Ulster Staff Portal

Welcome to the new HR 'Employee Self Service'

This is a secure online system which will provide you with full access to the CoreHR/Payroll system to maintain all your personal information such as your home address, emergency contact and banking details. You will also have the facility to view your current appointment details and review your payslips online.

Over the first year of the implementation of this staff Portal, we have added new functionality such as 'online leave requests' and 'online leave authorisation' and 'online course Booking'.

In 2017 we will be introducing the HESA screens to enable staff to enter their own details, for this annual Staff return.

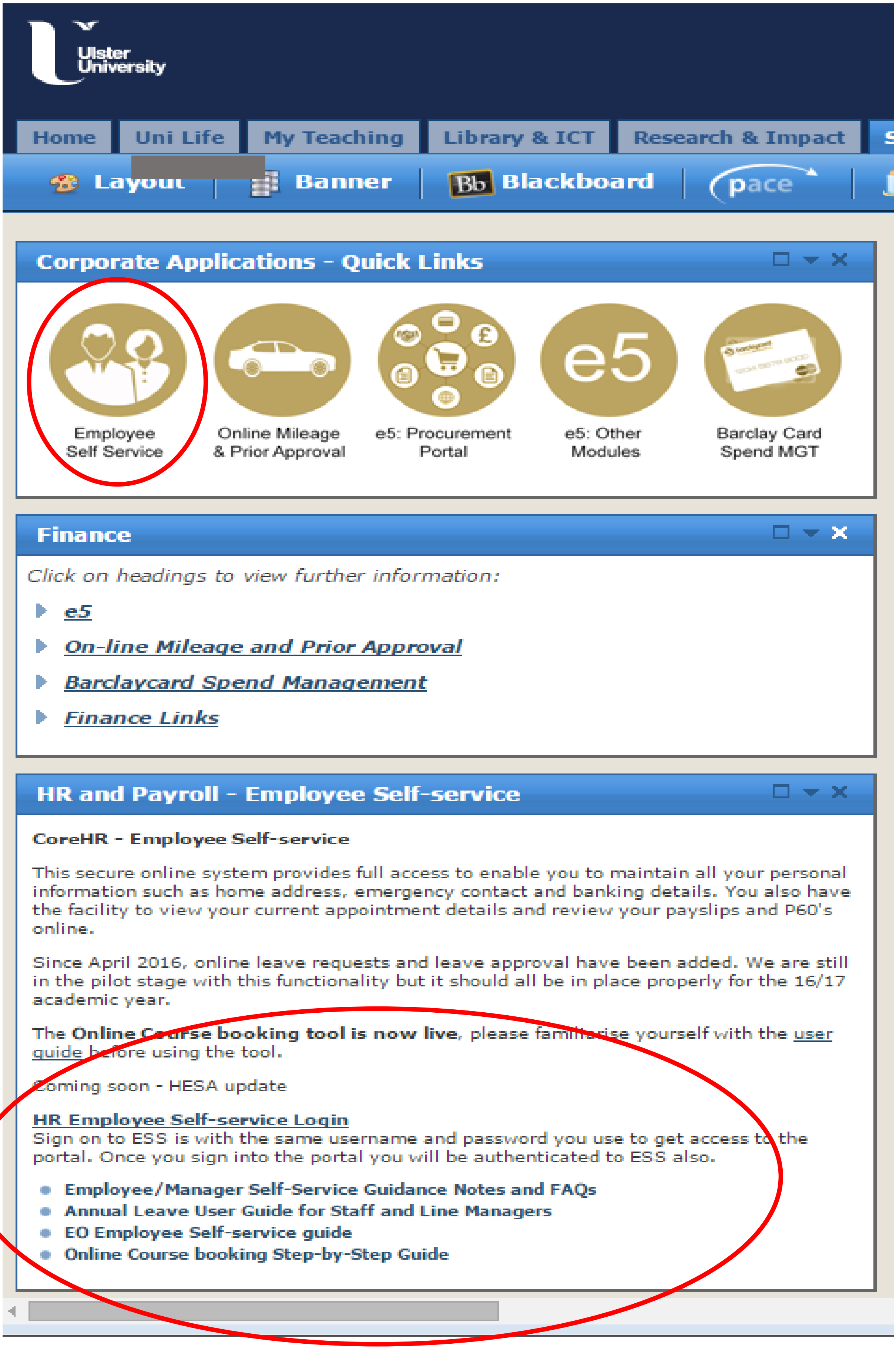
This system is also available on your smartphone or tablet using Core Mobile.

Getting started:

1 – Signing into Employee Self Service:

Log into the Ulster Portal in the normal way using your AD login details and you will see the new channel on the next page, under the 'Staff Services' tab. We have also added an Icon at the top left to make this even more accessible.

Over the course of 2016 we have moved Employee self-service to 'Single Sign On'. This means that once you sign into the University Portal, you can either select the icon on the top left or the link in the 'employee self-service channel' and you will not have to sign in again as you have already signed in.



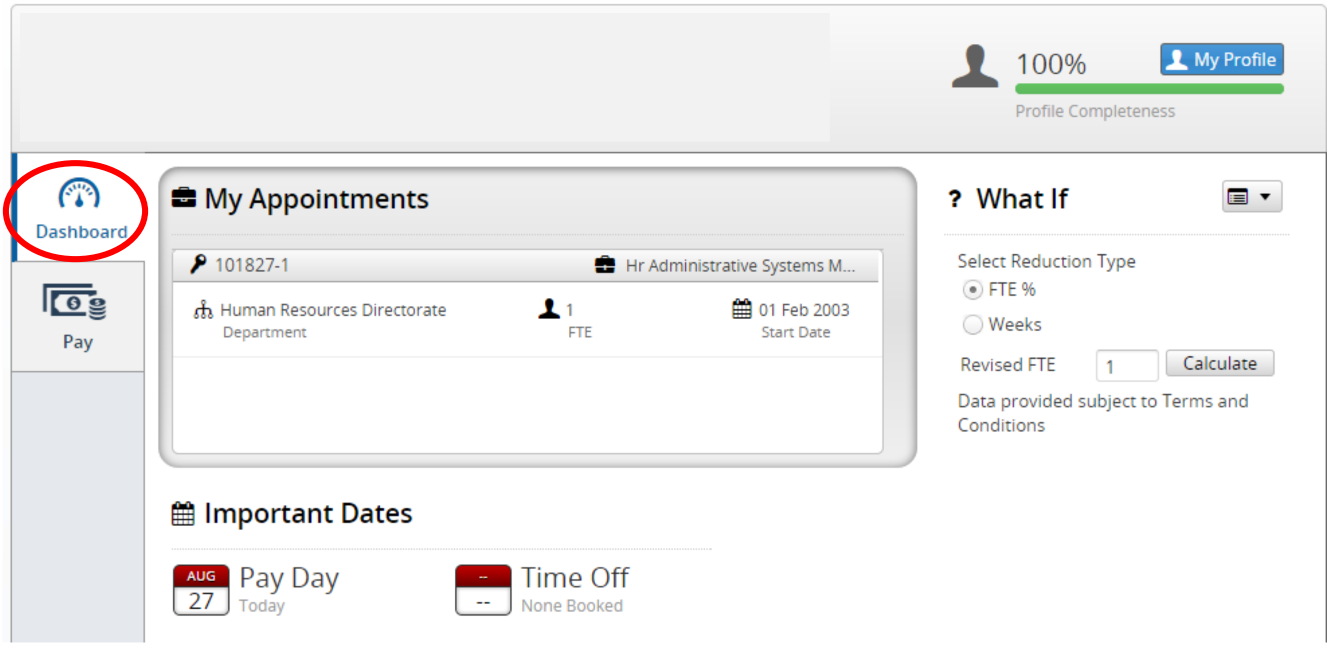
*In addition to the HR website, a copy of this ‘**FAQ and help guide**’ will also be available here.*

2 – Assessing Dashboards

Employee Dashboard

*All employees will have access to the following screen which is the '**Employee Dashboard'**.*

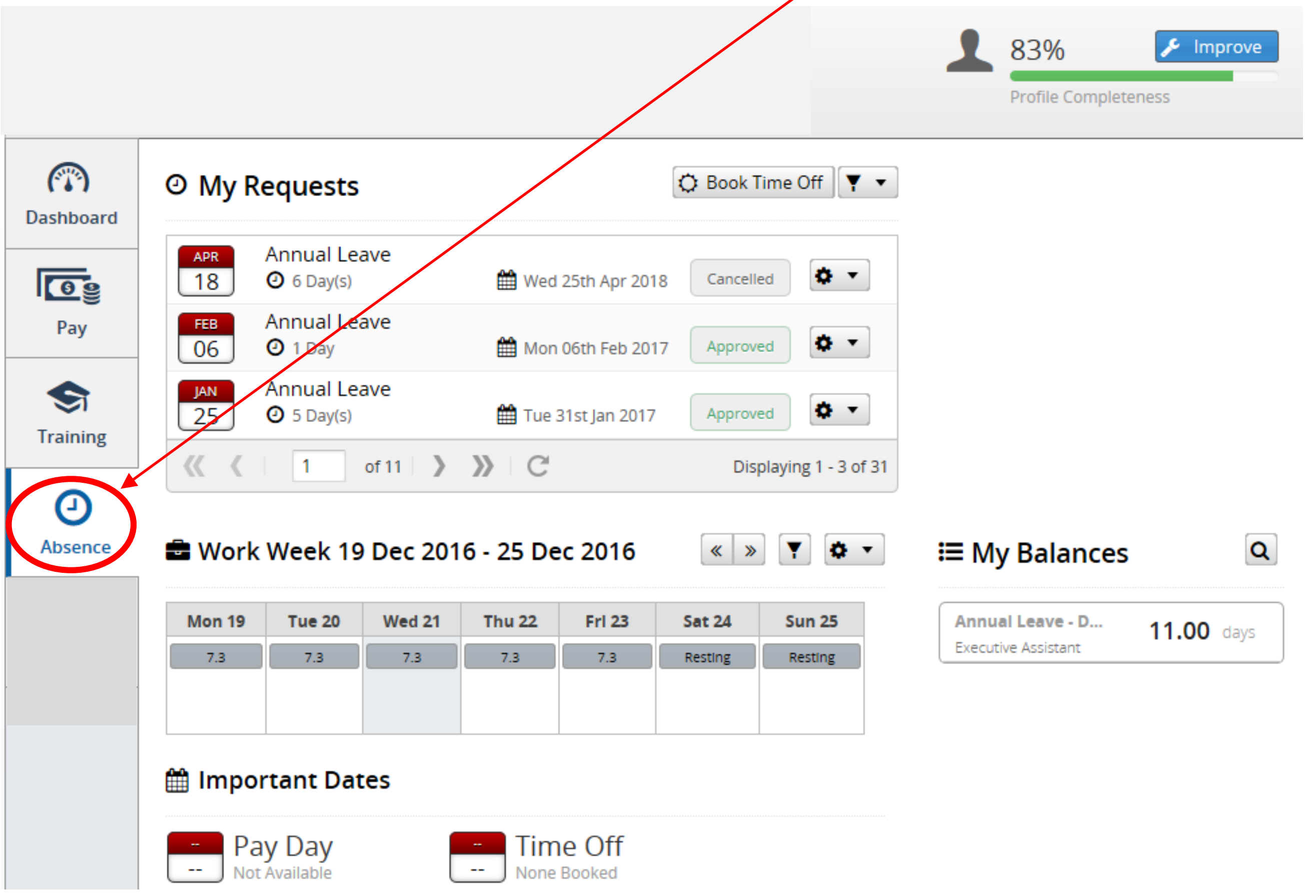
***N.B.** if you are a Line Manager, you will automatically default to the '**Manager Dashboard**'. Further details on the functionality available on this Dashboard can be found on page 6 of this document.*



On the Employee Dashboard you will be able to see basic details relating to your current appointment(s).

*You can use the '**What if'** calculator to see how changes to your FTE would affect your Pay.*

*'Leave Authorisation' has also been introduced, enabling you to check on your annual leave balance and request annual leave from this screen – this is available by clicking on the **Absence** button.*



You can view annual leave requested, approved or cancelled from this screen.

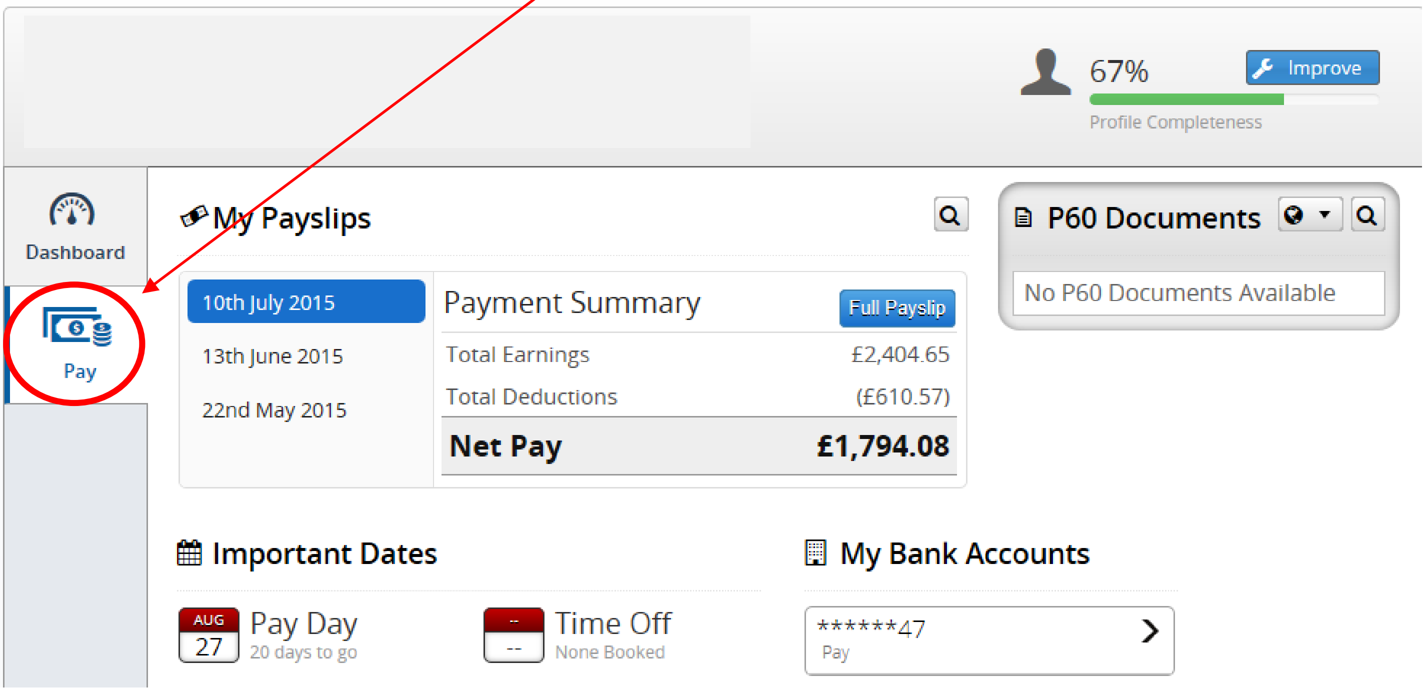
Should you wish to edit an annual leave request which you have made, you must do so, before your Line Manager approves.

If your annual leave has already been approved by your Line Manager and you wish to edit this for any reason, you must cancel the annual leave and resubmit.

There may be occasions that you have booked annual leave, however were ill and you have therefore been reported sick during a period of annual leave. HR will automatically remove this booked annual leave, upon receipt of notification from your Faculty/School/Department and return these days to your annual leave balance.

Staff are also asked to review the details under 'Work Week', to ensure the hours worked each day are recorded correctly on the HR database. N.B. if you work on a full-time basis your hours will be divided equally over five working days. If the details displayed are incorrect, please contact HR immediately to rectify this, as your annual leave entitlement is calculated using this information.

*If you select the **Pay** button on the left you will see details regarding your salary. Over the next year we will continue to add additional buttons here with new functionality.*



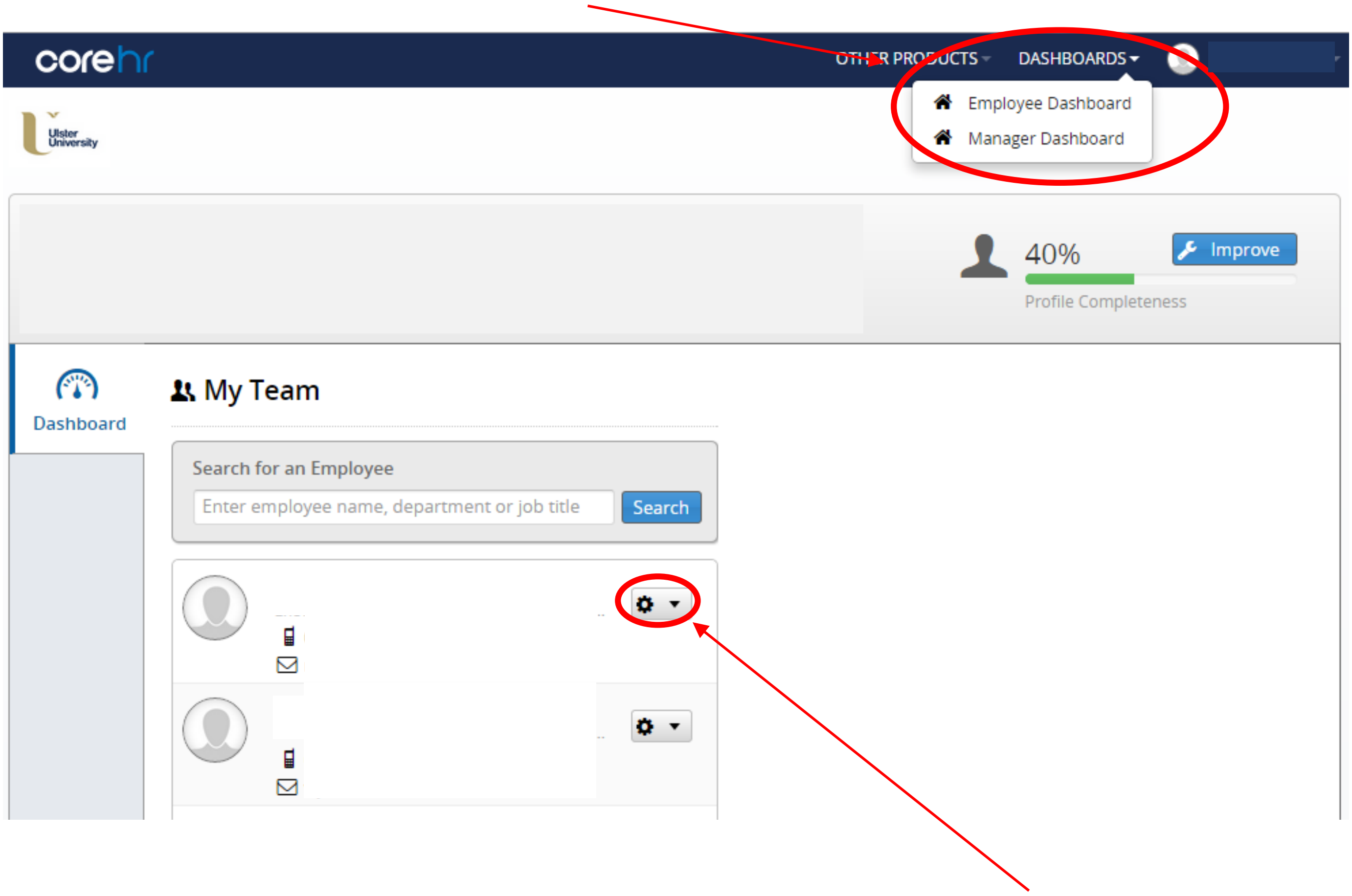
*This **Pay** page will provide details on your salary history with online copies of your payslips and your P60, as we progress through the year.*

You will also be able to view your bank account details, into which your salary will be paid into.

***N.B.** you will be unable to update your bank details online – this must be confirmed in writing directly to the Salaries and Wages Department.*

Manager Dashboard

*If you are a Line Manager, you will also have access to the Manager Dashboard. You can move between Dashboards by clicking on '**Dashboards**' and selecting the relevant option, as shown:*

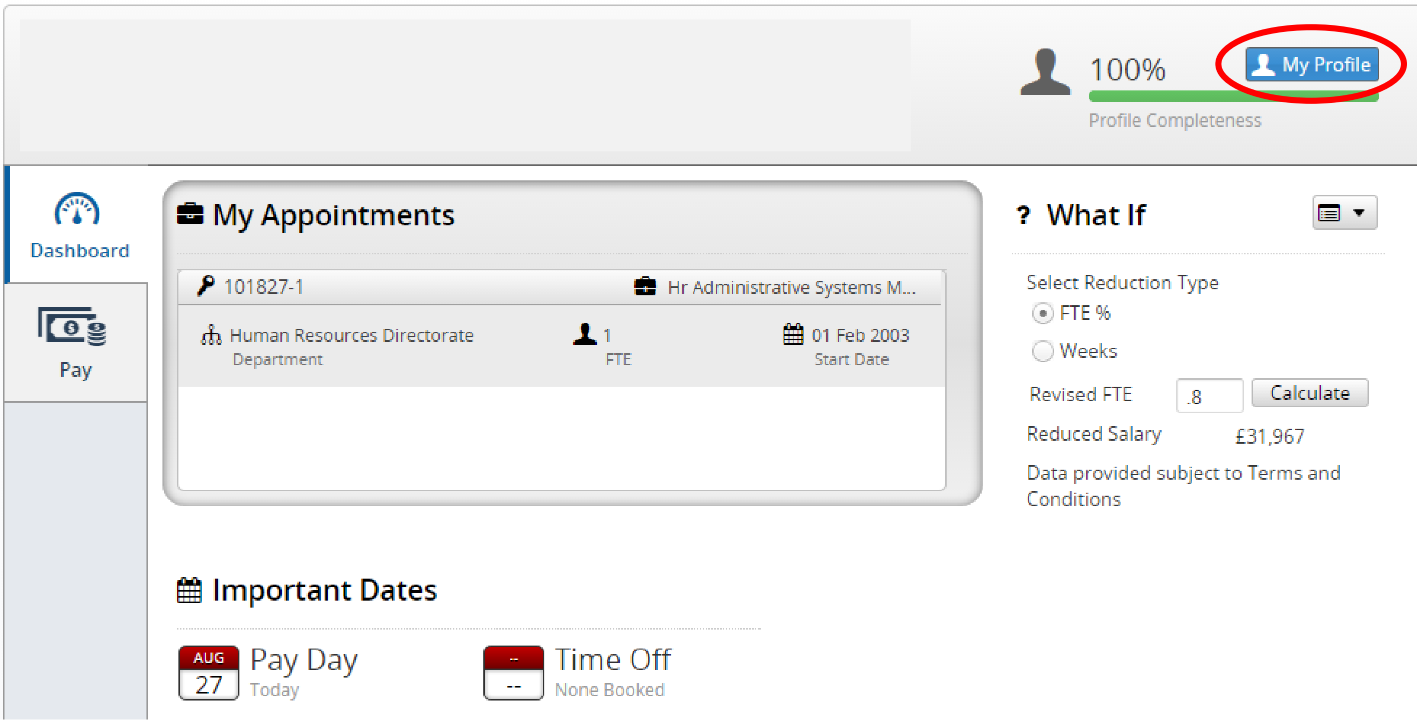


On this screen you will be able to see your direct reports. If you select the settings beside a team member, you will be able to see details on their direct reports also.

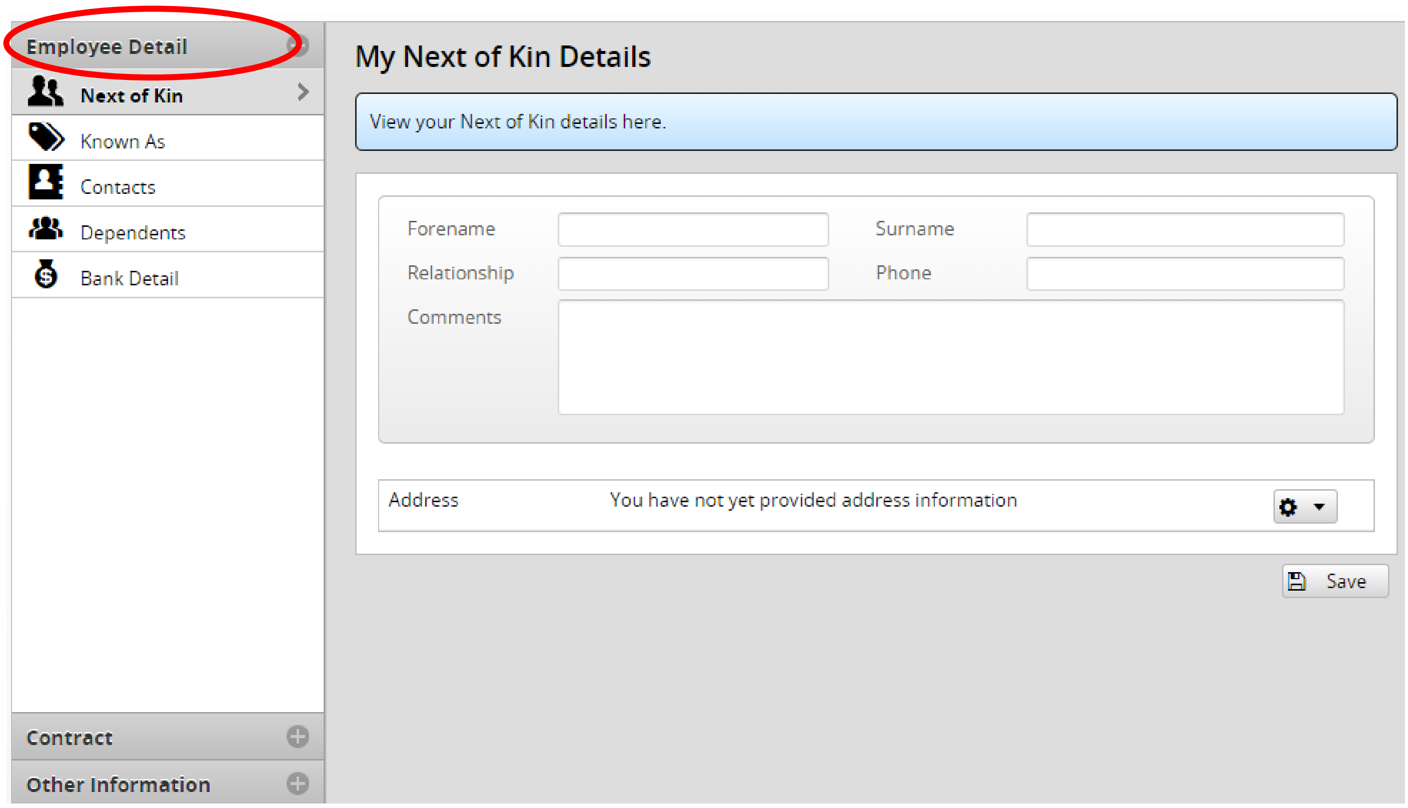
Please contact hr@ulster.ac.uk if your team members are not showing correctly. We understand that in some cases different Line Managers approve annual leave, appraisals, expenses etc for staff and each department may manage this in a slightly different way.

3 - Updating your personal Information

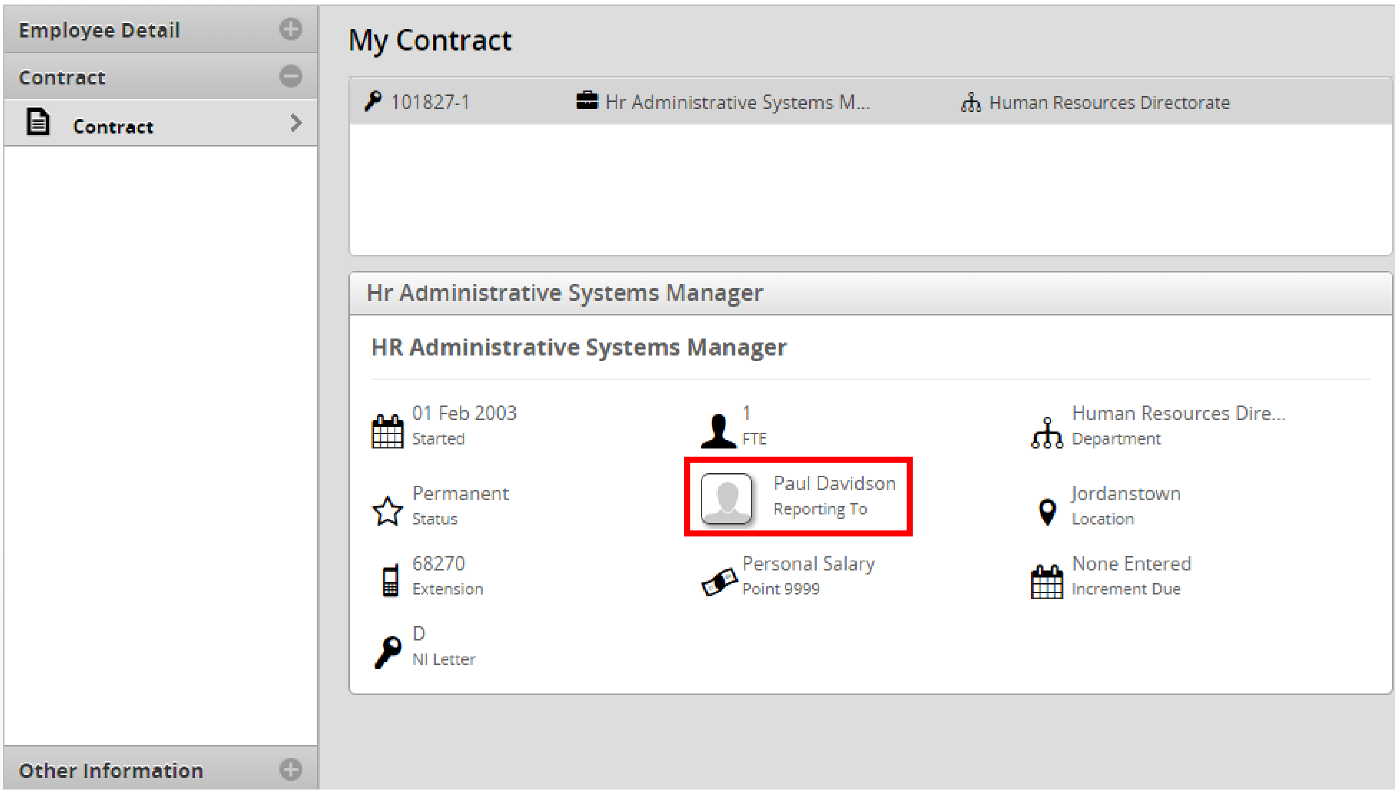
*To review or update the personal information the University holds for you, select the '**My Profile'** button to update your own personal information.*



You will be progressed through to the screen below, with a number of options displayed on the left hand bar. Each of these will provide more options for you to add personal detail if you wish to do so.



We will continue to add additional areas to this screen in the future and a more detailed guide to entering data here can be found in Appendix 1.



Please check that your 'Manager details' on the 'My Contact' screen is correct. This is important to enable online authorisation to work correctly.

HR understand that individuals may have different Line Managers for different functions and this can be accommodated, but requires careful configuration and HR will continue to work with each Faculty/School/Department in order to roll this out, over the coming months, in a phased manner.

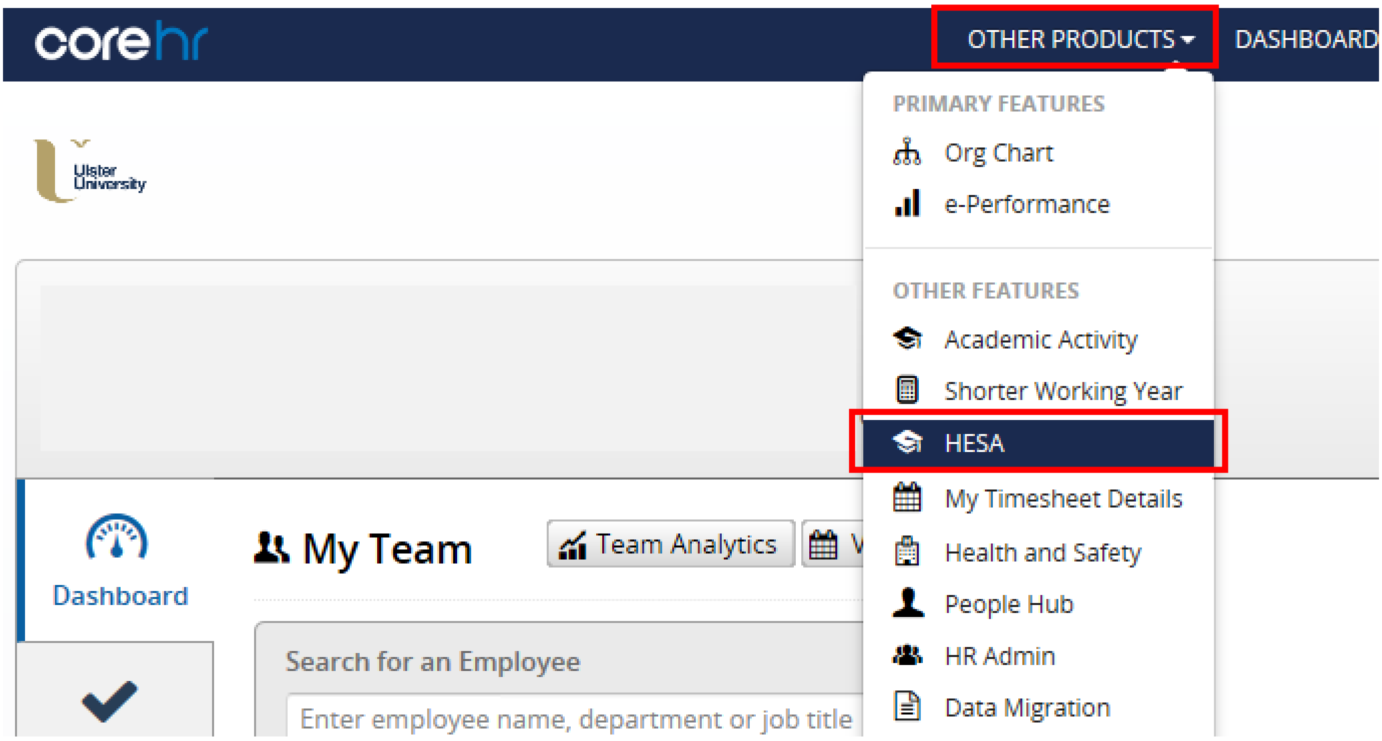
PLEASE IGNORE START DATE - the system derives this from appointments loaded and it was not possible to migrate all historic appointments due to organisation structure changes, but be assured we have migrated correctly the 'Date Joined'.

All issues/queries and Line Manager amendments should be forwarded to hr@ulster.ac.uk

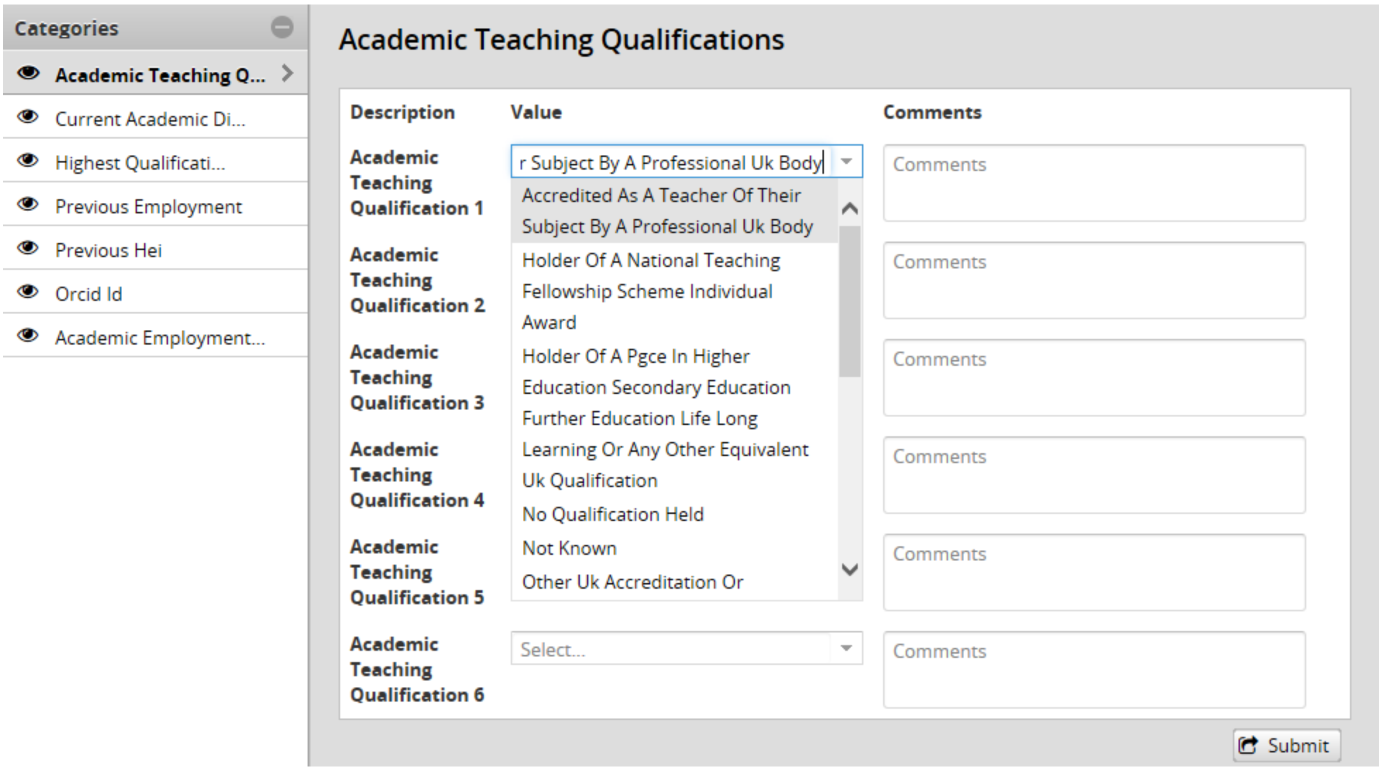
Your enquiry/request will be forwarded to the relevant contact within HR, who will respond to you at the earliest possibility opportunity.

HR are also asking staff to complete details in relation to **the Higher Education Statistics Agency (HESA)**. This is an official agency which collects, analyses and disseminates quantitative information about higher education and Ulster University has a statutory obligation to provide details relating to staff.

To insert your HESA details, please select the 'Other Product' option from the taskbar and select the HESA option.

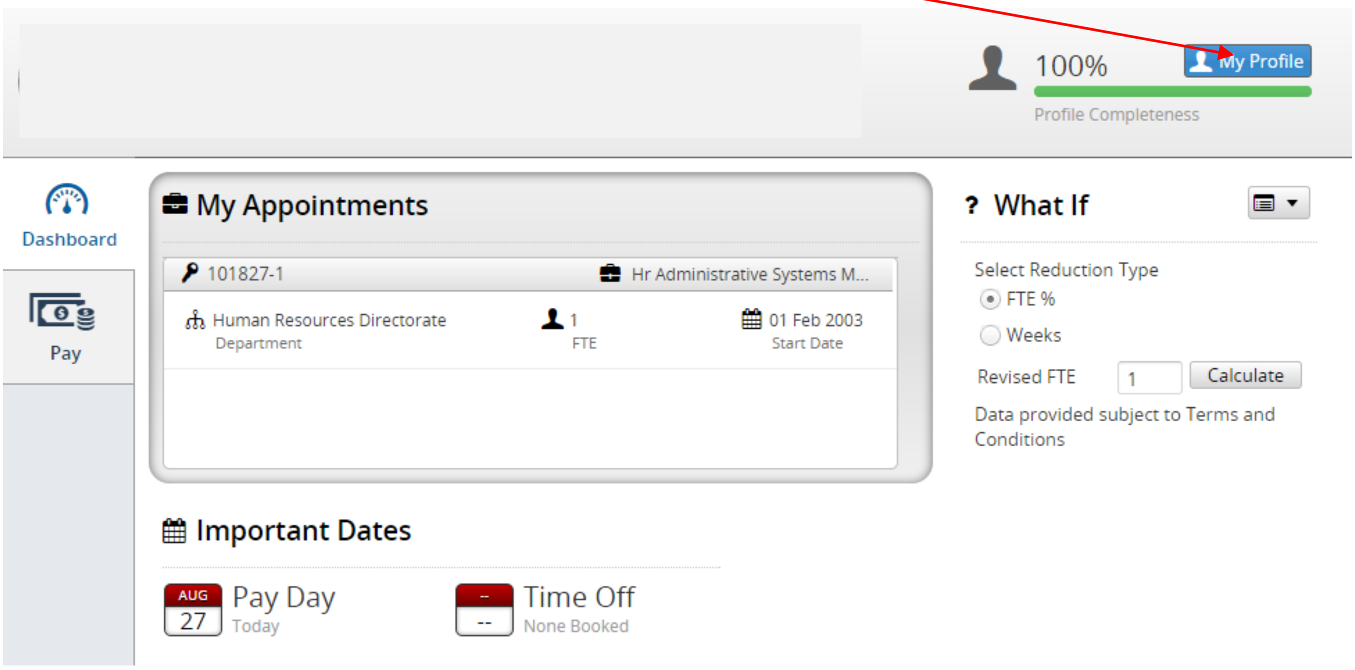


You should enter details relevant to you in each of the Categories ensuring you 'submit' details in order to save your additions/amendments.

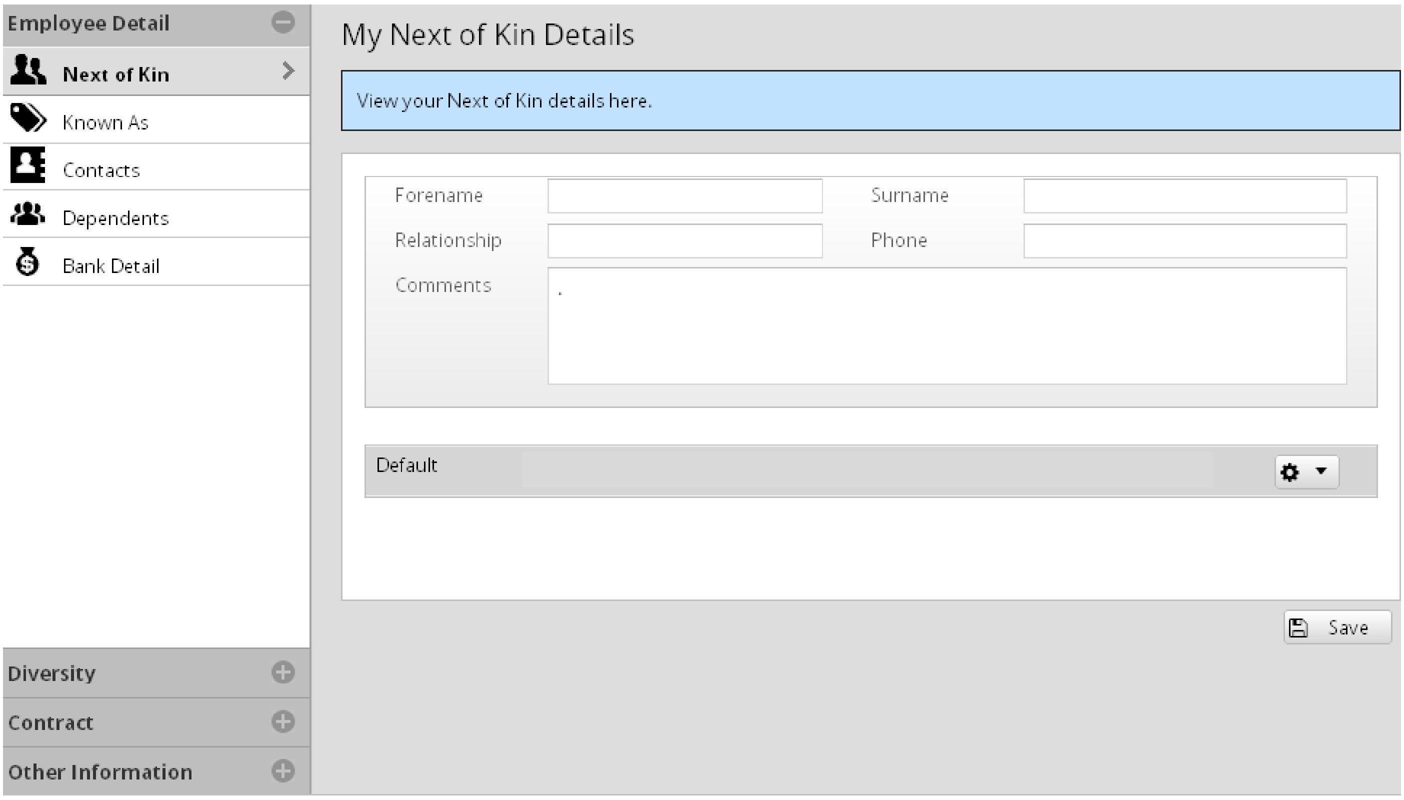


Appendix 1 – Amending/Entering personal details: Step by Step Guide

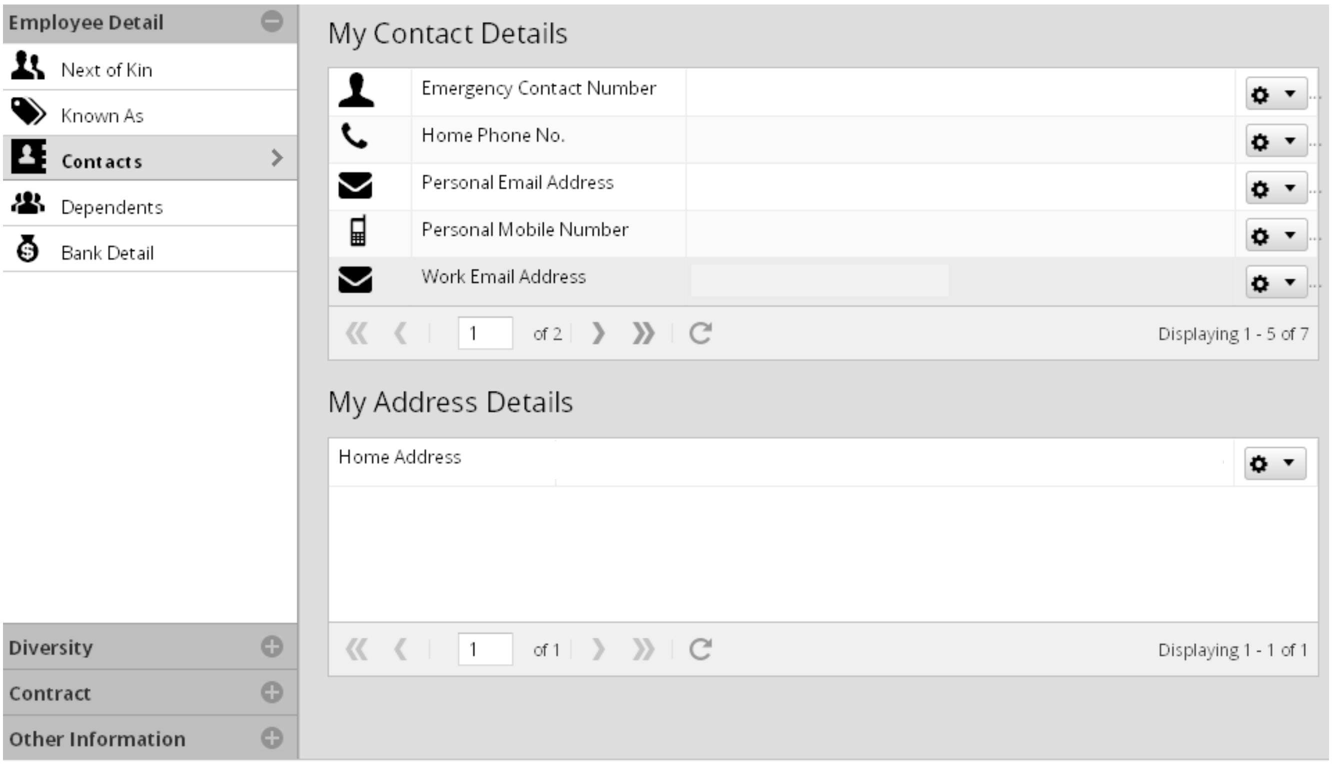
1. *To view or amend your own details click on ‘**My Profile’**.*



You will now see the following screen:



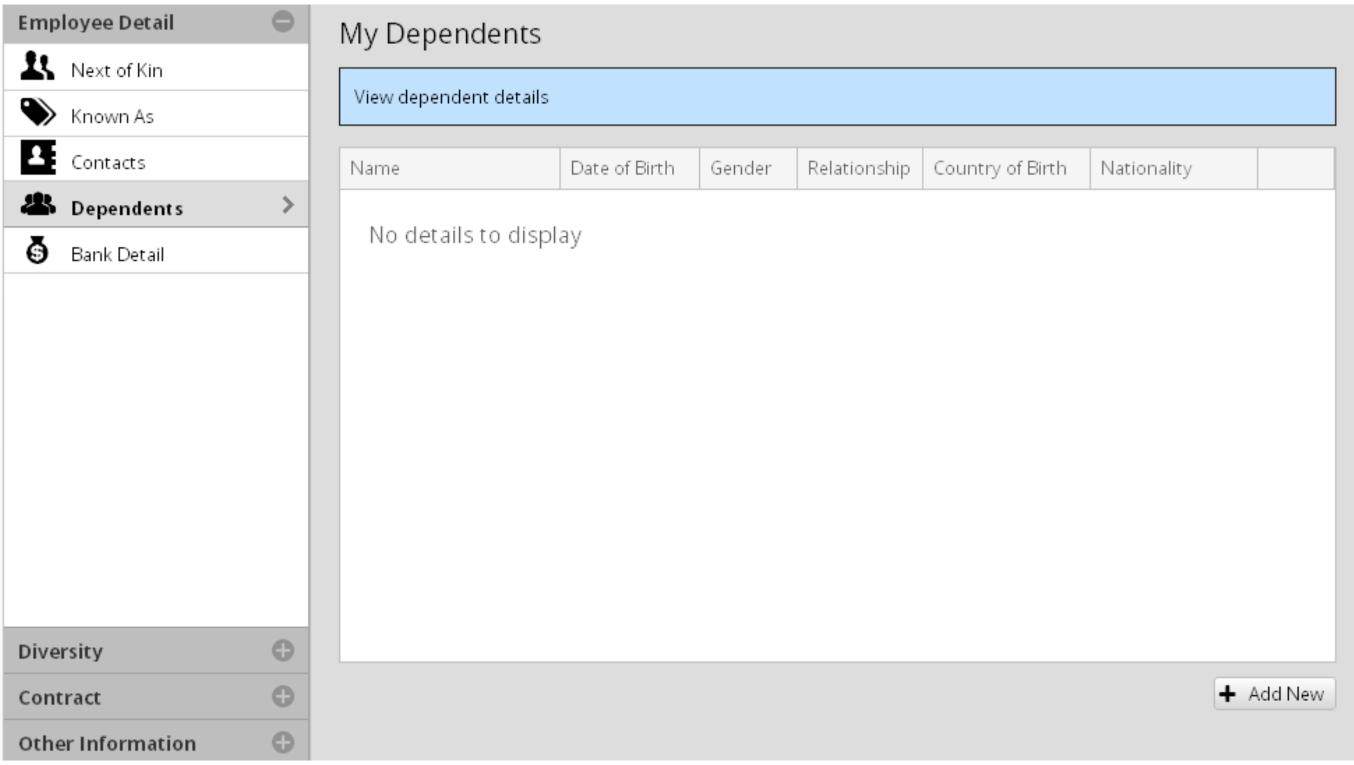
2. *Under 'Employment Details/Next of Kin' you can enter the Forename, Surname, Relationship, Contact Details, and any other relevant information of your 'next of kin'.*



This would typically be the person the University would call in event of any emergency.

Please ensure you save all details you enter.

3. *Under '**Employee Detail, Contact'** you can complete Contact Details and Address Details.*



It should be noted that there are two pages under the contact details section, therefore please ensure all relevant sections have been completed.

4. *Under '**Employee Detail, Dependants'** you have the ability to enter details about your dependants, if this is relevant and if you wish to do so.*

Additional functionality will be added to these screens over the coming months and you are asked to frequently check your information is accurate and up-to-date.

Appendix 2 – Frequently Asked Questions

(i) Do I have to provide additional personal details?

No – you are under no obligation to provide any additional personal information which is not relevant to your role in the University.

(ii) If I amend my address, will these details automatically be sent to any third party such as HMRC?

No – you will still have to inform any third parties, as we would not pass on this information.

Any employees with 'Certificate of Sponsorship' will still need to advise the HR Business Partner for their area of any change of address, to ensure that the information is updated with UK Visa's and Immigration service.

(iii) If I amend my details and find an error, can this be edited?

Yes, you will be able to amend details as often as necessary.

(iv) Why can I not view my personal details when logging into Employee Self Service?

If you are a Manager, your initial screen will automatically default to 'Manager Dashboard'. This screen will show details of the Team Members who are responsible to you.

To change this view, please see page 6 of this Guide, to view your

As new functionality is added to the ESS Portal, additional FAQ's will also be added to this guide to reflect the feedback received.