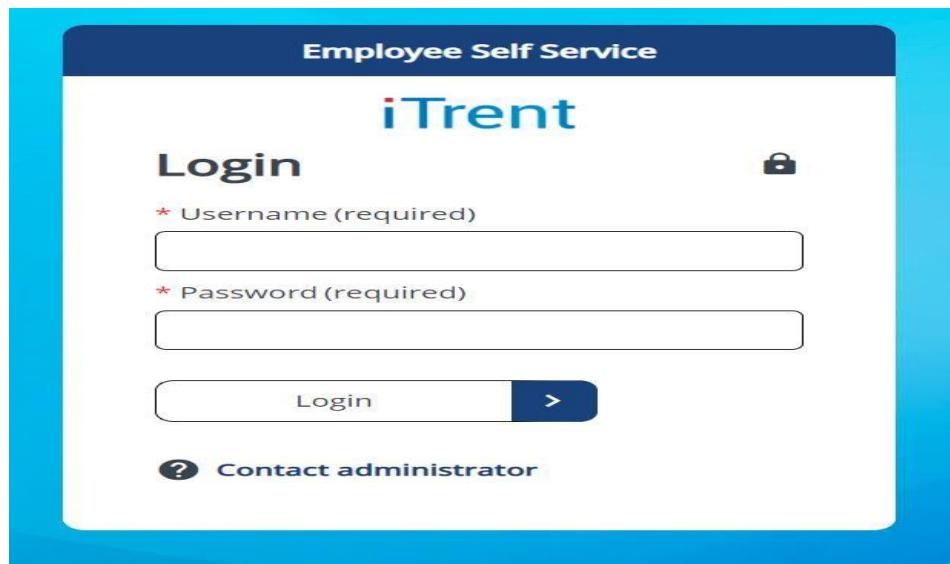


Employee Self Service (ESS) HESA Guidance

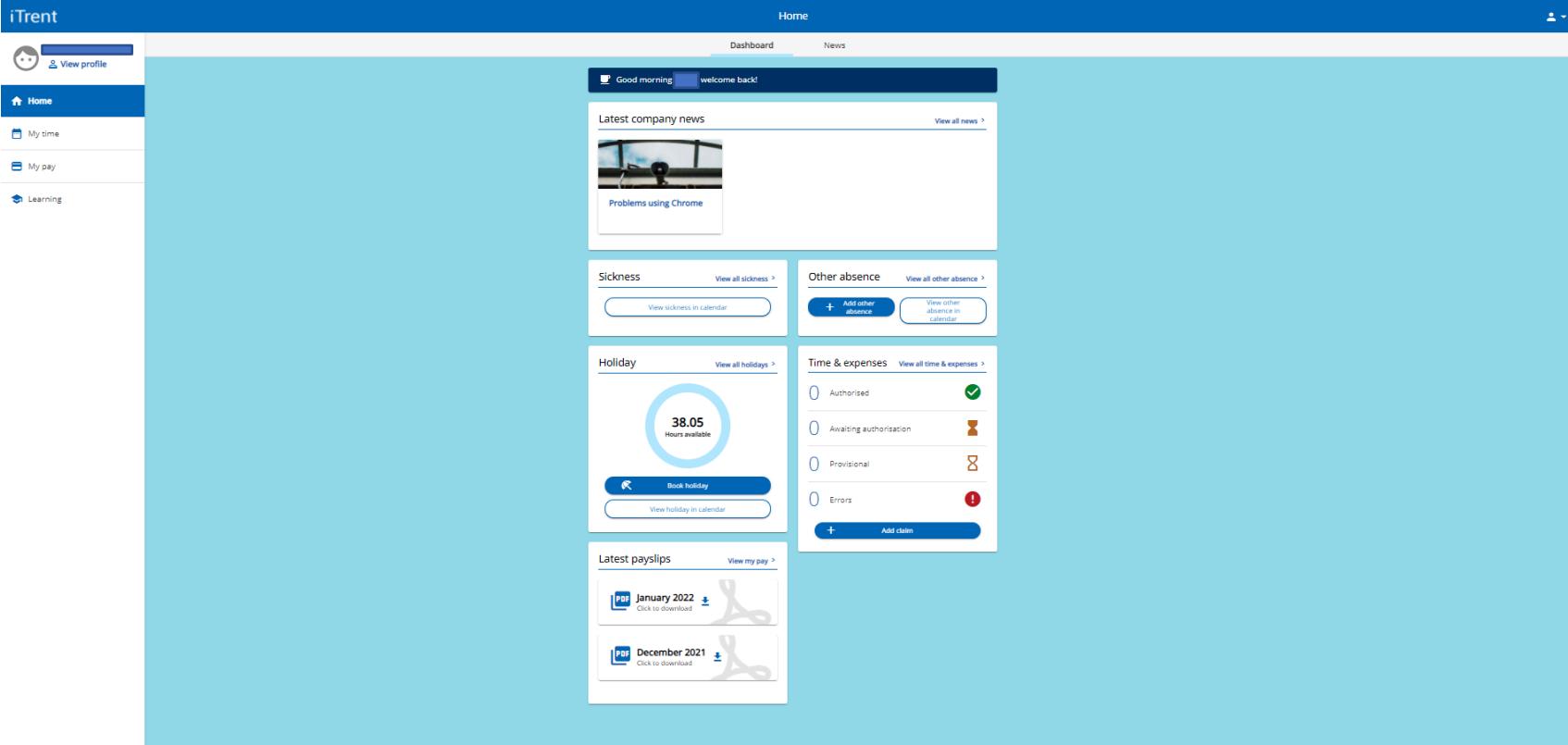
Employee Self Service (ESS) allows you to securely access and update your personal details. This guidance gives you information on how to update your HESA details.

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



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.

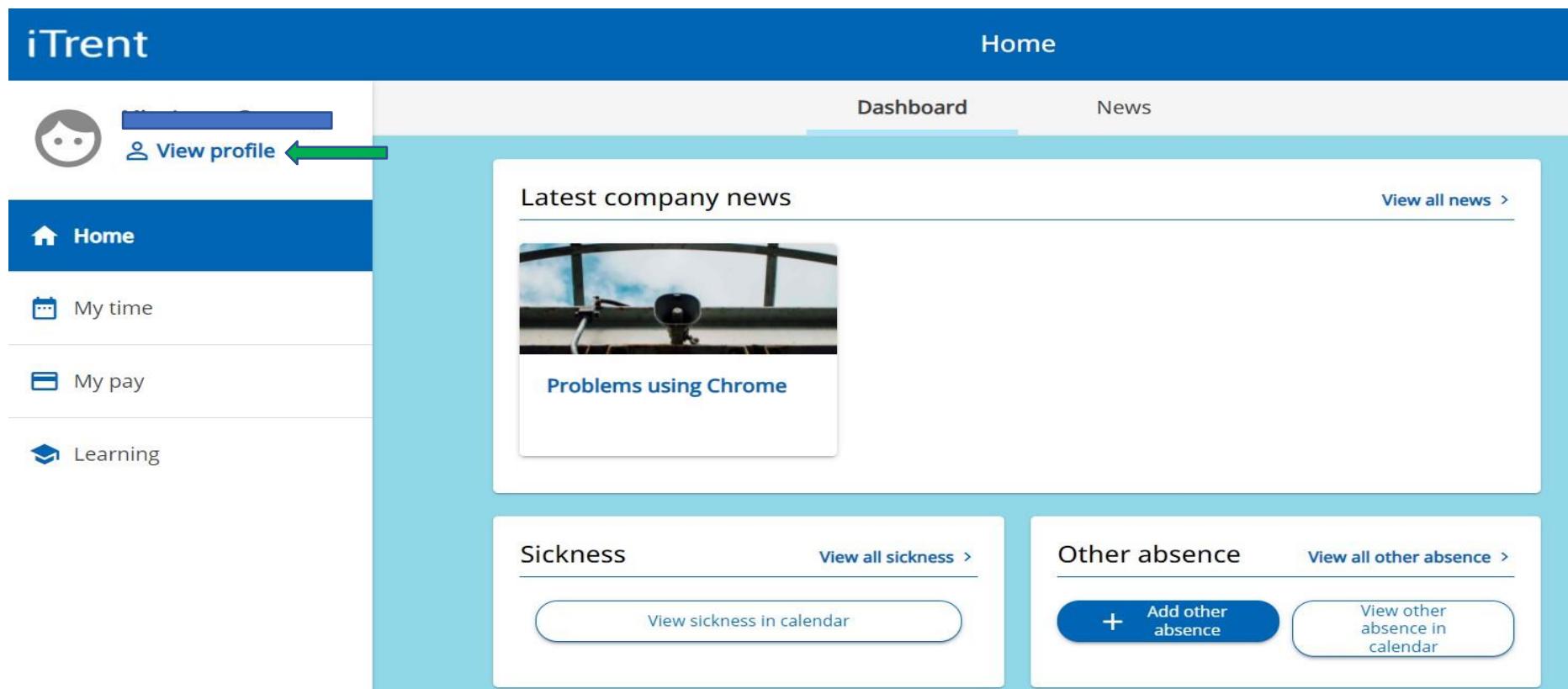


The screenshot shows the iTrent ESS Dashboard with the following components:

- Header:** iTrent, View profile, Home, My time, My pay, Learning.
- Top Bar:** Home, Dashboard, News. A message says "Good morning welcome back!"
- News:** Latest company news, "Problems using Chrome".
- Sickness:** View all sickness, View sickness in calendar.
- Other absence:** View all other absence, Add other absence, View other absence in calendar.
- Holiday:** 38.05 Hours available, Book holiday, View holiday in calendar.
- Time & expenses:** View all time & expenses, Authorised (green checkmark), Awaiting authorisation (orange warning icon), Provisional (grey info icon), Errors (red error icon), Add claim.
- Latest payslips:** January 2022 (PDF icon, Click to download), December 2021 (PDF icon, Click to download).

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 shows the iTrent dashboard. At the top, there is a blue header with the iTrent logo on the left and 'Home' on the right. Below the header is a navigation bar with a user icon and the text 'View profile' (which is highlighted with a green arrow). The main content area is titled 'Latest company news' and features a thumbnail image of a megaphone and the text 'Problems using Chrome'. Below this are sections for 'Sickness' and 'Other absence', each with a 'View all' link and a 'View in calendar' button.

iTrent Home

Dashboard News

View profile

Home

My time

My pay

Learning

Latest company news

View all news >

Problems using Chrome

Sickness

View all sickness >

View sickness in calendar

Other absence

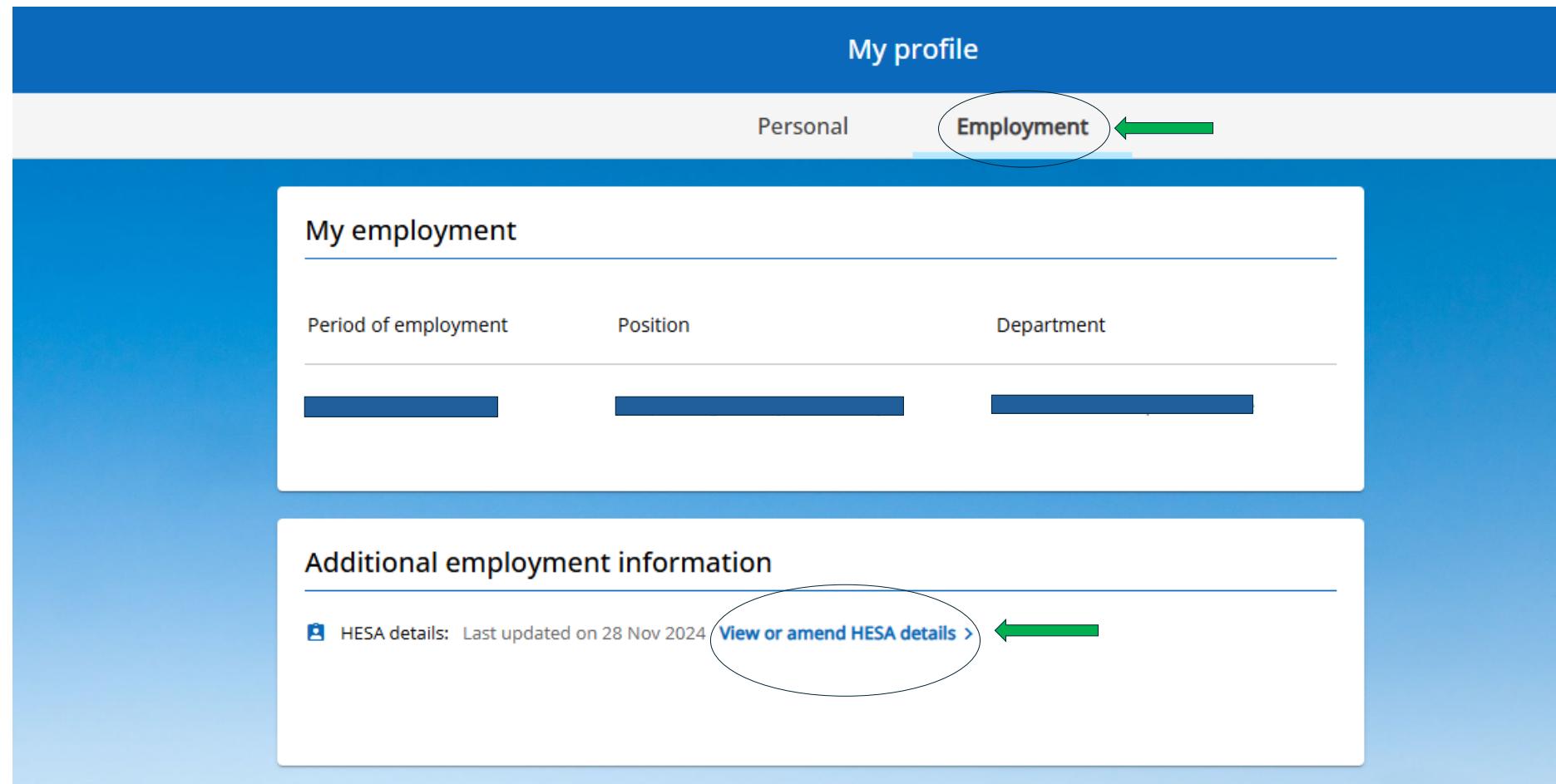
View all other absence >

+ Add other absence

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 shows a user interface for managing employment details. At the top, a blue header bar contains the text "My profile". Below this, a navigation bar has two tabs: "Personal" and "Employment". The "Employment" tab is highlighted with a blue oval and a green arrow pointing to it. The main content area is titled "My employment" and contains three columns: "Period of employment", "Position", and "Department", each with a redacted text box. Below this is a section titled "Additional employment information" with a sub-section for "HESA details" showing the last update date as "28 Nov 2024". A blue oval highlights the "View or amend HESA details >" link, which is followed by 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

[REDACTED]

Gender identity

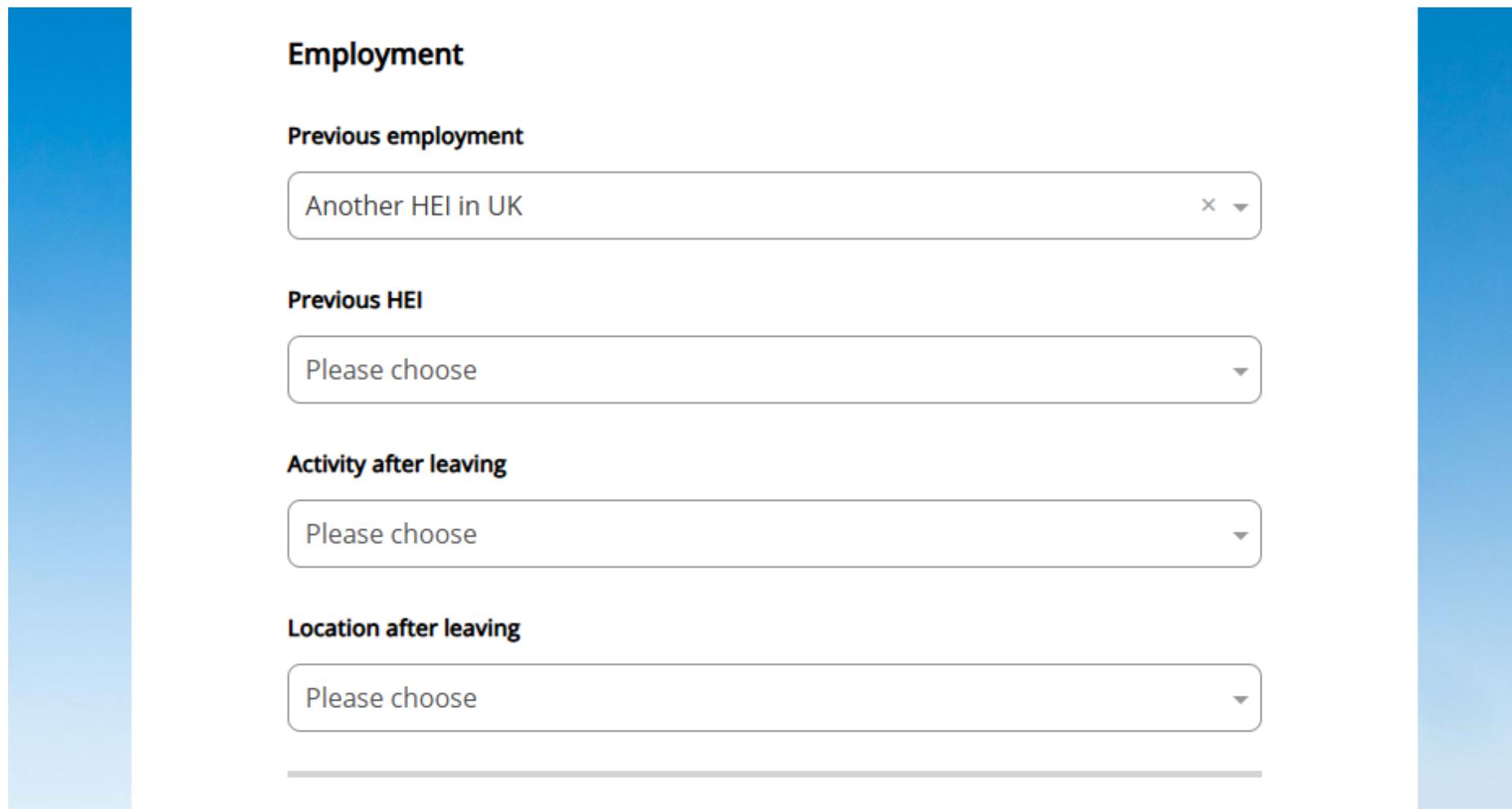
Please choose

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 x ▾

Previous HEI

Please choose ▾

Activity after leaving

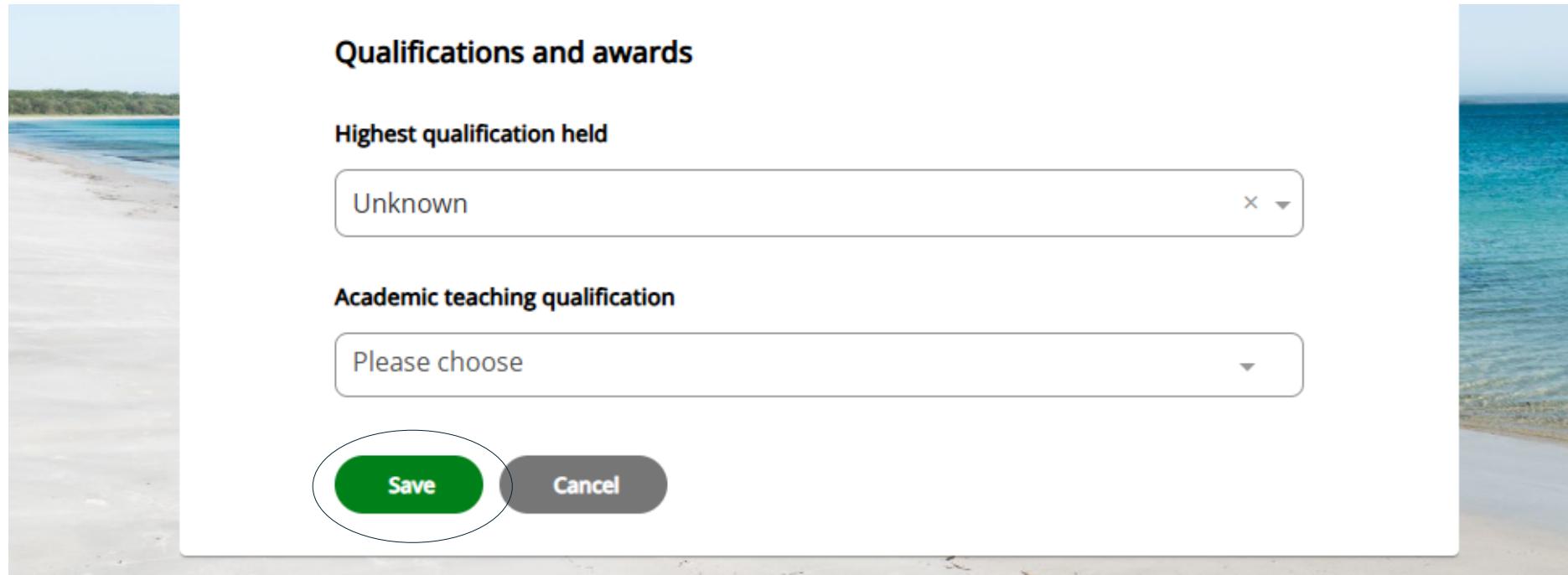
Please choose ▾

Location after leaving

Please choose ▾

Qualifications and awards

After reviewing and amending your HESA details click Save.

A photograph of a sandy beach meeting a clear blue ocean under a bright sky, serving as the background for the form.

Qualifications and awards

Highest qualification held

Unknown X ▾

Academic teaching qualification

Please choose ▼

Save Cancel