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:
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.
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.
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.

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.
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).

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.

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 in order to open your payslips and P60s. 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 P60s 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:

![Settings Icon]

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):

![Settings Menu with Safari Highlighted]

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:

![Block Pop-ups On and 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 “Aways 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 Andorids web browser so please remember to turn back on after using ESS:
Training and Qualifications

In this screen you can see your learning activities, qualifications and book onto courses provided by the University. You can also add any personal learning events and qualifications that you acquire outside of the University.

Learning Activities –

This section is where you can view the learning activities you have booked, completed or are currently undertaking. You can view these by selecting different options within the drop down.
Search Learning Activities – (For booking on to courses)

When you click this tab it will open a new window where you can search for a learning activity to book on to (subject to availability).
Once you have completed a search and found a course you are interested in, you can then book onto the course if there is enough availability (you can filter your search to only show courses with availability).

Choose the date of the course if there is more than one session. This will take you to the course booking details page.

Select Employee Self Service in the ‘Origin of Request’ field and then click on the ‘save’ button.
Cancelling a course booking -

Please note if you need to cancel from a course less than 48 hours before the course is due to start please contact the course provider.

In the Training and Qualifications section select the course booking you want to cancel.

Select the reason for cancellation from the drop down menu and press the green ‘save’ button. You will be asked if you are sure you want to cancel from the course, if so please select ‘ok’.
Add Personal Learning -

By clicking add personal learning event it will open a new window. You will need to fill out the information in this window about the course you would like to add to Employee Self Service. Then click save. This will add the course onto your learning activities list.

Add Qualification -

Similar to adding a personal learning event, you will need to click the add qualification button which will open a new window. You will need to fill out the information related to your qualification and click save. Please note that some qualifications require you to take in a certificate of your qualification to HR before they are officially input against your record.
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.

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.
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.
**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 hrsystems@reading.ac.uk.

**I don’t know by 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.

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.

**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. Any queries regarding pay, payslips/p60s or eslips should be directed to 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.