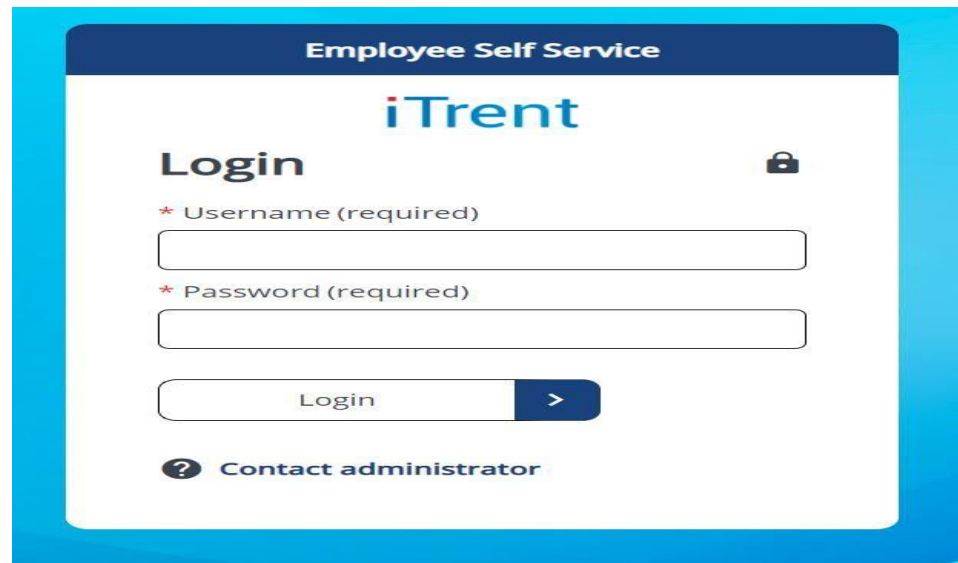


# Employee Self Service (ESS) HESA Guidance

Employee Self Service (ESS) allows you to securely access and update your personal details. This guidance gives you information on how to update your HESA details.

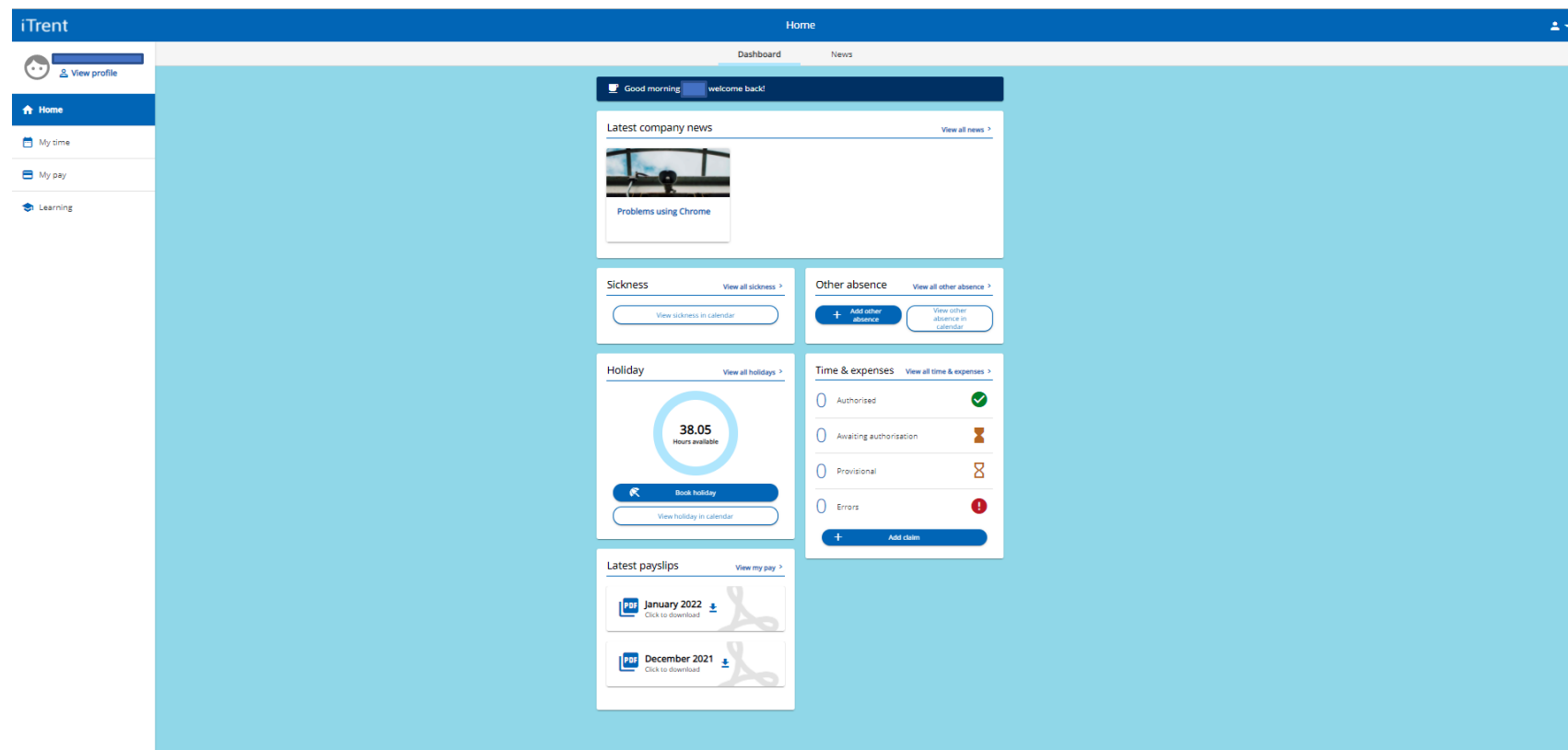
You will need to log into ESS using your University of Bath (UoB) username and password.



The screenshot shows the 'Employee Self Service' login interface for 'iTrent'. The page has a dark blue header with the text 'Employee Self Service'. Below the header, the 'iTrent' logo is displayed. The main heading is 'Login', accompanied by a lock icon. There are two input fields: the first is labeled '\* Username (required)' and the second is labeled '\* Password (required)'. Below these fields is a 'Login' button with a right-pointing arrow. At the bottom, there is a link with a question mark icon and the text 'Contact administrator'.

## Dashboard

As soon as you login to ESS you will see a Dashboard of information including any relevant UoB news and a quick snapshot of your remaining holiday entitlement along with tabs for you to view your sickness absence, other absence, time & expenses and your latest payslips.



## Personal Details

'My Profile' allows you to view and update all your personal details and confidential information, you can do this by clicking on the "view profile" button that is located under your name shown in the top left-hand corner.

The screenshot displays the iTrent user interface. At the top, a blue header bar contains the 'iTrent' logo on the left and the word 'Home' on the right. Below this, a light grey navigation bar features two tabs: 'Dashboard' (which is active) and 'News'. On the left side of the dashboard, there is a vertical sidebar. It begins with a user profile icon and a name, with a 'View profile' button and a green arrow pointing to it. Below the profile section, the sidebar lists four main categories: 'Home' (with a house icon), 'My time' (with a calendar icon), 'My pay' (with a document icon), and 'Learning' (with a graduation cap icon). The main content area of the dashboard is light blue and contains several sections. The top section is titled 'Latest company news' and includes a 'View all news >' link. Below this is a news card with an image of a bridge and the headline 'Problems using Chrome'. The bottom section is divided into two white boxes. The left box is titled 'Sickness' and has a 'View all sickness >' link; it contains a button labeled 'View sickness in calendar'. The right box is titled 'Other absence' and has a 'View all other absence >' link; it contains a blue button with a plus sign and the text 'Add other absence', and a button labeled 'View other absence in calendar'.

## HESA details

In the “My Profile” screen you will be able to view your employment details. Then click on ‘View or amend HESA details’.

The screenshot displays the 'My profile' interface. At the top, a blue header bar contains the text 'My profile'. Below this, a light gray navigation bar features two tabs: 'Personal' and 'Employment'. The 'Employment' tab is selected, indicated by a blue underline and a green arrow pointing to it. The main content area has a blue background. It contains two white panels. The first panel, titled 'My employment', has a table with three columns: 'Period of employment', 'Position', and 'Department'. Each column contains a solid blue rectangular placeholder. The second panel, titled 'Additional employment information', contains a single line of text: 'HESA details: Last updated on 28 Nov 2024'. To the right of this text is a blue link labeled 'View or amend HESA details >', which is circled in black and has a green arrow pointing to it.

My profile

Personal Employment

My employment

Period of employment	Position	Department

Additional employment information

HESA details: Last updated on 28 Nov 2024 [View or amend HESA details >](#)

## Sensitive information

View and update your sensitive information details for gender identity and disability. You can select up to six disability options.

My profile

[< Back to Employment](#)

HESA details

Sensitive information

Staff identifier

Gender identity

Please choose

Disability

Please choose

## Employment

On the same screen, you can view and amend your employment and qualification details.

### Employment

#### Previous employment

Another HEI in UK



#### Previous HEI

Please choose



#### Activity after leaving

Please choose



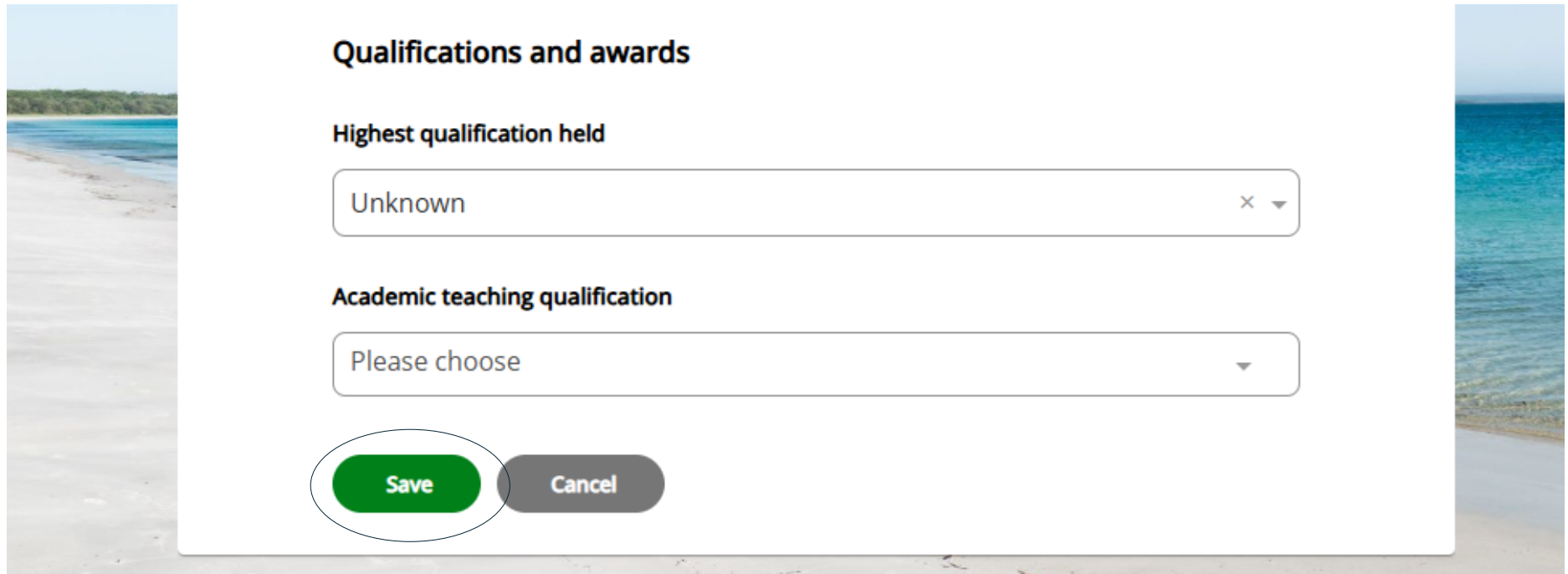
#### Location after leaving

Please choose



## Qualifications and awards

After reviewing and amending your HESA details click Save.



**Qualifications and awards**

**Highest qualification held**

Unknown x ▼

**Academic teaching qualification**

Please choose ▼

**Save** **Cancel**