

# Employee Self Service Guide

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## **Logging in**

### **Employee Self Service-**

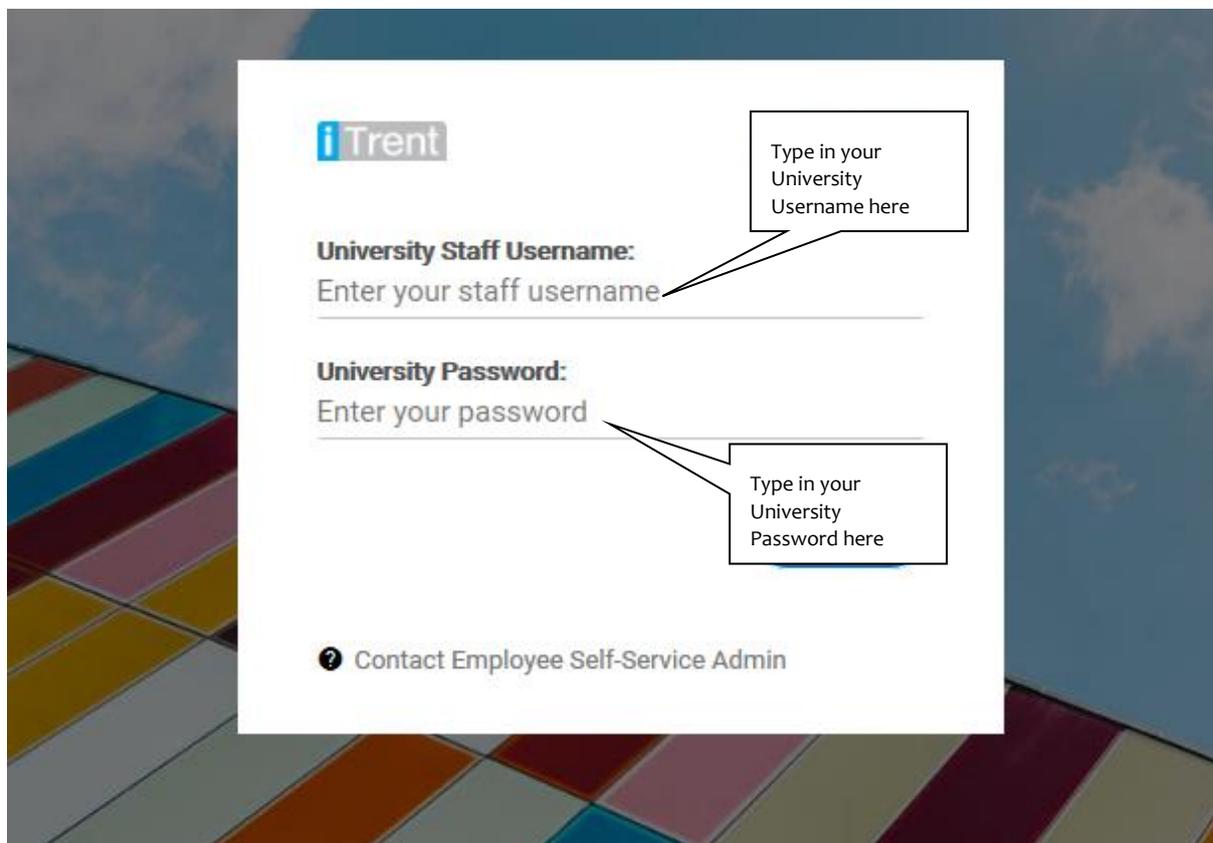
Employee Self Service allows you to view and maintain your staff record. You can also book training courses, holiday, update your HESA record and obtain copies of your payslips and P60s.

### **Accessing Employee Self Service -**

You can access Employee Self Service via the web at <https://ess.reading.ac.uk>

### **Logging into Employee Self Service -**

To log into Employee Self Service you will need to use your staff username and password entered into the boxes like below and click Login:



**iTrent**

**University Staff Username:**  
Enter your staff username

**University Password:**  
Enter your password

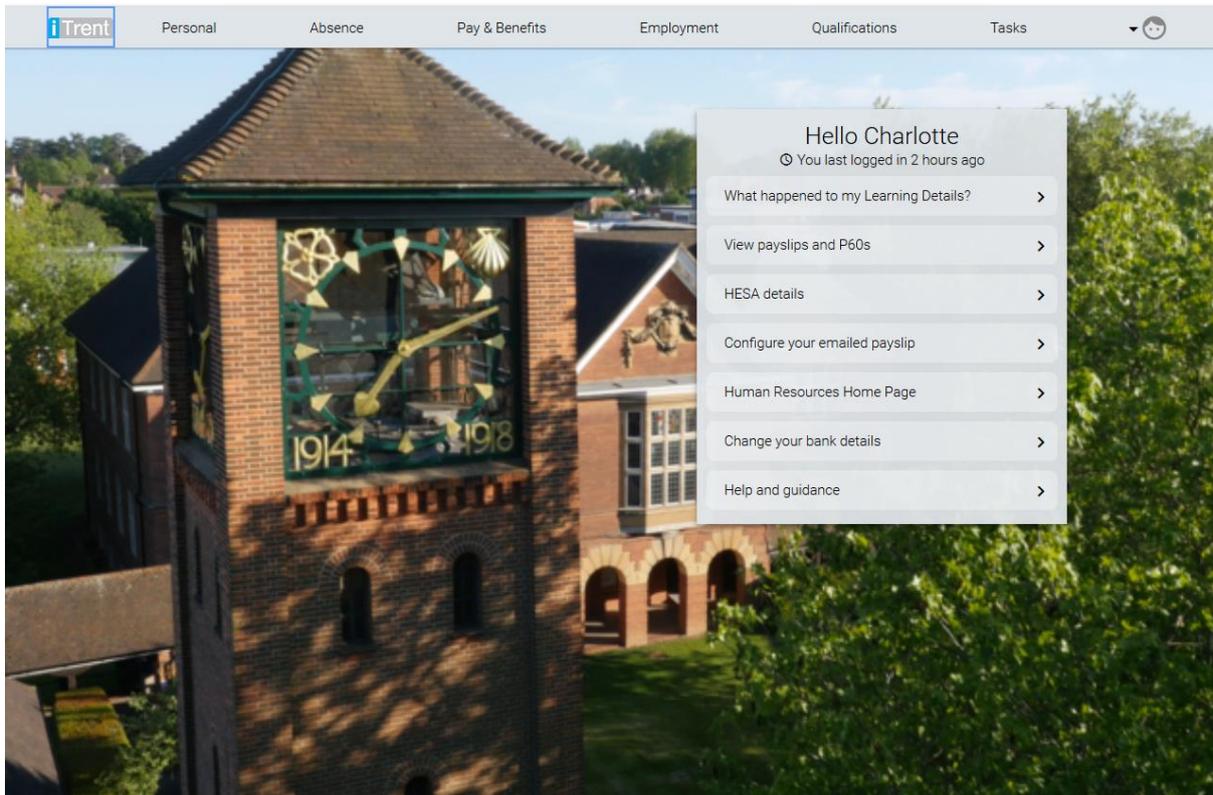
Type in your University Username here

Type in your University Password here

**?** Contact Employee Self-Service Admin

## Employee Self Service homepage

The Employee Self Service homepage is the first screen you should see when you log in. At the top are all the headings you will use to navigate round your Employee Self Service which will be used as the framework for this guide. You will also notice there is also a list of useful links for quick access to the most used features such as viewing payslips/p60s or booking on to training courses.

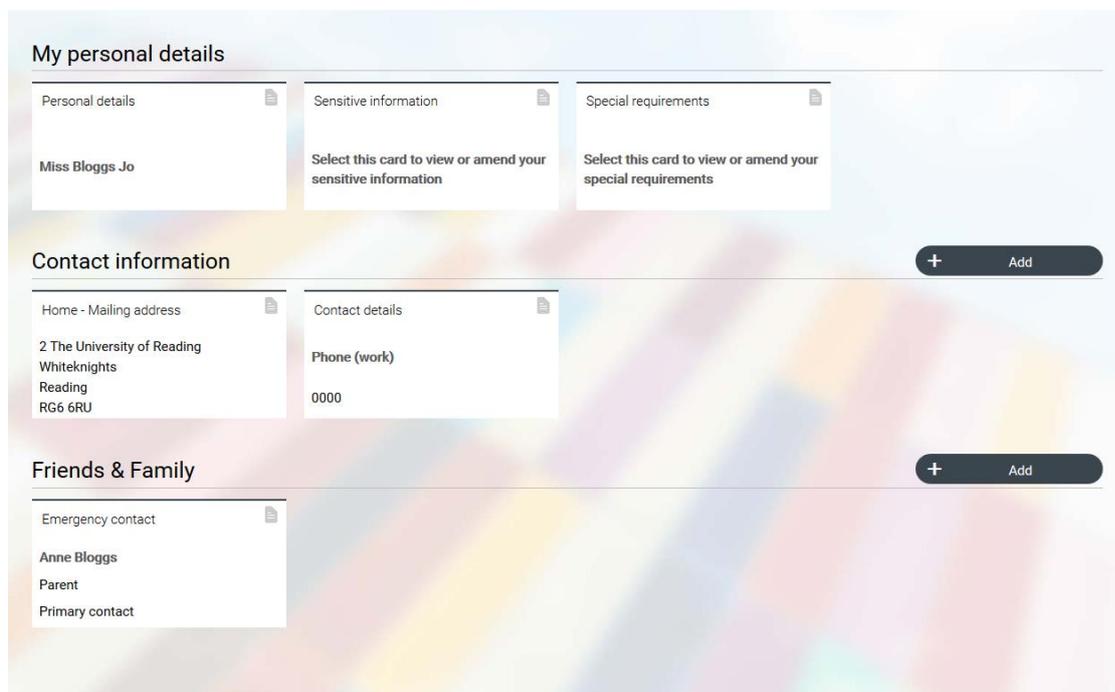


If at any point you have navigated from the home page and want to get back to it you can click the iTrent icon in the top left hand corner.

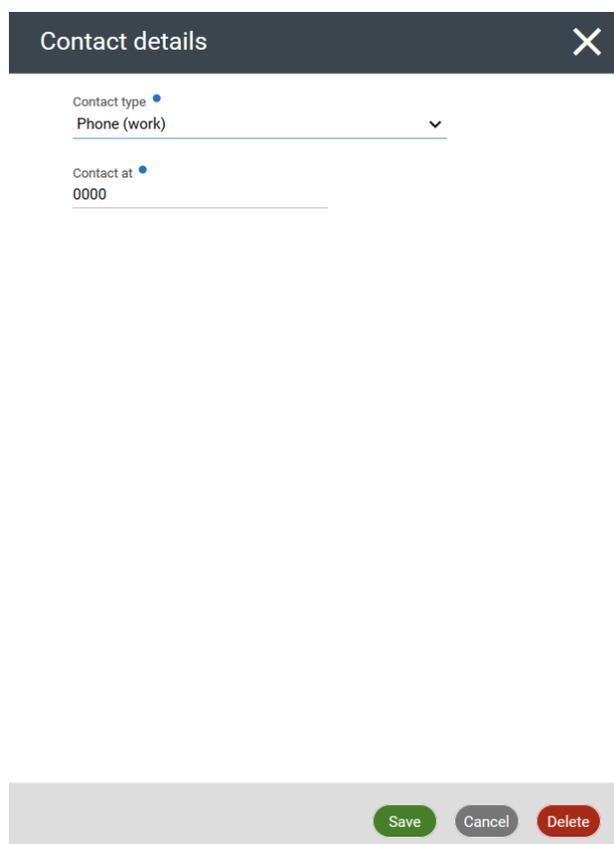


## Personal

When you click on the Personal heading it will open a new screen :

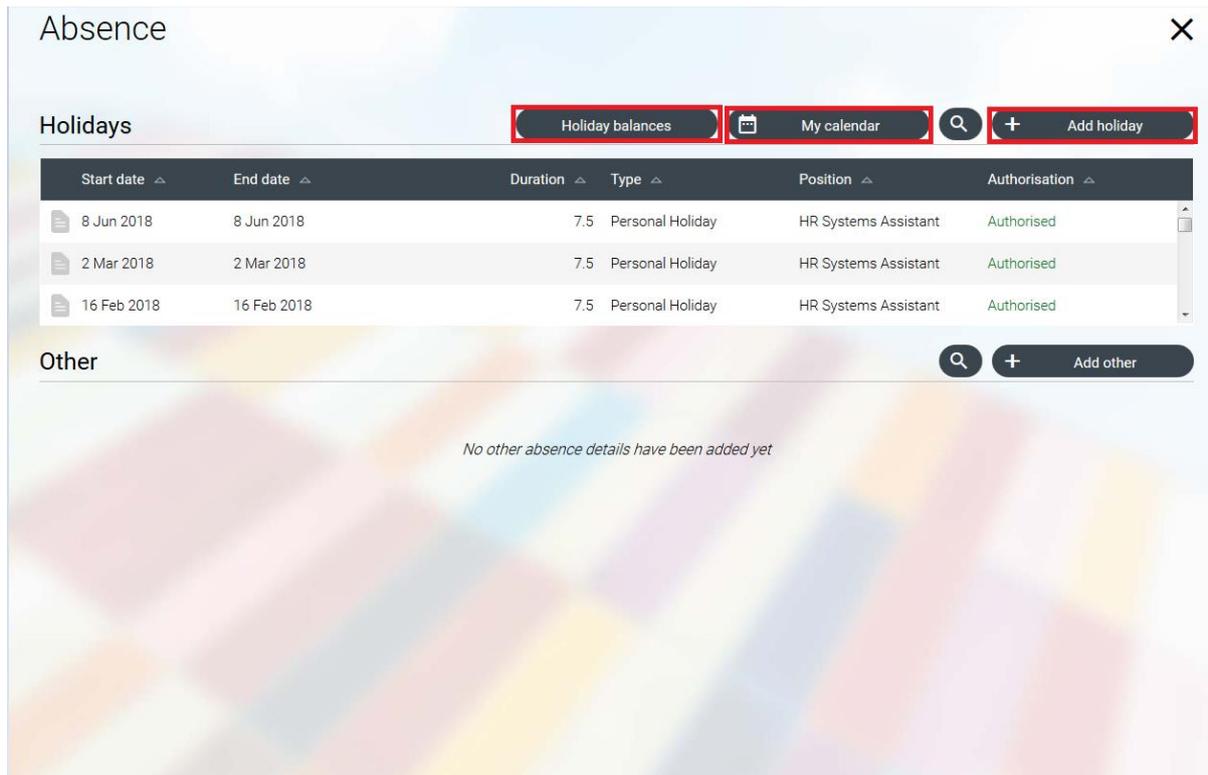


Within this screen-you will be able to expand on each of the boxes by clicking into them. You will have the ability to amend some details if they have changed (such as Contact or Address details). Please note that certain details can only be changed by HR so if any of your information is wrong that you are unable to edit please contact [hr@reading.ac.uk](mailto:hr@reading.ac.uk).



## Absence

Within this screen you can view your holiday balances, calendar and request annual leave. You may find if you haven't accumulated much leave your holiday will show in boxes like your personal screen data.



### Holiday balances –

If you click on holiday balances it will open a small window. This window will show a breakdown of your annual leave entitlement for that year and the previous year in days or hours depending on which holiday scheme you are on. Your usable holidays will be in the Balance column of the current holiday year. Any carryover from the previous year will automatically move into the entitlement amount. You may also see your holiday balance on the main Absence screen. If you have more than one job it will show both holiday balances combined.

Holiday Period ^	Entitlement ^	Taken ^	Scheduled ^	Balance ^
30 Jan 2017 - 30 Sep 20...	204.1 hours	181.5 hours	0 hours	22.6 hours
1 Oct 2017 - 30 Sep 2018	303.4 hours	85.75 hours	78 hours	139.65 hours
1 Oct 2018 - 30 Sep 2019	280.8 hours	0 hours	0 hours	280.8 hours

## My Calendar –

By clicking ‘My Calendar’ it will open up a small window to show your personal calendar. This will show the hours you work each day as well as any recorded absence such as booked holidays, training and bank holidays. You can view this by day, week, month or year.

The screenshot shows a 'My calendar' window with a dark header and a light grey body. At the top, it says 'Peer group Me only' with a dropdown arrow. Below that is a 'Calendar filters' section with three tabs: 'Day', 'Week', and 'Month', where 'Month' is selected. To the right of the filters is a 'Today' button. In the center, there are navigation buttons: 'Previous', 'January 2018', and 'Next'. The main area is a calendar grid with columns for days of the week and rows for dates. Each date cell contains either a working schedule (e.g., 'HR Systems Assistant Working day 8:00') or an absence (e.g., 'Miss Bloggs Jo - Bank holiday'). Some absence cells are highlighted with colored boxes: a green box for the bank holiday on Jan 1, a yellow box for a holiday on Jan 5, a blue box for learning activity on Jan 24, and another yellow box for a holiday on Jan 30. At the bottom right, there are two buttons: 'Book a holiday' (blue) and 'Cancel' (grey).

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 Miss Bloggs Jo - Bank holiday	2 HR Systems Assistant Working day 8:00	3 HR Systems Assistant Working day 4:30	4 HR Systems Assistant Working day 8:00	5 Miss Bloggs Jo - Holiday	6	7
8 HR Systems Assistant Working day 8:00	9 HR Systems Assistant Working day 8:00	10 HR Systems Assistant Working day 4:30	11 HR Systems Assistant Working day 8:00	12 HR Systems Assistant Working day 7:30	13	14
15 HR Systems Assistant Working day 8:00	16 HR Systems Assistant Working day 8:00	17 HR Systems Assistant Working day 4:30	18 HR Systems Assistant Working day 8:00	19 HR Systems Assistant Working day 7:30	20	21
22 HR Systems Assistant Working day 8:00	23 HR Systems Assistant Working day 8:00	24 Miss Bloggs Jo - Learning activity	25 HR Systems Assistant Working day 8:00	26 HR Systems Assistant Working day 7:30	27	28
29 HR Systems Assistant Working day 8:00	30 Miss Bloggs Jo - Holiday	31 HR Systems Assistant Working day 4:30	1 HR Systems Assistant Working day 8:00	2 HR Systems Assistant Working day 7:30	3	4

## Add Holiday –

By clicking on 'Add Holiday' you will open a new window. In this window is where you can request holiday. By clicking save your request will be sent to your line manager for approval. You can view your line manager in the Employment section of ESS in the relevant position. If the reporting manager needs to be updated please contact [hr@reading.ac.uk](mailto:hr@reading.ac.uk).

Holiday details✕

Absence type •  
 Personal Holiday ▼

Holiday period •  
 Full day ▼

Start date (dd/mm/yyyy) •  
 31/01/2018 📅

Notes

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Save
Cancel

## Pay & Benefits

This screen is where your payslips and P60s are displayed. You can open your payslips and P60s by clicking on them individually. This will open a new window in your web browser (Please be aware that this can take some time to show as it will be generated from the database).

Pay & Benefits✕

**Payslips** 🔍

Pay date ▲	Tax period ▲	Net pay ▲
20 Dec 2017	9	██████████
30 Nov 2017	8	██████████
31 Oct 2017	7	██████████

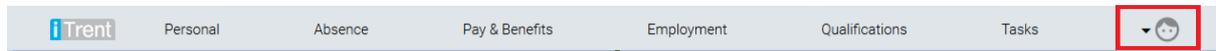
**P60** 🔍

**i** For tax years prior to 2010/11 HMRC do not allow employers to provide electronic P60s to employees. Therefore if you select a tax year below that is earlier than 2010/11, you will see a Statement of Earnings, not a P60. It will contain the same information as a P60 but is presented differently to ensure legislative compliance.

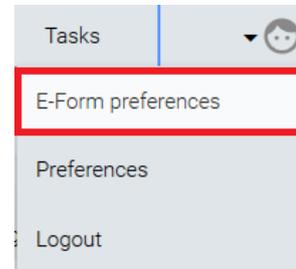
Tax year ▲	Employment period ▲
2016/2017	6th April 2016 - 5th April 2017 (UNIOR Monthly Payroll)
2015/2016	6th April 2015 - 5th April 2016 (UNIOR Monthly Payroll)
2014/2015	6th April 2014 - 5th April 2015 (UNIOR Monthly Payroll)

### Emailing your Payslip and P60 -

You can choose to have your payslips and P60s emailed to you each month. To do this you will need to set this up in E-form Preferences. This can be found under the icon on the right hand side of the main task bar.



This will open a drop down and you will need to select E Form Preferences.



This will open a new screen like below.

## E-form preferences



**i** The payslip/P60 passwords can only use the characters A-Z, a-z, 0-9, space or ! " \$ % ^ & \* ( ) - \_ + [ ] { } ? , . ; @ # ~ / \ < > = ` ' :

### Payslip options

Email payslip

Tick if you want to your payslip to be emailed to you.

Email address

j.bloggs@reading.ac.uk

Enter an email address to send the payslip to and a password to open it

Password for payslip

.....

Confirm password

.....

### P60 options

Email P60

Tick if you want to your P60 to be emailed to you.

Email address

j.bloggs@reading.ac.uk

Enter an email address to send your P60 to and a password to open it

Password for P60

.....

Confirm password

.....

Save

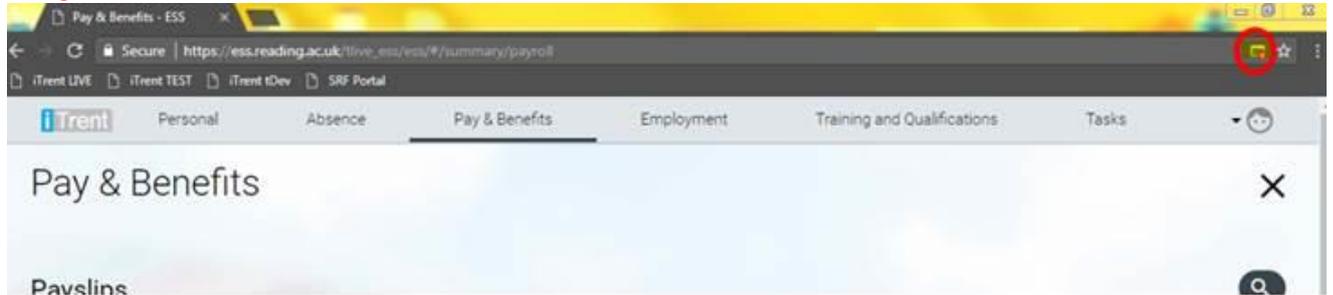
Cancel

In this screen you will need to specify an email address that you would like your payslips and P60s to be sent to. In order to protect your pay details, payslips that are sent by email are encrypted. This means you will need to set up a password for both your payslips and P60s. When you receive your payslip by email, you will need to enter this password before you can open the payslip file. Please note you will need to set up both your payslip and your P60 to be able to save. Any changes will only apply to future generated Payslips/P60s.

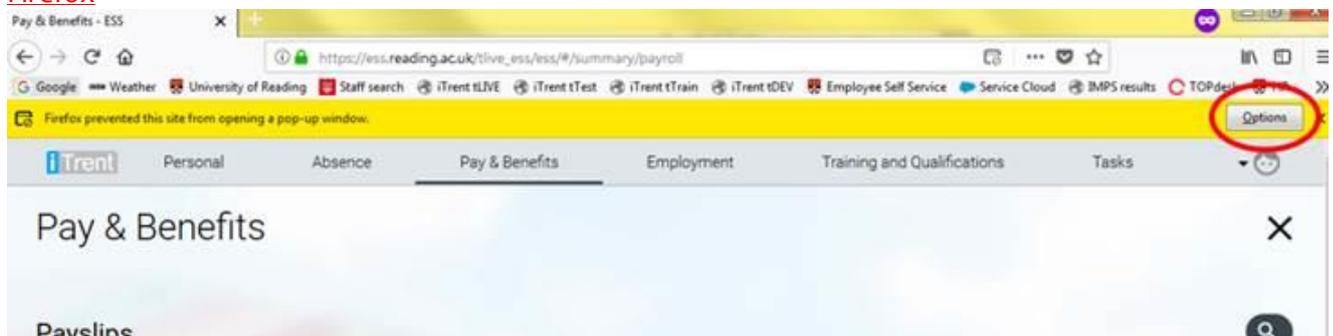
### Opening Payslips and P60s – Allowing Pop-ups

Following one of our most recent system upgrade Employee Self Service may now require you to allow pop-ups from [ess.reading.ac.uk](https://ess.reading.ac.uk) in order to open your payslips and P6os. Below are outlines on where to find the pop-ups options on each of the different browsers:

### Google Chrome



### Firefox



### Safari



### Internet Explorer

If you are using Internet Explorer 11 you should be able to open your P6os and payslips automatically without having to allow pop-ups. Please note Internet explorer 9 and anything below isn't

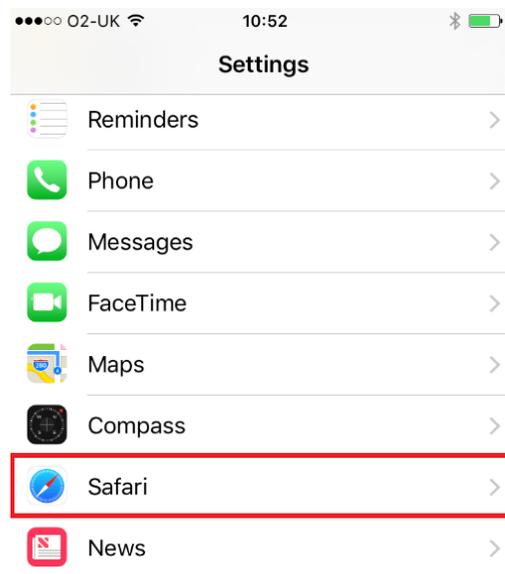
## Allowing pop-ups for mobile devices and Tablets:

### iPhone and iPads

If you have an iPhone or iPad you can allow pop-ups by going to Settings:



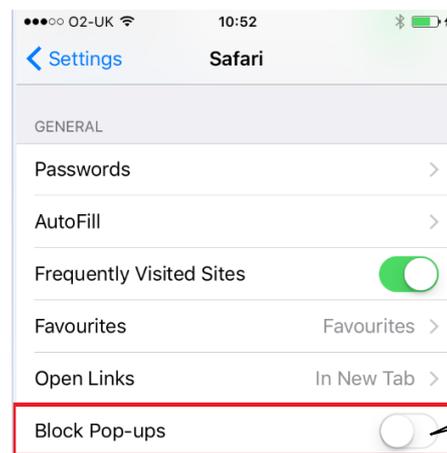
This will open a list of Apps you have on your iPhone or iPad. Please note the list may vary depending on what software upgrade you have. Click on you the browser you are using (most iPhone users will be using Safari):



This will open a new list where you can find Block Pop-ups. By sliding the green slider it will either turn pop-up blockers on or off. Please note that once turned on it will allow pop-ups for all websites you visit on Safari. If you do not agree with this then please remember to turn the pop-up blocker back on after using ESS:



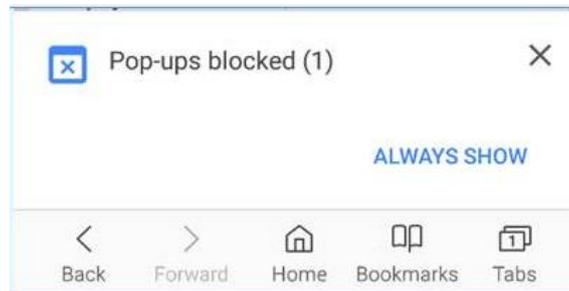
Pop-ups on



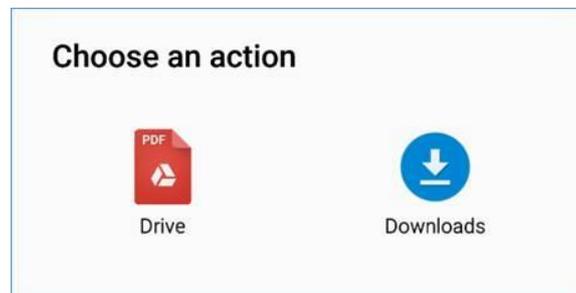
Pop-ups off

## Android mobile and Tablet

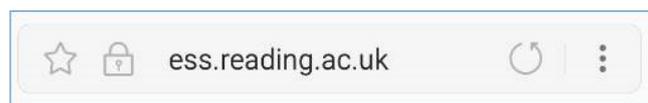
If you are using a Android device the process is slightly different. If you got to the Pay and Benefits screen and click on one of your Payslips or P60s. The below should appear:



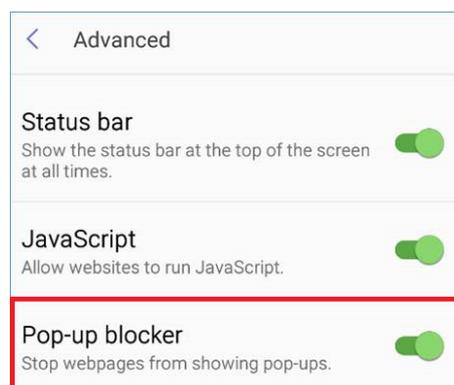
Select the blue “Always Show”. This will open a new tab:



By Clicking in the Pdf it should show your payslip or you can download it onto your Android device. You can also allow pop ups by clicking on the three dots next to your address bar:



This will open a new tab. By sliding the pop-up blocker you can switch off pop-ups. Please note that this will do it for all websites you visit on your Androids web browser so please remember to turn back on after using ESS:



## Employment

Within this screen you will see any positions you have held at Reading as well as your current position and your HESA details. These appear in boxes that you can open like below:

**Employment**

**Experience**

Current job	Previous job	Previous job
<b>HR Systems Assistant</b>	<b>Campus Card Systems Assistant</b>	<b>Financial Systems Administrative Assistant</b>
HR Systems	Financial & HR Systems	Financial & HR Systems
23 Jun 2014 - Present	1 Dec 2013 - 22 Jun 2014	25 Feb 2013 - 30 Nov 2013

**HESA**

HESA details

These details were created on 20 Jun 2018, select this card to review the details

### Experience –

This section shows any previous jobs and current jobs you have worked in at the University. If you click on your current job box it will show you information about your current job such as salary, contractual hours, working pattern and your line manager. If any of this information is incorrect, please contact HR at [hr@reading.ac.uk](mailto:hr@reading.ac.uk)

**Current job details** ✕

**Job details**

Department	HR Systems	Position reference	[redacted]
Position name	HR Systems Assistant	Personal reference	[redacted]
Start date	23/06/2014	Contractual hours	36.00
Salary	[redacted]	Work pattern	36:00 total (M8 Tu8 W4:30 Th8 F7:30 Sa0 Su0)

**Manager**

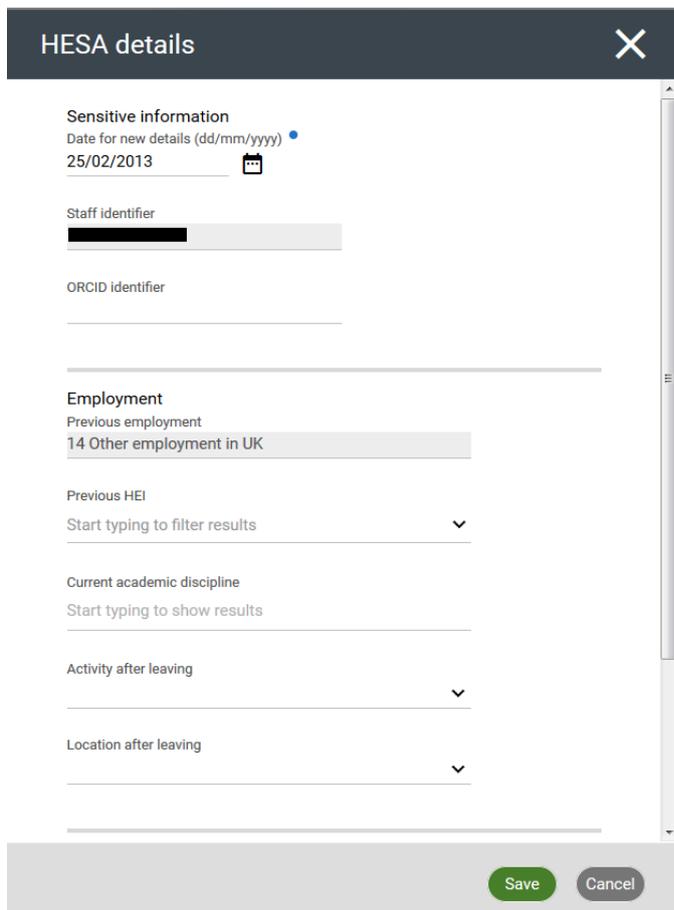
Reporting manager and job title

Mr Line Manager - HR Systems Administrator

Cancel

## HESA (Higher Education Statistics Agency) –

HESA stands for The Higher Education Statistics Agency, which has been established to undertake data collection and analysis about higher education. This is to make possible a consistent information provision about higher education throughout the UK. When you click on your HESA box it will open a new window like below:



The screenshot shows a window titled "HESA details" with a close button (X) in the top right corner. The form is divided into sections:

- Sensitive information**
  - Date for new details (dd/mm/yyyy): 25/02/2013 (with a calendar icon)
  - Staff identifier: [Redacted]
  - ORCID identifier: [Empty field]
- Employment**
  - Previous employment: 14 Other employment in UK
  - Previous HEI: Start typing to filter results (dropdown menu)
  - Current academic discipline: Start typing to show results (dropdown menu)
  - Activity after leaving: [Empty dropdown menu]
  - Location after leaving: [Empty dropdown menu]

At the bottom of the window, there are two buttons: "Save" (green) and "Cancel" (grey).

Within this window you can fill out the HESA information that applies to you. If you are unsure which each field means then please look at the below at the field descriptions.

### Field Descriptions –

Date for new details (dd/mm/yyyy) – Trent is a date effective system. Enter here the date from which the change in data should be made.

Staff Identifier (Read only) – This field records a unique code allocated to staff when they are first employed in the Higher Education sector. The code remains with the member of staff for the whole of their career within higher education. If the University of Reading is your first employer in the HE sector then HR will allocate this number. If you have worked in the sector previously, HR will contact your earlier Higher Education Provider to obtain the code they have allocated.

ORCID – The Open Researcher and Contributor ID is a unique identifier for researchers. IDs are applied for by the individual and randomly assigned by the ORCID Registry. If you have one, please enter it here.

Previous employment – Please code your previous employment to one of the options from the drop down menu

Previous Higher Education Institute – If you have been employed in a Higher Education Institute in the past, enter two characters from the name of this institution and select from the resulting drop down. If you have not been employed in the sector before, leave this field blank. If you have previously been employed in more than one HE institute, please enter the one at which you were employed most recently.

Current Academic Discipline – This field records the Joint Academic Coding System (JACS 3.0) code for the academic discipline(s) currently being taught and/or researched by the member of staff. Enter two characters from the code and select from the resulting drop down. A complete list of the JACS codes can be found here:

<https://www.hesa.ac.uk/support/documentation/jacs/jacs3-detailed>

If you are not an academic member of staff, leave this field blank

Activity after leaving and Location after leaving – If you are finishing employment with the University, please select the kind of activity in which you will be engaged next and the location of this activity from the drop down lists.

Highest Qualification held – Please provide the code for your highest qualification from the drop down list.

In cases where it is unclear which qualification is the 'highest' please enter the code that is closest to 01 'Doctorate'. Code 02 'Other higher degree' includes Masters. Code 97 'Other qualification' includes any overseas qualification that is not listed.

Academic Teaching Qualification – This field records whether or not academic staff hold a higher education teaching qualification, another relevant teaching qualification or have been recognised in other ways for their teaching expertise. Please provide the code from the drop down list; up to six items can be selected in this field.

Further details about HESA and the Staff Collection can be found at <http://www.hesa.ac.uk>. If you are unsure about the most appropriate way to code any of these items, please email [hrrsystems@reading.ac.uk](mailto:hrrsystems@reading.ac.uk) or call us on extension 6124.

Once you have selected the information that applies to you then click the green save button at the bottom of the window. Please note the confidentiality of the information provided will be safeguarded. This information will be held on accordance with the provisions laid down by the Data Protection Act 1998.

## **Tasks**

You will only need to use the task page if you are a line manager and have reportees that will be requesting holiday. As a line manager when a reportee requests holiday you will receive an email like below.

 <b>University of Reading</b>	<b>Annual Leave Requested</b>
<p>Dear Mr N/A,</p> <p>Miss Jo Bloooooooooooooogs (HR Systems Assistant) has requested a total of 8 hours of annual leave:</p> <p>From: 05/02/2018 (FULL day) To: 05/02/2018 (FULL day)</p> <p>Their leave balance was 139.65 hours, and if you authorise this request, their remaining balance will be 131.65 hours.</p> <p>Please click the button below to action this request.</p> <p><b>ACTION</b> </p> <hr/> <p>Booking Notes (if provided by Employee):-</p> <hr/> <p>If you have any questions about this process or how to approve leave online, please contact <a href="mailto:hr@reading.ac.uk">hr@reading.ac.uk</a></p> <hr/>	

If you click on the action button within the email it will take you to log into Employee Self Service Once logged in will automatically take you to the task page.

## Tasks



### Absence requests

Absence request



**Miss Jo Bloggs**  
Personal Holiday  
5 Feb 2018  
5 Feb 2018

### Learning requests

*No learning details have been added yet*

You will need to click on the absence request to be able to accept or decline the holiday. This will open a new window. Using the drop down you can authorise or not authorise the leave and press save. This will trigger an email to your reportee letting them know what you have actioned.

## Absence details ✕

Name  
Miss Jo Bloggs

Type  
Personal Holiday

Start date  
05/02/2018

End date  
05/02/2018

Balance  
132

Action  
 

- Authorised
- Not authorised

## **Frequently asked questions:**

### **Other than a computer, can I access Employee Self Service on any other devices?**

Employee Self Service is accessible via the web on any device, on or off campus. If you do not have ready access to a computer, tablet device, smartphone, etc., you may also use a computer in any of the University's open access computer rooms.

### **What web browsers are supported for use with Employee Self Service?**

As long as your web browser (Internet Explorer 11, Firefox, Google Chrome) is up-to-date then Employee Self Service will be fully supported. However if you do experience any technical issues, please contact [hssystem@reading.ac.uk](mailto:hssystem@reading.ac.uk).

### **I don't know my University user name and password**

If you are a new member of staff these details will have been sent to your line manager to pass on. If these are not available, please contact the IT Services Helpdesk on 0118 378 6262 (ext.6262) or via email to [its-help@reading.ac.uk](mailto:its-help@reading.ac.uk).

Please note that Campus Jobs workers do not have access to Employee Self Service and Student and Temporary IT accounts will not work with Employee Self Service.

### **I've recently started at the University and my username and password don't work in the Employee Self Service login screen – why not?**

Please note that in order to log into ESS, a new user must use their University IT staff login details on a campus PC to activate their account in the first instance. Following this Employee Self Service will then be accessible with these login details on and off campus. If you cannot log in to your University account, contact IT Services Helpdesk for help on 0118 378 6262 (ext.6262) or via email to [its-help@reading.ac.uk](mailto:its-help@reading.ac.uk).

### **What if I have any questions about the data shown in Employee Self Service?**

If you have any questions about the data shown in your Employee Self Service, please contact the HR Operations Team via on extension 8751 or via email to [hr@reading.ac.uk](mailto:hr@reading.ac.uk). Any queries regarding pay, payslips/p60s or eslips should be directed to [payroll@reading.ac.uk](mailto:payroll@reading.ac.uk).

### **I've recently left the University and my username and password don't work in the Employee Self Service login screen – why not?**

Employee Self Service is only available to current University employees so once you have passed your leave date your access will automatically terminate.

An email is sent to leavers reminding them to download documentation which they may require at a later date, such as payslips and P60s. Ex-employees can obtain these documents by contacting Payroll on **0118 378 8751 (ext.8751)** or via [payroll@reading.ac.uk](mailto:payroll@reading.ac.uk).