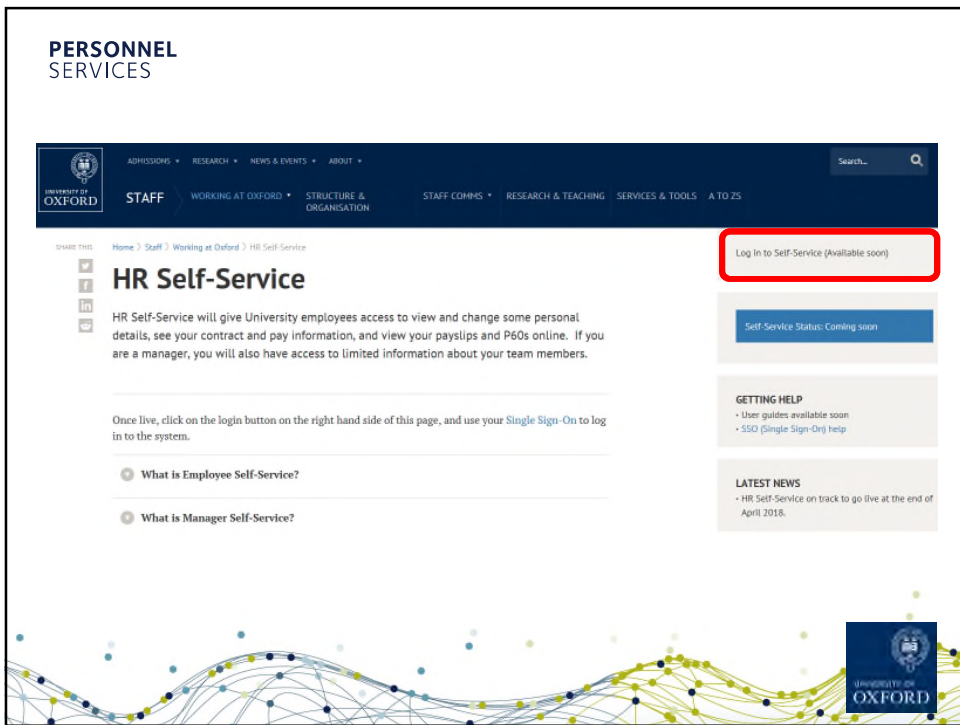
Self-Service Status: Coming soon

GETTING HELP

- User guides available soon
- SSO (Single Sign-On) help

LATEST NEWS

- HR Self-Service on track to go live at the end of April 2018.



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corehr DASHBOARDS MARIA LEWIS

UNIVERSITY OF OXFORD

Maria Lewis
Research Assistant, Institute Of Future Technologies

100% [My Profile](#)
Access My Profile Here

My Appointments

234308-1 Research Assistant
Institute Of Future Technologies Department 9 FTE 01 Jan 2017 Start Date

My Payslips

Important Dates

Pay Day
MAR 28 14 days to go

Service Details

Length of Service 02 Years 01 Month
Continuous Length of Service 1.29 Years
Continuous Service Start Date 01 December 2016

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All further details found here

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Maria Lewis
Research Assistant, Institute Of Future Technologies
J6-INST OF FUTURE TECHNOL

Personal Details

- Emergency Contact
- Name
- Contact Details
- Bank Details

My Contract(s)

234308-1 Research Assistant Institute Of Future Technologies

Research Assistant

Research Assistant

01 Jan 2017 Started
Fixed Term Status
Standard Grade 7 Point 4
NI Letter

9 FTE
Drew Barrymore Self-Service Manager

Institute Of Future ... Department
J6-Inst Of Future Te... Location
01 Jun 2017 Probation Expiry
01 Oct 2018 Increment Due

Diversity

Contract(s) and Pay

Other Information

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Manager Self-Service (MSS)

- View basic job and personal details for their **employees***
- Managers cannot see their employees':
 - payslips
 - bank details
 - diversity data

**Those on CMS contracts, excl. casual/agency/TSS staff*



Preview: Manager Self-Service (MSS)



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corehr DASHBOARDS BACK OFFICE LINK DREW SMITH

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Employee Dashboard
Manager Dashboard

Drew Smith
 Head Of Research Degrees & Quality Review, Institute Of Future Technologies

100% My Profile
 Access My Profile Here

My Appointments

238609-1 Academic Administrator

Institute Of Future Technologies Department FTE 01 Jan 2018 Start Date

Important Dates

Pay Day Not Available

Service Details

Length of Service 02 Months 01 Week
 Continuous Length of Service 0.20 Years
 Continuous Service Start Date 01 January 2018

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Drew Smith
 Head Of Research Degrees & Quality Review, Institute Of Future Technologies

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 Access My Profile Here

My Team

Search for an Employee
 Enter employee name, department or job title Search

Julia Jansen
 Administrative Officer, Institute Of Future...
 None Set
 julia.timberlake@admin.ox.ac.uk
 View Team
 View Profile

Maria Lewis
 Research Assistant, Institute Of Future Tec...
 None Set
 maria.lewis@admin.ox.ac.uk

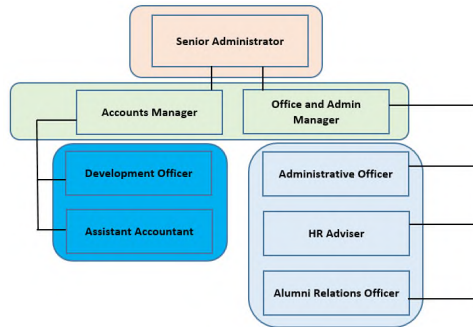
Kris Stewart
 Academic Administrator, Institute Of Futur...
 None Set
 kristen.stewart@admin.ox.ac.uk

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Work groups

The manager is not part of the same work group

- CoreHR system term for 'team'
- Defined by each department
- Determine which records (teams) managers can view in Self-Service, ensuring accurate access to data



Work groups	
Dept Senior Management	
Team Leaders	
Finance and development support	
Administrative support	



How this affects you



Work groups post go-live

- List of work groups available in CoreHR back office
- Request a new/change an existing work group via HEAT
- Core user to select work group when creating new appointment



Post Details

Post No./Sequence: 238828
Post Profile Type: 1A
Start Date: 01-AUG-2017
Planned End Date:
Target End Date:
Auto Authorised: Auto Commenced:

Hierarchy Details

Company: UNIVERSITY OF OXFORD
Division: UNIVERSITY ADMINISTRATION AND SERVICES
Sub Division: REGISTRAR'S DEPARTMENTS
Level 4: ACADEMIC ADMINISTRATION DIVISION
Management Unit: STUDENT ADMINISTRATION AND SERVICES
Department: INSTITUTE OF FUTURE TECHNOLOGIES
Pay Administered by: UAS PERSONNEL SERVICES
Cost Centre: J600000000000 Education Policy Support -
Location: K3 - STUDENT ADMINISTRATION
Work Group: 900001 Team Leaders
College Association: DEFAULT/NOT APPLICABLE

Post Details (Step 1 of 2)

Personal Details: Please enter the post information for the employee on this screen.
Post Details: Details such as department, job title and cost centre may be entered here.
Pay Details:

Appointment Details

Post Type: PERMANENT
Project:
Job Category:
Job Title: EDUC EDUCATION/OUTREACH
Employee Status: 1A PERMANENT
Sub Status: T FULL TIME
Category: 9 NOT TEACHING AND/OR RESEARCH
Sub Category: DO OTHER ADMINISTRATIVE - PROFESSIONAL
Hours: 37.50 Weeks FTE: 1.0000
FTE Hours: FTE Weeks: 52.0000 FTE%: 100
Future Override FTE: Absence Mgt FTE:
Pensionable: Acting Up Ind: Secondment:
Action:
Reason Code:
Replaces Employee:
Comments:



New appointments

Existing processes updated:

1. Work group must be assigned every time a new appointment is created
2. HRIS Support Centre will set up ESS access – no need to contact the team
3. Employee alerted by email with link to ESS (SSO required)
4. QRGs will be updated



Manager setup for Self-Service

- 'Manager' for Self-Service purposes
- New process for Manager role setup (HEAT)
- Processed by HRIS Support Centre



End of appointments

- Transfers (internal moves)
 - Assign new work group to new appointment
- Leaving the University:
 - No additional action required by departments
 - ESS/MSS access will be terminated as part of existing leaver process



Personal data changes

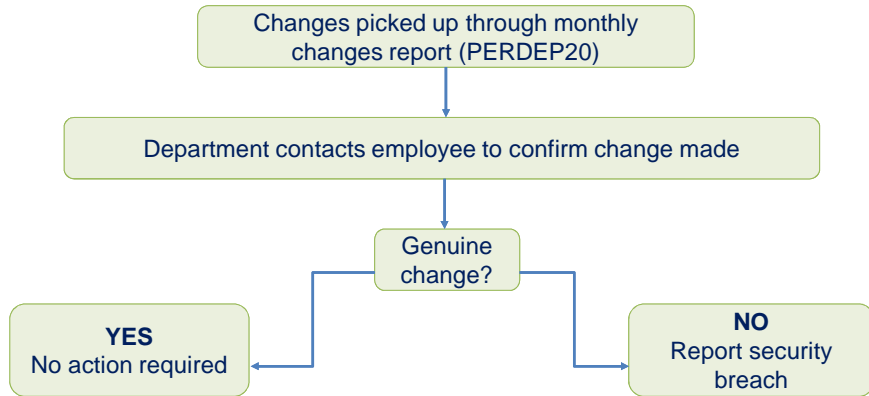
- Data in CoreHR back office is instantly overwritten
- Report 'PERDEP20 Monthly Changes' will be updated to track ESS changes (eg addresses for T2/5 visa holders, DoB & gender)
- All other data updates – existing process remains
- CoreHR back office existing processes continue (eg staff with no access to PC)

NB Departments will not be able to view/report on any changes made within the diversity section



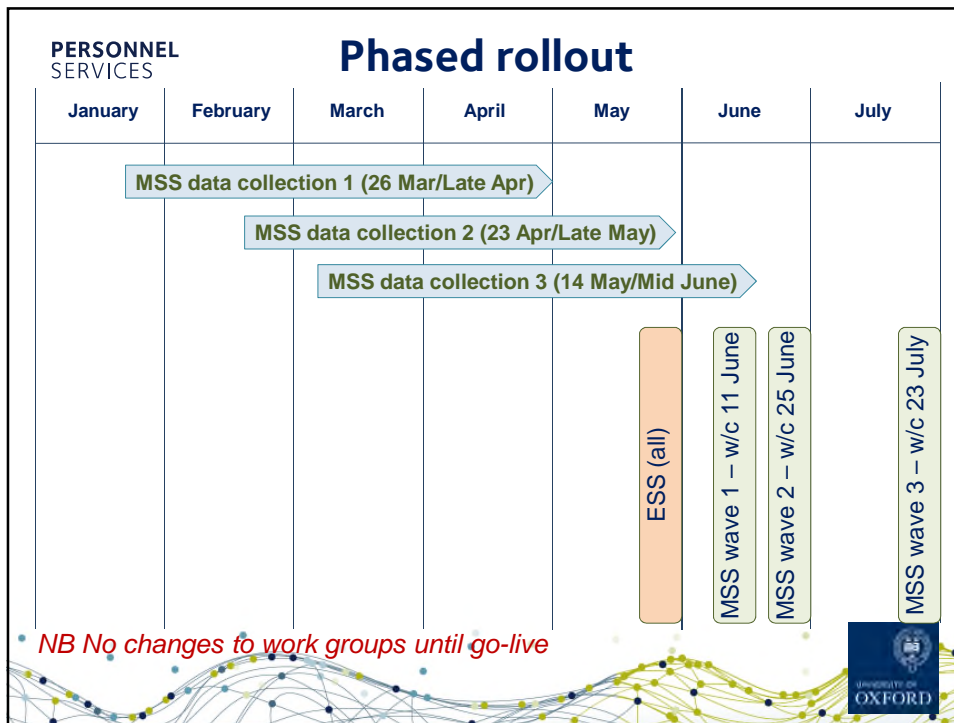
Updating bank details

When this feature is live, changes to bank details will require verification by department:



Preparations for launch





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Check your data

- Which data needs checking?

• Right to work	• Job title/job text
• Name/title	• Contract status (eg fixed-term)
- *NB Variable hours = employees (permanent or fixed-term status)*
- Check for:
 - ✓ Wrong categories, missing data, misspelling/typos
- How?
 - ✓ Run HRINFO01 Data Quality Validation 2017-18 / PERDEP01 Staff in Post report

Keeping you updated

All communications critical!

- Emails to 'Key Contacts'
- HRIS bulletin
- 'Using HRIS' website



Communications to staff

- Blueprint article
- Comms 'toolkit'
- Posters and postcards
- Staff gateway
- All-staff email at launch:
'check your data'



Support

HR staff

- Updated QRGs
- 'Using HRIS' web pages
- HRIS Support Centre (CoreHR back office processes)

Everyone

- Staff Gateway page (User guides and FAQs)
- Service Desk, IT Services (SSO queries)
- No access to HRIS Support Centre



Useful links



Project webpage

<http://projects.it.ox.ac.uk/hr-self-service-project>

Using HRIS webpage

www.admin.ox.ac.uk/personnel/usinghris/ourservices/projects/hrself-service

HRIS Bulletin

www.admin.ox.ac.uk/personnel/usinghris/bulletin

Staff Gateway

<http://www.ox.ac.uk/staff/working-at-oxford/hr-self-service>

HR Self-Service Project Team

hrselfservice@admin.ox.ac.uk



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Questions

