

Introduction to Employee Self Service



Contents

1.	Introduction	3
	Employee Self Service	3
2.	Logging into Employee Self Service	4
	Logging in	4
	Help / Queries:	4
3.	Employee Self Service Home Dashboard	5
4.	Utility Menu	6
	My profile	6
	Requests & Surveys	7
	Useful Links	7
	Settings	7
	Preferences	8
	E-Form preferences	8
	Change password	9
	Dark mode	9
	Sign out	10
5.	Organisation Chart	11
6.	Latest Company News	13



1. Introduction

This guide provides you with the information you will need to navigate around Employee Self Service (ESS).

Employee Self Service

An exciting new tool has been introduced called Employee Self Service also known as ESS. A modern and user-friendly system that interacts between employees, Managers and HR. ESS is designed to scale from a small smartphone screen to large desktop monitors, allowing your information to be accessed and updated on the go, from home or work.

The system will allow you to access and update your own personal information, view payslips, and check your absence records. Employee Self Service will also generate informative emails after certain actions such as booking annual leave, confirming your leave has gone through to your manager for authorisation.

Please ensure you visit Employee Self Service regularly as there are more exciting new features, coming soon!



2. Logging into Employee Self Service

Logging in

To login to ESS, use the following link:

https://ce0549li.webitrent.com/ce0549li_ess/ess/

iTrent
Login 🏻 🔒
* Username (required)
Forgotten username?
* Password (required)
Forgotten password?
Login >
Contact administrator

When you first login in, your **username** will be your **"FIRSTNAME.SURNAME**".

 For security purposes, your initial password will be your National Insurance Number in the following Uppercase / Lower Case format, e.g., "JP951003a" (the last character in lowercase).

When you first log in, you will be prompted to change the initial password. Please note that passwords must be a minimum of 8 characters long and include uppercase, lowercase, alpha and numeric characters.

Help / Queries:

For help accessing or navigating Employee Self Service, please contact the HR / Payroll team.

Further help and training guides / videos are available for employees by clicking on the '**Guides**' card on the ESS Home Dashboard.



3. Employee Self Service Home Dashboard

When you first log in to Employee Self Service, you will be presented with the Home Dashboard.

Below are the main components of the Dashboard:



	Option	Definition		
1.	Harlow Icon	The Harlow icon can be used to return to the Home Dashboard from any part of the system.		
2.	Utility Menu	The Utility menu remains present throughout, and gives you access to global controls, such as setting preferences and signing out of the system.		
3	Navigation Area	 The Navigation area provides access to: My time – Absence records (Flexitime module expected 2022/23 where applicable) My pay – Payslips, P60's and Time and Expense Claims Org Chart – Organisation Chart 		
4.	Latest Company News	These options will show you Council News and information items.		
5.	Quick Insights	Quick Insights will show you information about your Holiday, Sickness and Other absences.		



4. Utility Menu

The Utility menu remains present throughout and gives you access to your preferences and signing out of the system.

1. Access the **Utility menu** by selecting the icon and selecting from the dropdown menu



2. The following options will be displayed:



My profile

The **My profile** option gives you quick access to your personal and employment information (Please refer to the guide 'How to access and amend your Personal Details in Employee Self Service' for further details):

		My pro	ofile		
	Personal	Employ	ment Talent		
My personal d	etails ne: Matt French wn as: Matt View attachments	✓ Edit	Confidential inform Select the links below to vie Sensitive information >	mation w or amend your information	A State of the
 Contact inform	nation	ARLOW, ESSEX, CM	18 9RT, United Kingdom		
Personal Mobile: 07515345876					
+ Add Address + Add Contact Details					
Friends and fa	mily			1	
Туре	Contact name	Relationship	Contact number	Primary contact	
Emergency contact	Jane French	Wife	07515623987	Yes	
+ Add Emergene	ry Contact	+ Add Next of Ki	in		



Requests & Surveys

This option gives you quick access to questionnaires and forms:

All 🗸 Current In Pro	ogress Completed		
itie	Due date	Position(s)	Status

Useful Links

This option gives you access to the ChatBot feature of Employee Self Service, which will be coming soon.

Settings

The **Settings** section contains the following sub-sections:

Preferences
E-form preferences
Change password
Dark mode



Preferences

The preferences option allows you to set a default date format.

- 1. Select the drop-down menu to change the date format
- 2. The Language is set to 'English' and cannot be changed

Preferences	Close X
3 Any changes to your preferences will only take effect when you next login.	
Date format	
DD/MM/YYYY	× -
anguage	
English	× 👻
Save Cancel	

E-Form preferences

E-Form preferences allow you to specify what email address you would like your payslips and P60's emailed to.

You will also need to set a password to prevent other people opening your legal documents.

E-form preferences	Close X	
The payslip/P60 passwords can only use the characters A-Z, a-z, 0-9, or ! * \$ % ^ & * () + []{?: @ # - /] <> ` ':		
Payslip options		
 Print payslip 		
✓ Email payslip		
* Email address (required)		
matt.french@live.co.uk		
* Password for payslip (required)		
	<u>®</u>	
*Confirm password (required)		
	Q	
Send payslip SMS		
P60 options		
Print P60		
✓ Email P60		
✓ Use the same email and password for	P60's	



Change password

You can change your password in Employee Self Service.

1. Select 'Change password' from the option within the 'Settings' section:

The password can only	use the characters A-Z, a-z, 0-9, or ! "	\$%^&*()- +[]{}?:@#
······································		
Current password (required)		
	2	
New password (required)		
	\$	
Confirm password (required)		
	ø	

2. Enter details and click 'Save'.

Dark mode

Dark mode is an alternative look to Employee Self Service.





1. Select the '**Dark mode**' checkbox:

The view of Employee Self Service will automatically change to the Dark mode view:

Harlow	My profile	± -
Matt French	Personal Employment Talent	
View profile	My personal details	
✿ Home	Name: Matt French Select the links below to view or amend your information	
📋 My time	Known as: Matt. Sensitive information > Gev View attachments	
🚍 Мурау		
🙏 Org Chart	Contact information	
	Home - Mailing Address: 1 Drove Lane, HARLOW, ESSEX, CM18 9RT, United Kingdom	
	Personal Mobile: 07515345876	
	+ Add Address + Add Contact Details	
	Friends and family	
	Type Contact name Relationship Contact number Primary contact	
	Emergency contact Jane French Wife 07515623387 Yes	
	+ Add Emergency Contact + Add Next of Kin	and the second
	Bank details	
	Account name Bank name Sort code	the second second
	Matthew French Lloyds Tsb/Tslb 771318	

Untick the Dark mode checkbox to return to the standard view.

Sign out

To sign out of Employee Self Service select 'Sign out' from the Utilities menu:

å	My profile	
Ę	Requests & Surveys	
Ð	Useful links	>
¢	Settings	>
$\left[\right]$	Sign out	



5. Organisation Chart

You can access the Organisation Chart from your Home Dashboard Navigation Area by clicking on the '**Org Chart'** section:

Harlow
Matt French
✿ Home
🗂 My time
🖶 Мурау
🙏 Org Chart

The Organisation Chart will appear in the main window:

Har	low.		Org Cha	t		± -
\odot	+		На		Search org cha	art Q)
÷	Reset			277		
			Chief Ex	th Hobbs ecutive		
8			•	-5		
*			Trevor Head of	Jones Housing		
			•	-5		
			Senior F	Hunt lousing Operatio		
				6		
	Richard Benton Assistant Operations Man	Vacant Business Support Team L	Peter Smith Estates and Tenancy Tea	Mark Brandon Assistant Housing Operat	Jo Lee Housing Options and Adv	Rupert Doogan Community Engagement
	+5	+2	-5	+2	+2	
	Anita Oakhill Housing Officer	Helen Wilson Housing Officer	Matt French Housing Officer	Paul Martin Housing Officer	Vacant Housing Officer	



H	arlow		Org Chart		± -
\odot	+		Trevor	lones	iearch org chart Q
A	Reset		Head of	Housing	
				5	
8	_		Lauren	Hunt	
×			Senior H	lousing Operatio	
				•	
	enton)perations Man	Vacant Business Support Team L	Peter Smith Estates and Tenancy Tea	Mark Brandon Assistant Housing Operat	Jo Lee Housing Options and Adv
	chill fficer	Helen Wilson Housing Officer	Matt French Housing Officer	Paul Martin Housing Officer	Vacant Housing Officer

You can zoom into the chart using your mouse wheel:

Or alternatively you can use the zoom feature at the top left:



The Reset button will return you to the original view.



Sections of the organisation structure can be expanded by clicking on the plus icon:



6. Latest Company News

Council news and information will be available in the Latest Company News section on the Home Dashboard:

Home							
	_	Dashboard	News				
	Latest company news			View all news >			
	Guides	Annual Leave		Have you booked your holiday?			
		< ● ○	>				

This section will enable you to keep up to date with useful HR and Payroll news and information.

If more than four items are published, you can scroll through the items using the right and left facing arrows.

The Company News items are subject to change, relevant important information will be added as and when appropriate.