

Introduction to Employee Self Service

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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.

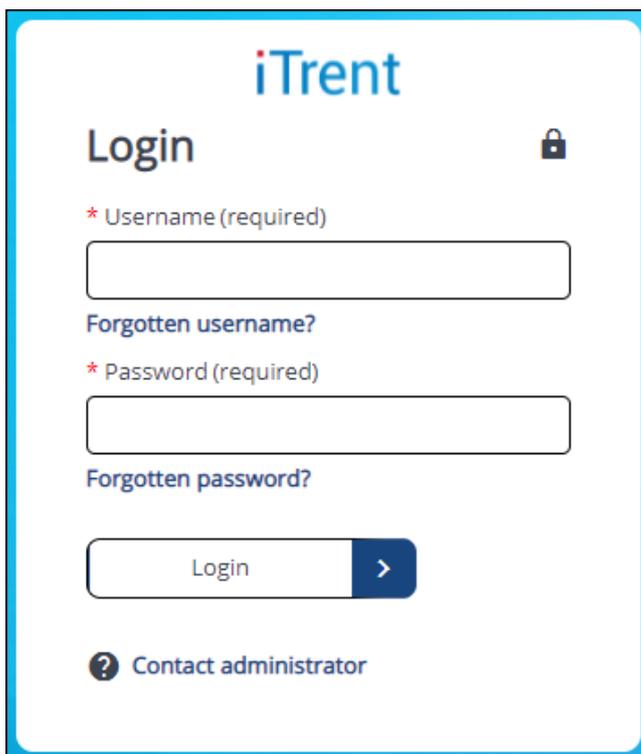
Please ensure you visit Employee Self Service regularly as there are more exciting new features, coming soon!

2. Logging into Employee Self Service

Logging in

To login to ESS, use the following link:

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



The screenshot shows the iTrent login interface. It includes the iTrent logo, a 'Login' heading with a lock icon, and two required input fields for 'Username' and 'Password'. Each field has a corresponding 'Forgotten' link. A 'Login' button with a right arrow and a 'Contact administrator' link with a question mark icon are also visible.

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:

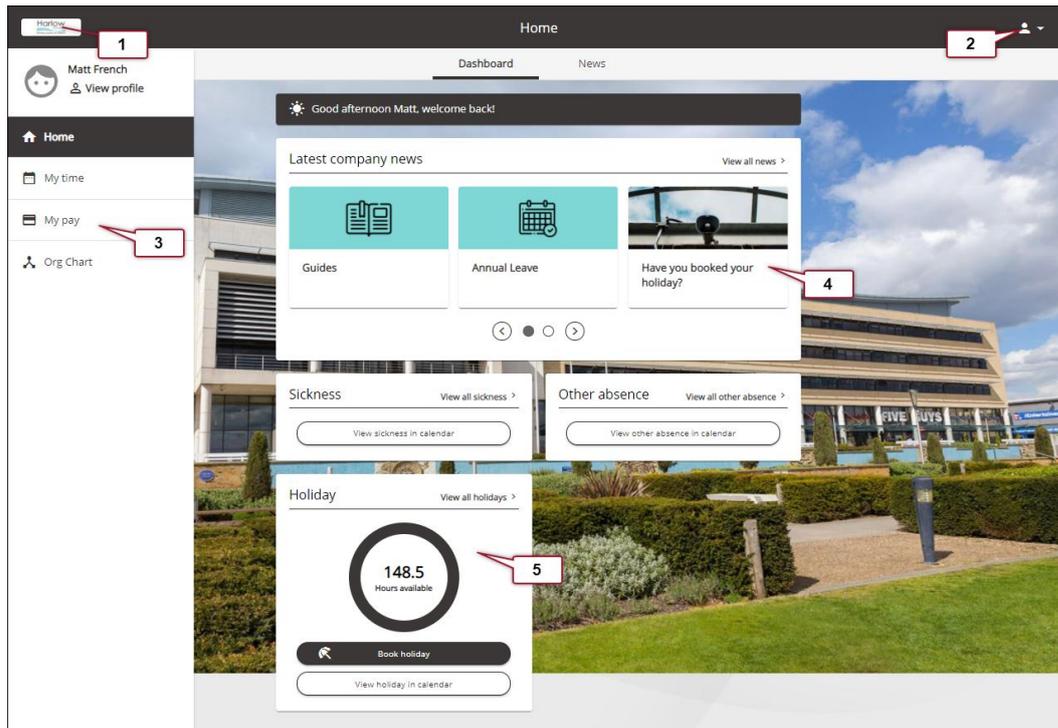
For help accessing or navigating Employee Self Service, please contact the HR / Payroll team.

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: <ul style="list-style-type: none"> 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.

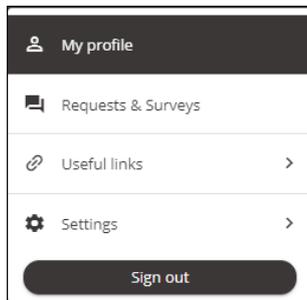
4. Utility Menu

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 drop-down menu

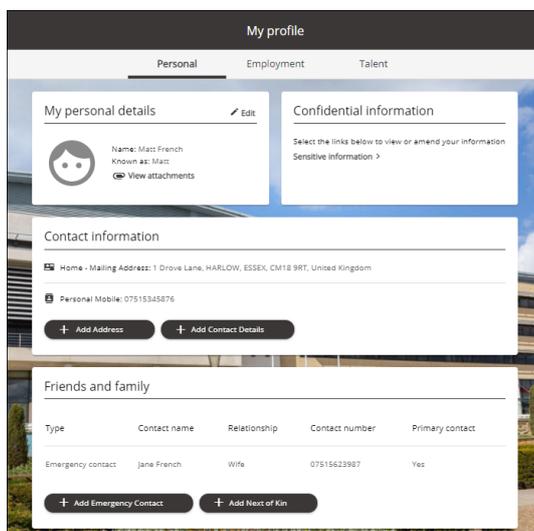


2. The following options will be displayed:



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):



Requests & Surveys

This option gives you quick access to questionnaires and forms:

Requests & Surveys			
All <input checked="" type="checkbox"/> Current <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/>			
Title	Due date	Position(s)	Status
Driving at Work Annual Self Declaration		Housing Officer	New

Useful Links

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

Settings

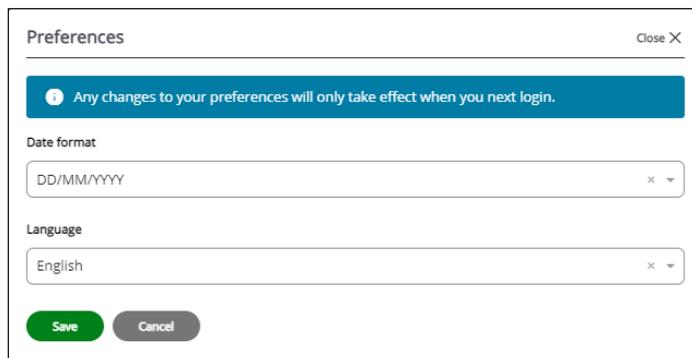
The **Settings** section contains the following sub-sections:

Preferences
E-form preferences
Change password
<input type="checkbox"/> 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

Any changes to your preferences will only take effect when you next login.

Date format
DD/MM/YYYY x ▾

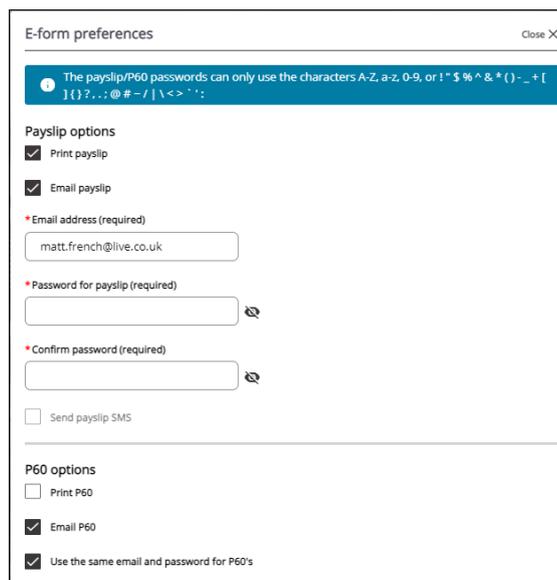
Language
English x ▾

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)
[password field]

*Confirm password (required)
[password field]

Send payslip SMS

P60 options

Print P60

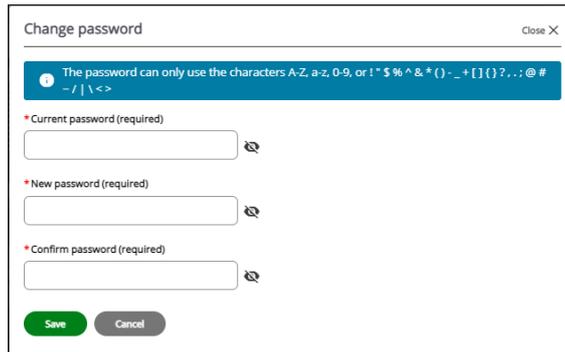
Email P60

Use the same email and password for P60's

Change password

You can change your password in Employee Self Service.

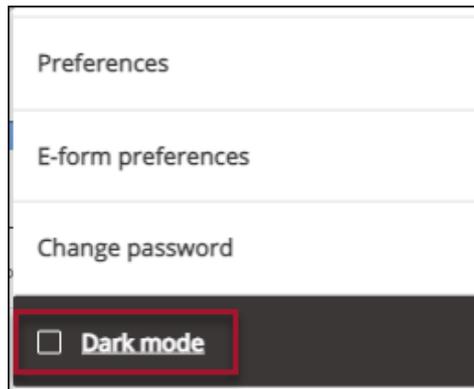
1. Select '**Change password**' from the option within the '**Settings**' section:



2. Enter details and click '**Save**'.

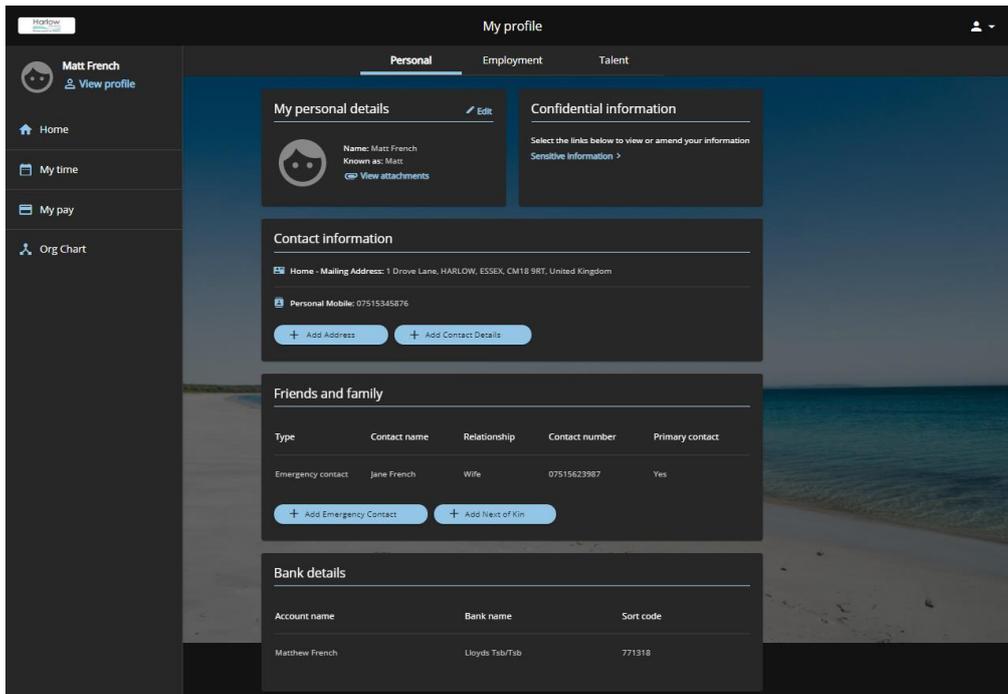
Dark mode

Dark mode is an alternative look to Employee Self Service.



1. Select the 'Dark mode' checkbox:

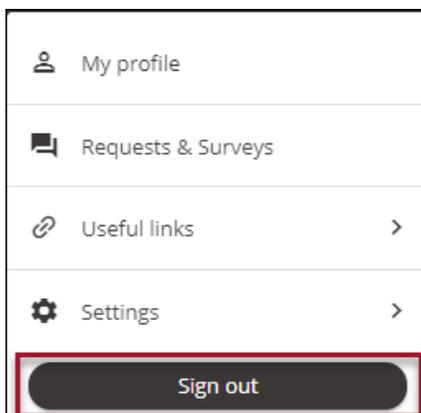
The view of Employee Self Service will automatically change to the Dark mode view:



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

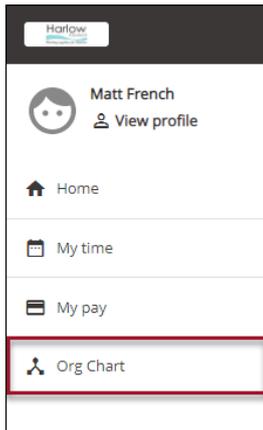
Sign out

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



5. Organisation Chart

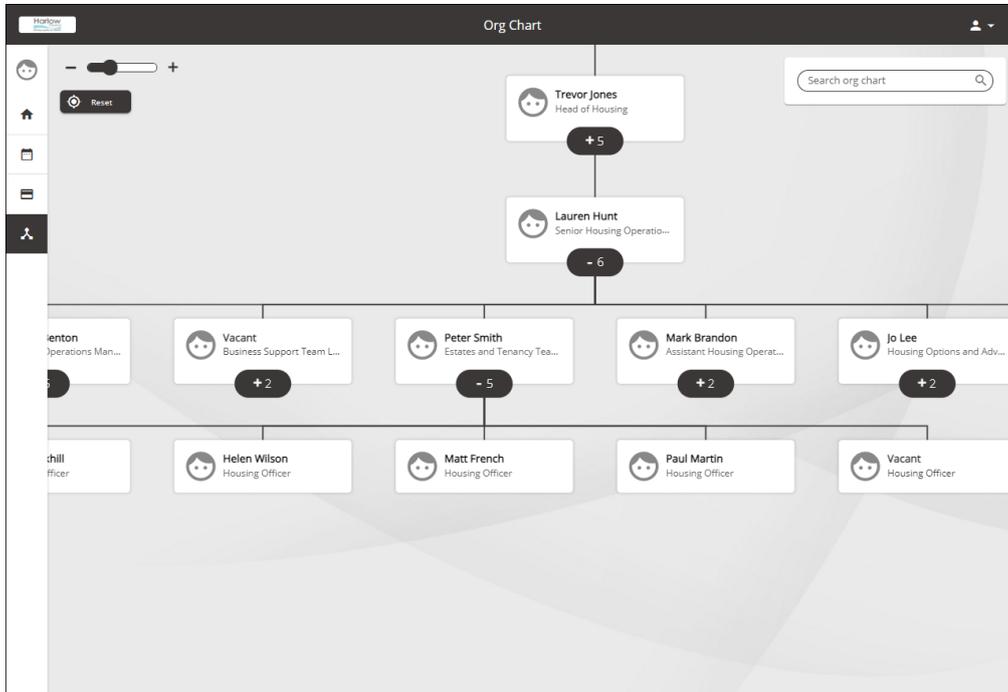
You can access the Organisation Chart from your Home Dashboard Navigation Area by clicking on the 'Org Chart' section:



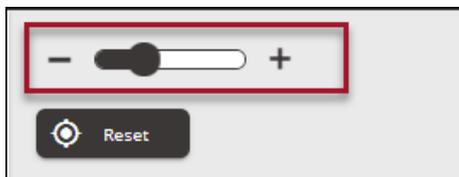
The Organisation Chart will appear in the main window:



You can zoom into the chart using your mouse wheel:

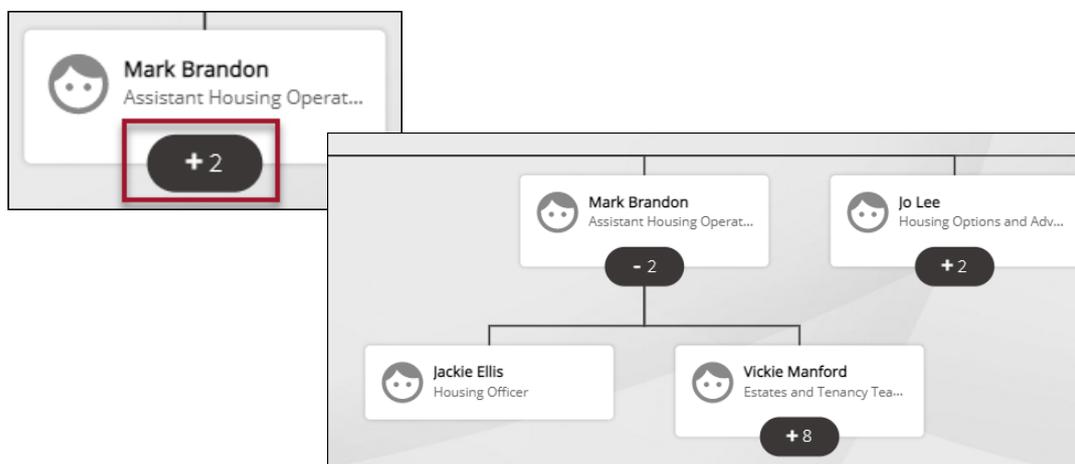


Or alternatively you can use the zoom feature at the top left:



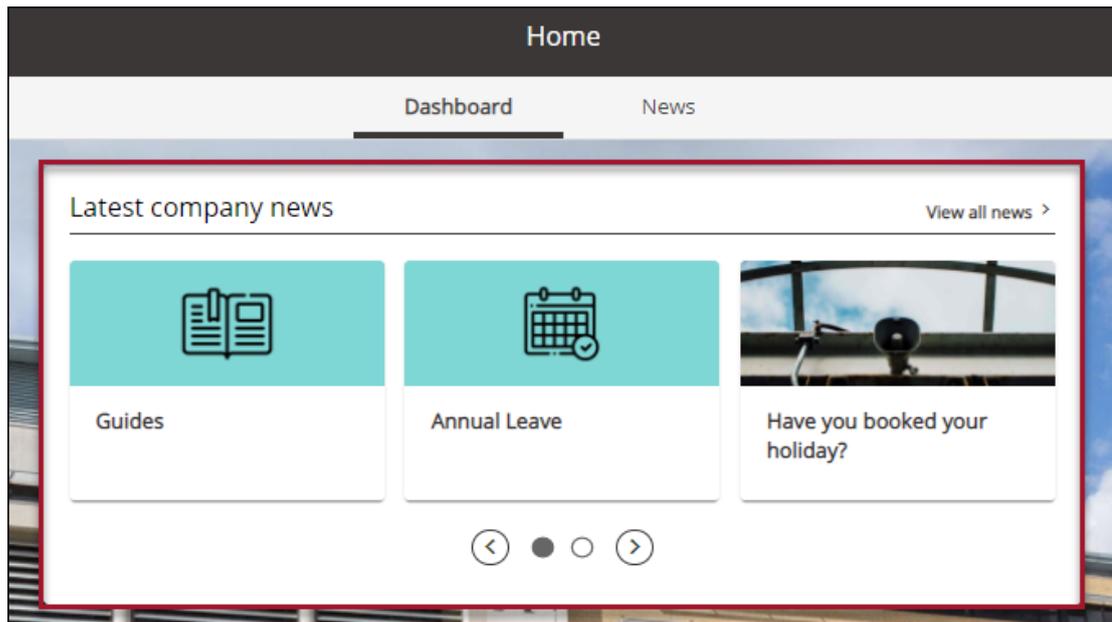
The Reset button will return you to the original view.

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:



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.