Maintaining your personal information

Following the recent launch of the new secure online HR system additional functionality has now been added to enable you to update your equal opportunities (EO) information. It is important that you do this, as it allows us to monitor the diversity of our staff, to help us to plan diversity and inclusion initiatives, using data which is as up-to-date and accurate as possible. Monitoring is fundamental to the effective implementation of our Equal Opportunities Policy and our Equality Scheme.

We would ask that you review and, where necessary, update your EO information, which has been transferred across to the new HR system. As before, all of the information you provide will remain confidential, be held securely and be processed in line with the Data Protection Act 1998.

Getting started:

1   Signing into the Employee Self Service area:

Log into the Ulster Portal in the normal way using your AD login details. A new channel has been added within the 'Staff Services' tab (see below).

HR and Payroll - Employee Self-service

Welcome to the new HR Employee Self-service

This is the new secure online system which will provide you with full access to maintain all your personal information such as 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 course of the next academic year we will be continuing to add additional functionality such as leave requests and authorisation, Course booking, HESA update and many more.

**HR Employee Self-service Login**
If this is your first sign on, please use your network username (ecode) and select the 'Forgot Password or Security Question' link and follow instructions to reset your password. You will receive this by email.

FAQ and help guide

Select 'HR Employee Self-service Login' and enter your details as directed above.

2   Your personal equality and diversity information:

To view or amend your personal equality and diversity information which Ulster currently holds for you, select the 'My Profile' button located in the drop-down menu accessed as shown.
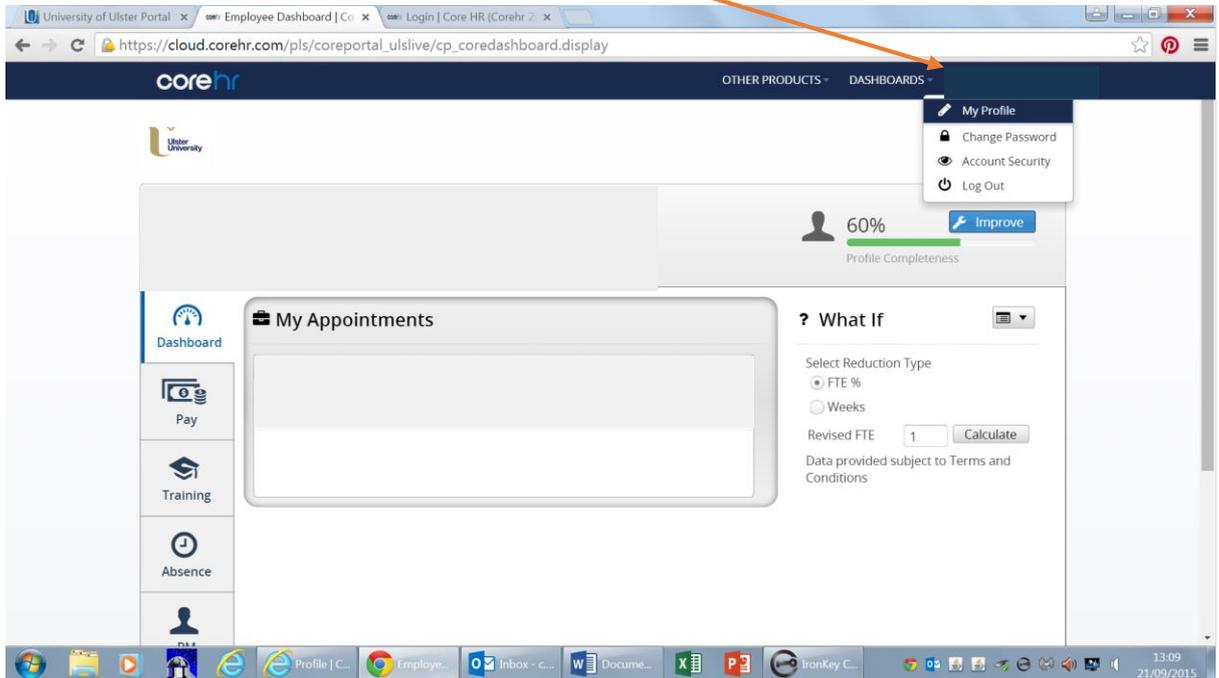
Select the 'Diversity' tab at the left-hand side of your screen. Then 'Background'.
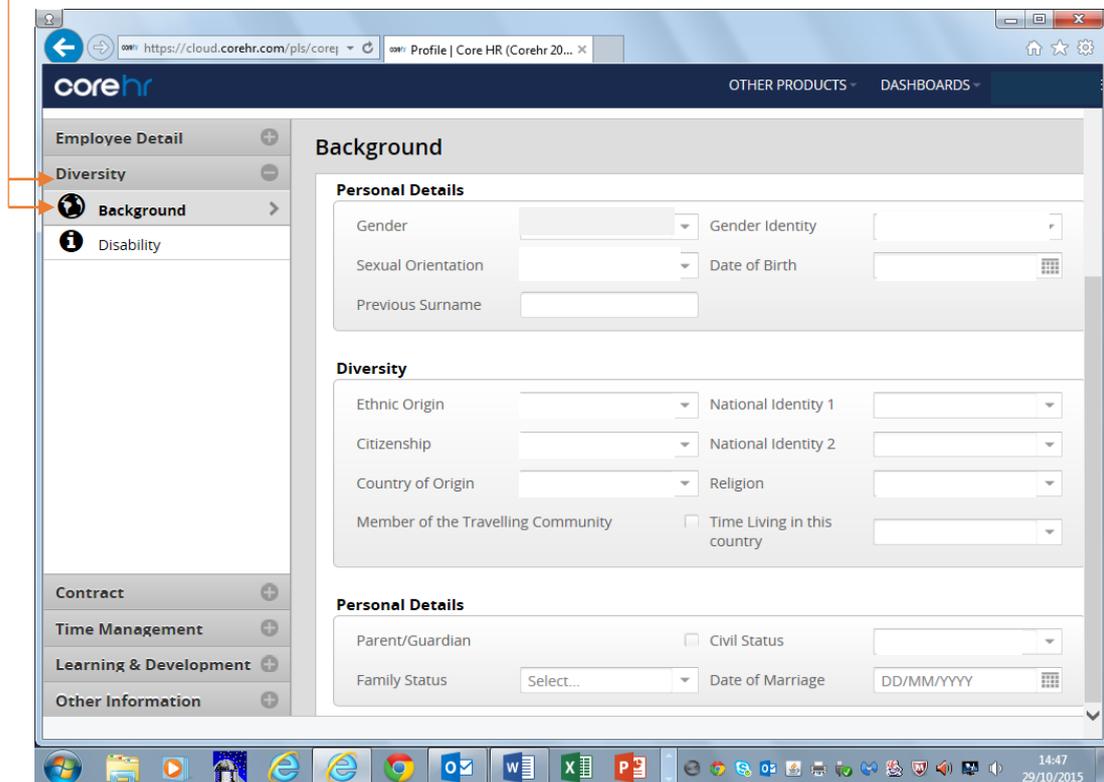
Gender: What is your gender?

Gender is the condition of being male or female. (Please select from the drop down menu)

Gender ID: Is your gender identity the same as the gender you were assigned at birth?

Individuals may perceive themselves as male or female or both or neither. One's gender identity can be the same or different to the gender assigned at birth. (Please select from the drop down menu)

Sexual Orientation: Which is your sexual orientation?

This is a person's sexual identity in relation to the gender to which they are attracted. (Please select from the drop down menu)

Ethnic Origin: What is your ethnicity?

Ethnicity is about identity; it draws on a number of factors and may change over time and in different locations. An ethnic group would be defined as one whose heritage offers important characteristics in common which makes them distinct from other communities. (Please select from the drop down menu)

Citizenship: What is your nationality?

Nationality is usually related to the nation in which you were born, however, you can also achieve nationality by naturalisation. This is where a nation accepts you as a member even though you were born elsewhere. By this process some people actually achieve dual or multiple nationality, that is to say they are accepted as a member of more than one nation. This achievement of nationality can be by such things as: application, domicile, marriage or political asylum depending on the laws of a particular Nation State. Please note that for these purposes 'British' represents people either born in or who have achieved nationality by naturalisation from England, Scotland, Wales and Northern Ireland. The options are pre-determined by HESA but more detail can be provided in response to Country of Origin.

If you possess dual nationality (including British), please select Great Britain. If you possess a dual nationality (not including British, but including non-UK EU country), please select the relevant EU country name.

National Identity 1: Please ignore.

National Identity 2: Please ignore.

Country of Origin: This will be largely similar to Citizenship, but allows for answering England, Scotland, Wales, Northern Ireland as well as United Kingdom.

Religion: What religion, religious denomination or body do you belong to? This may be different from your perceived community background (i.e. the community you grew up within). (Please select from the drop down menu)

Member of the Travelling Community: Please ignore.

Time living in this Country: Please ignore.

Parent/Guardian: Are you are Parent or Guardian of a child? If so, please tick the box provided.

Civil Status: What is your marital or civil partnership status? (Please select from the drop down menu)

Family Status: Please ignore.

Date of Marriage:

Once the above data has been entered, please click 'Save' and continue as follows….

Select 'Disability' on the top left of your screen.

Disabled: The Disability Discrimination Act 1995 describes a disabled person as someone with a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities. This includes long-term health conditions, such as cancer, HIV, MS, ME, diabetes, epilepsy, asthma, heart condition, chronic back pain (this list is not exhaustive).

According to this definition do you consider that you are a disabled person or that you have a disability/long-term health condition? (Please select from the drop down menu)

Type of Disability: Please 'free-type' the exact nature of your disability/long-term health condition(s) in this box.

Disability 1: If you have answered "Yes" to 'Disabled', please indicate which category your disability/long-term condition would be considered under. (Please select from the drop down menu)

Disability 2: Please ignore.

Registered Disabled: Please ignore.

Accessible Parking Required: Are you the holder of a 'Blue Badge' which entitles you to park in accessible car parking spaces which are closer to your destinations. (Please tick, if yes).

Please ignore the detailed notes section.

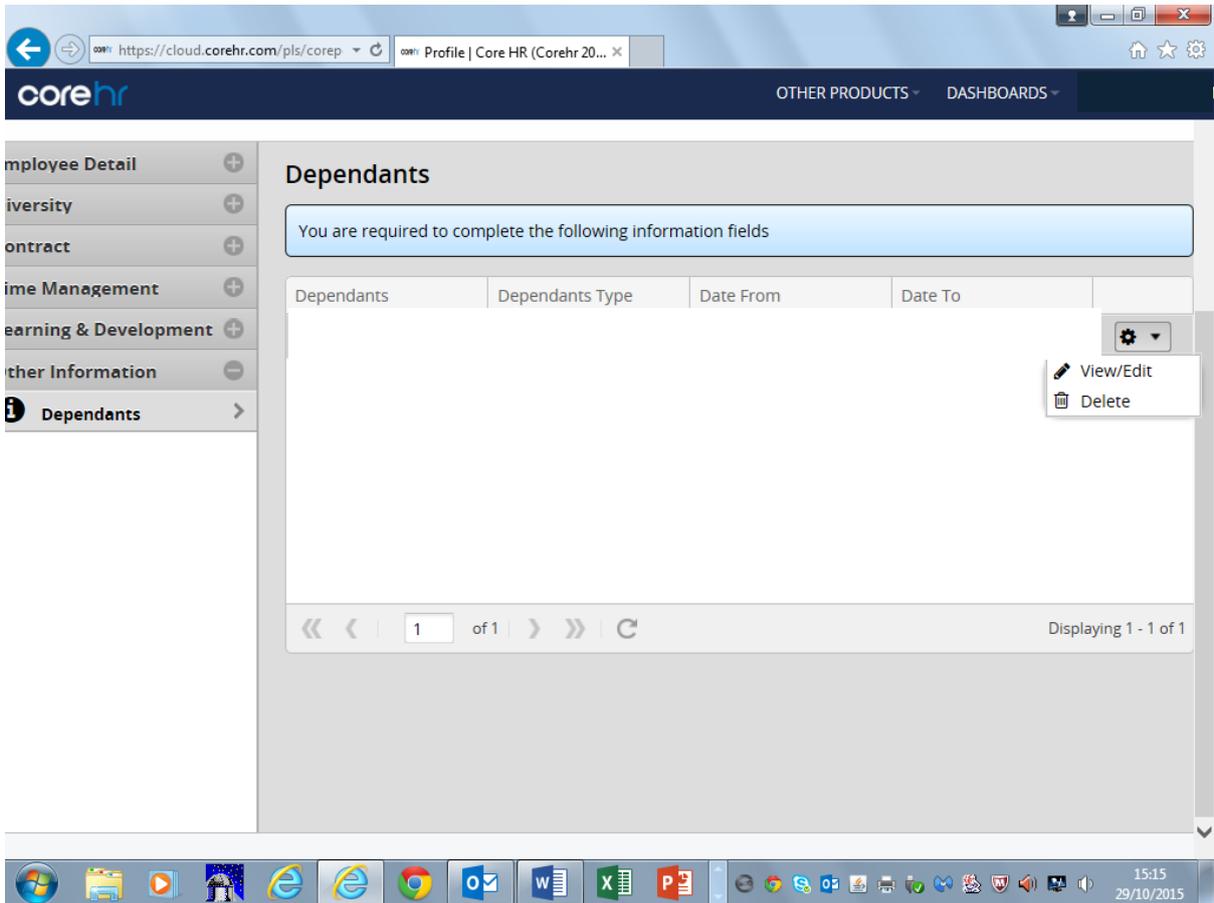**Once the above data has been entered, please click 'Save' and continue as follows…..**

Select 'Other Information' on the bottom left of your screen.

Then select 'Dependants'.

To view/amend personal information, please click on the wheel icon on the right of the screen. Then select 'View/Edit'.

The next screen will be shown.
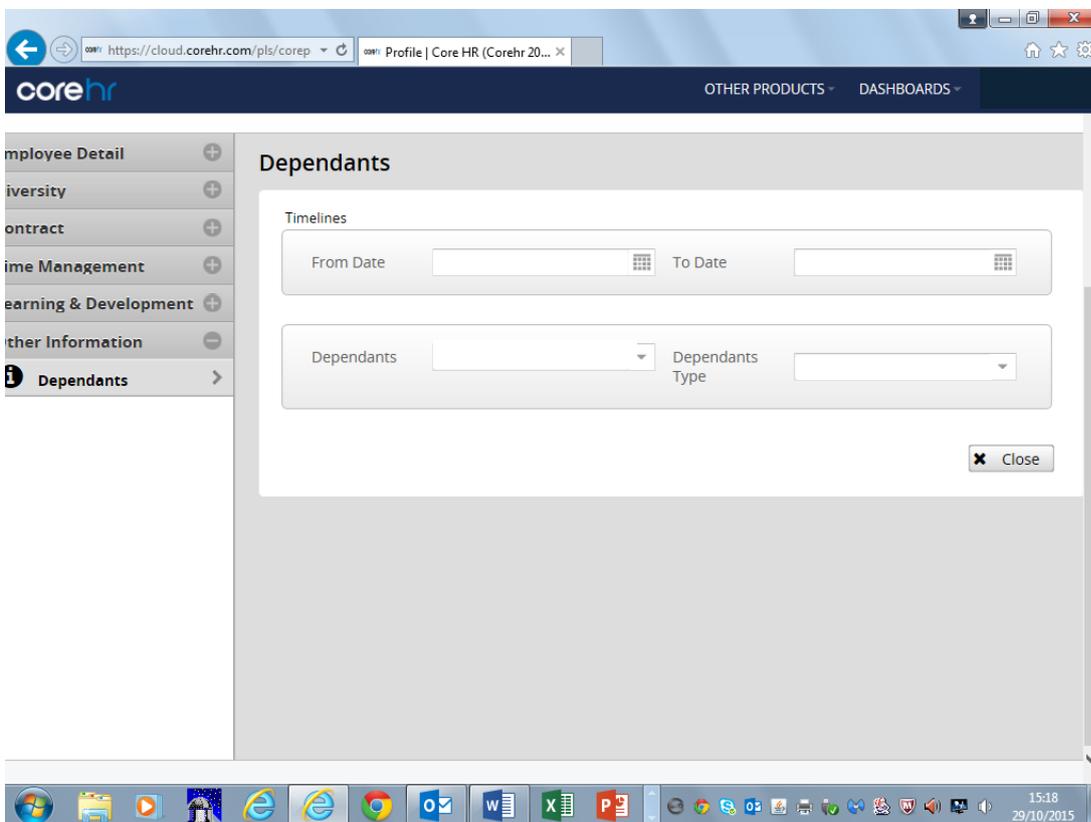
Dependants: Do you have dependants? We understand persons with
                             dependants to be those with personal responsibility for
                             the care of a child, the care of a person with an

incapacitating disability and/or the care of a dependant elderly person. (Please select from the drop down menu)

Dependant Type: If you have answered "Yes" to 'Dependants', please indicate the nature of your caring responsibilities from the drop down menu.

To save all data in this section, please click 'Close'.

Thank you for updating your equal opportunities data. Should you have any queries about equality monitoring, please do not hesitate to contact Miss Angela Getty, Equality and Legal Manager on 68869 (ak.getty@ulster.ac.uk) or Ms Claire Nevin, Business Clerical Support on 24745 (c.nevin@ulster.ac.uk) .