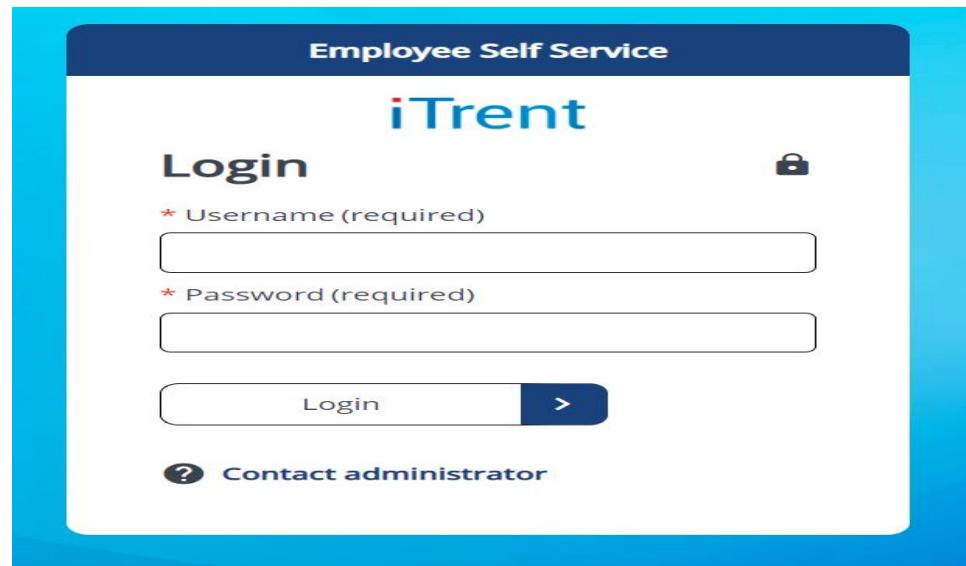


Employee Self Service (ESS) Guidance

Employee Self Service (ESS) allows you to securely access and update your personal details, contact information, emergency contact details and sensitive information. It also allows you to view your holiday entitlement and book annual leave, look at your sickness absence and close off periods of sickness and view your recent payslips. This guidance gives you information on the following:-

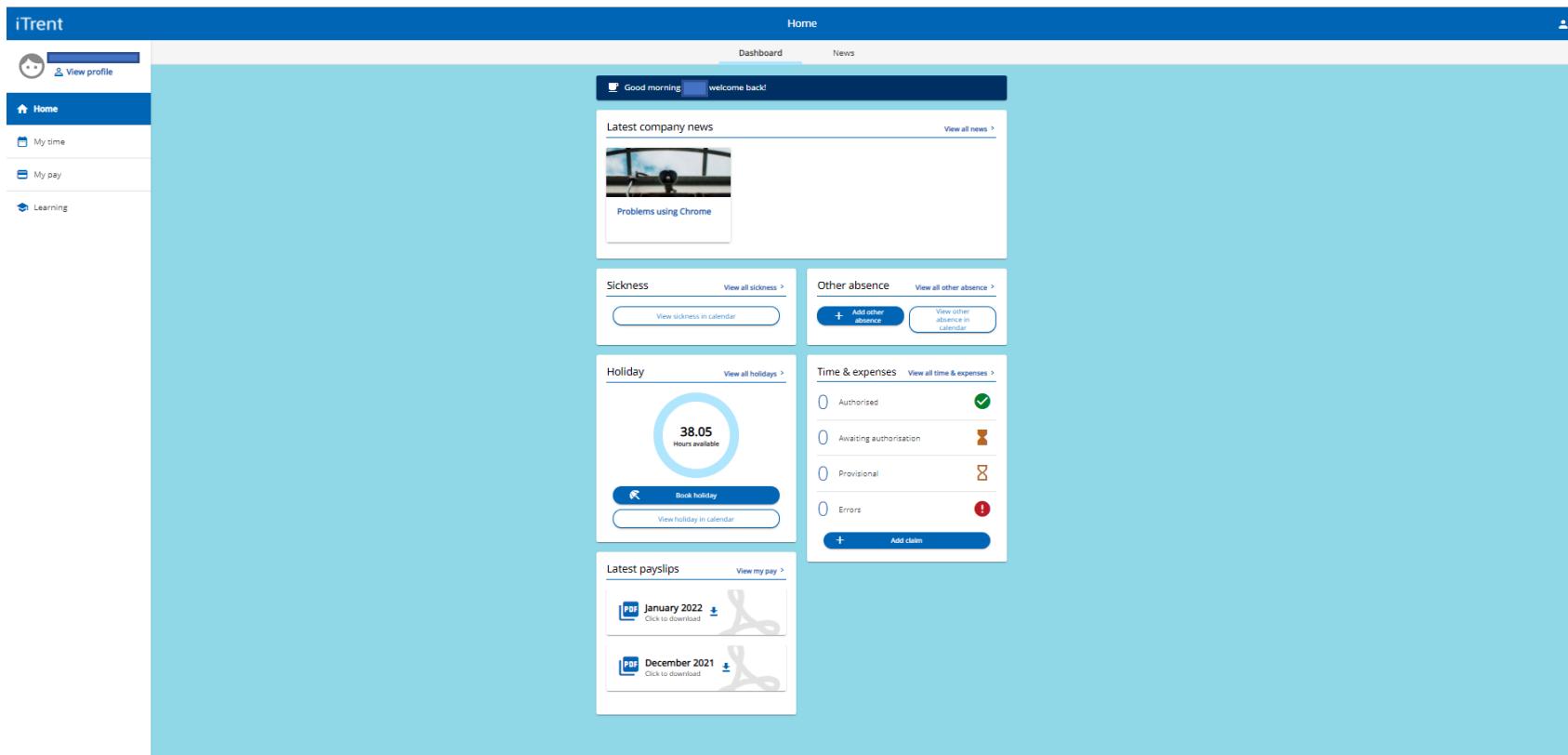
- [Personal Details](#)
- [Annual Leave](#)
- [Other Absence](#)
- [Sickness Absence](#)
- [Payslips](#)

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



Dashboard

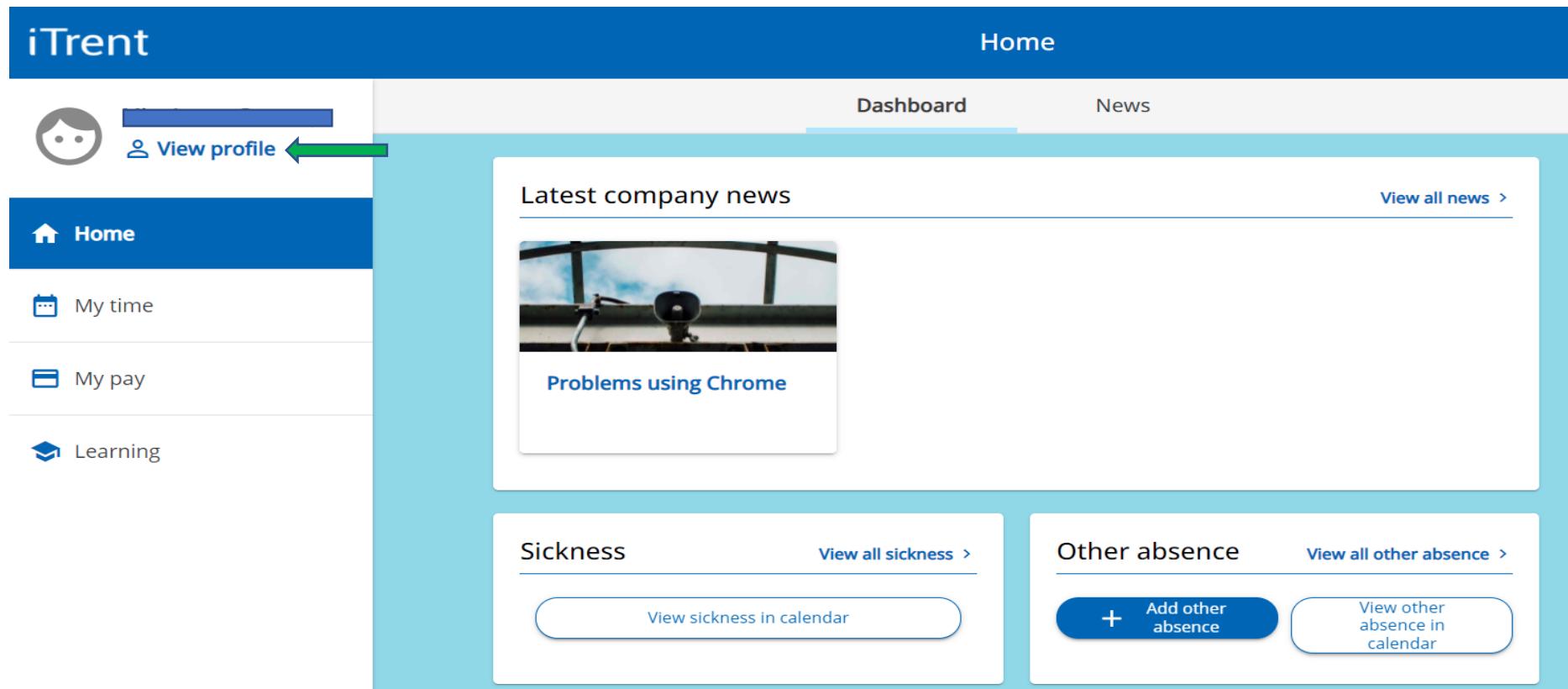
As soon as you login to ESS you will see a Dashboard of information including any relevant UoB news and a quick snapshot of your remaining holiday entitlement along with tabs for you to view your sickness absence, other absence, time & expenses and your latest payslips.



The screenshot shows the iTrent ESS Dashboard with a blue header and sidebar. The sidebar on the left includes a profile icon, a 'View profile' link, and navigation tabs for 'Home', 'My time', 'My pay', and 'Learning'. The main dashboard area has a 'Good morning welcome back!' message. It features several modules: 'Latest company news' (with a thumbnail for 'Problems using Chrome'), 'Sickness' (with a 'View all sickness' link), 'Other absence' (with a 'View all other absence' link and a '+ Add other absence' button), 'Time & expenses' (with a 'View all time & expenses' link and status indicators for 'Authorised' (green checkmark), 'Awaiting authorisation' (orange exclamation mark), 'Provisional' (orange exclamation mark), and 'Errors' (red exclamation mark)), and 'Latest payslips' (showing 'January 2022' and 'December 2021' with download links). The background of the dashboard is light blue.

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 image shows the iTrent software interface. At the top, there is a blue header bar with the iTrent logo on the left and 'Home' on the right. Below the header is a navigation bar with icons for Home, My time, My pay, and Learning. On the far left, there is a vertical sidebar with a user profile icon and a 'View profile' button. A green arrow points to this 'View profile' button. The main content area is titled 'Latest company news' and features a thumbnail image of a camera and the text 'Problems using Chrome'. Below this is a 'Sickness' section with a 'View all sickness >' link and a 'View sickness in calendar' button. To the right is an 'Other absence' section with a 'View all other absence >' link and a 'View other absence in calendar' button. The overall interface is clean and modern, using a blue and white color scheme.

Once in the “My Profile” screen you will be able to view your personal details, confidential information, contact information, emergency contact details and bank details.

My profile

Personal Employment

My personal details [Edit](#)

Name: [REDACTED]

Confidential information

Select the links below to view or amend your information

[Special requirements >](#)

[Sensitive information >](#)

Contact information

UK home address: [REDACTED]

Mobile telephone: [REDACTED]

Personal Email: [REDACTED]

[+ Add Address](#) [+ Add Contact Details](#)

Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	[REDACTED]			

[+ Add Emergency Contact](#)

Bank details

Account name	Bank name	Sort code
[REDACTED]	[REDACTED]	[REDACTED]

Viewing & Updating Personal Details

To view your personal details, you will need to click on the “edit” button in the “My personal details” box

My personal details

 Name:

[Edit](#)

Confidential information

Select the links below to view or amend your information

[Special requirements >](#)

[Sensitive information >](#)

Contact information

 UK home address - Mailing Address:

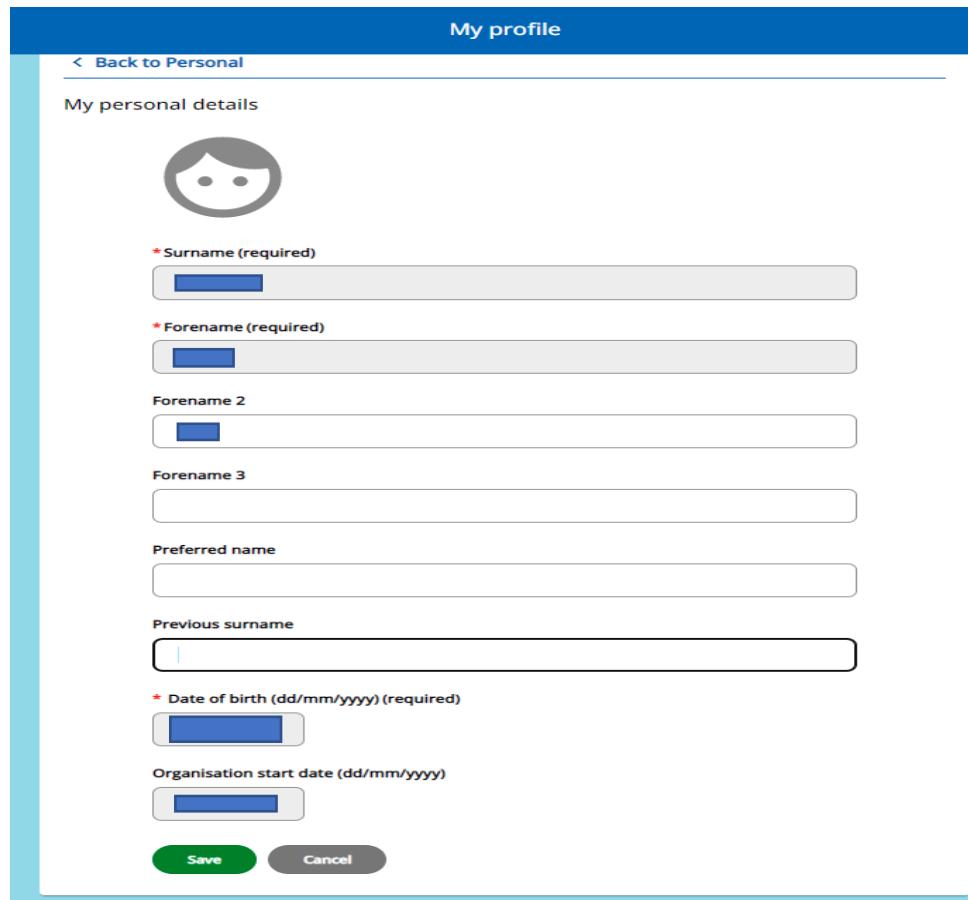
 Mobile telephone:

 Personal Email:

[+ Add Address](#)

[+ Add Contact Details](#)

Once you are in the “My Personal Details” screen you can view your details and update certain information (please note that you will not be able to update your Surname, Forename, Date of Birth or Organisational Start Date – if wish to change any of this information you will need to contact hr-operations@bath.ac.uk).



The screenshot shows a web-based application interface titled "My profile" with a blue header. Below the header, a "Back to Personal" link is visible. The main section is titled "My personal details" and contains the following fields:

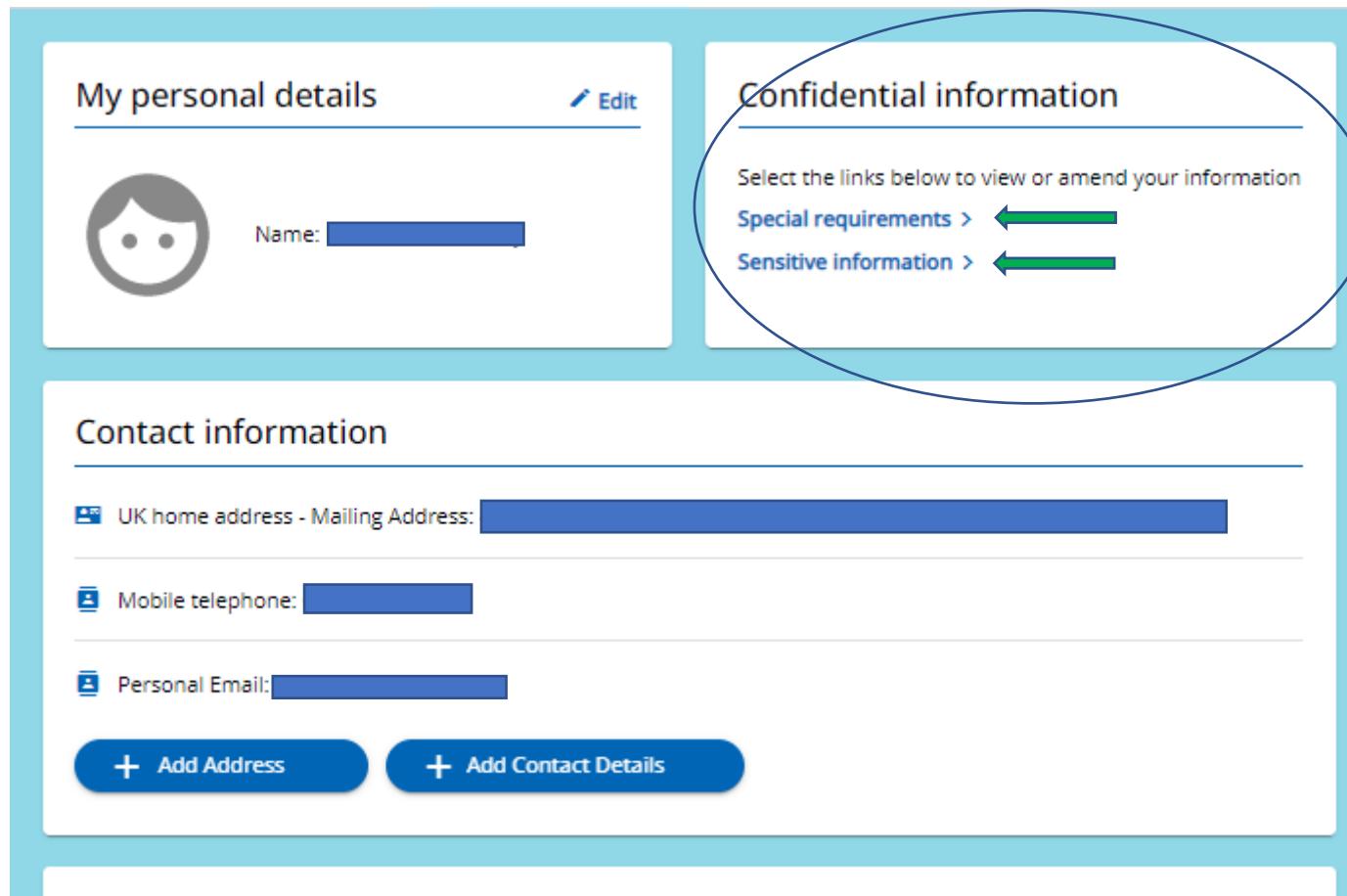
- Surname (required)**: An input field with a blue placeholder.
- Forename (required)**: An input field with a blue placeholder.
- Forename 2**: An input field with a blue placeholder.
- Forename 3**: An input field with a blue placeholder.
- Preferred name**: An input field with a blue placeholder.
- Previous surname**: An input field with a blue placeholder.
- Date of birth (dd/mm/yyyy) (required)**: An input field with a blue placeholder.
- Organisation start date (dd/mm/yyyy)**: An input field with a blue placeholder.

At the bottom of the form are two buttons: a green "Save" button and a grey "Cancel" button.

To update your information, you need to click in the relevant box, type in the information and press the “Save” button at the bottom of the screen.

Viewing & Updating Confidential Information

Special Requirements (e.g disability information) and Sensitive Information (e.g nationality status) can be viewed and updated in the “Confidential Information” section of ESS. To view & update this information you need to click on the relevant link in the “Confidential Information” box.



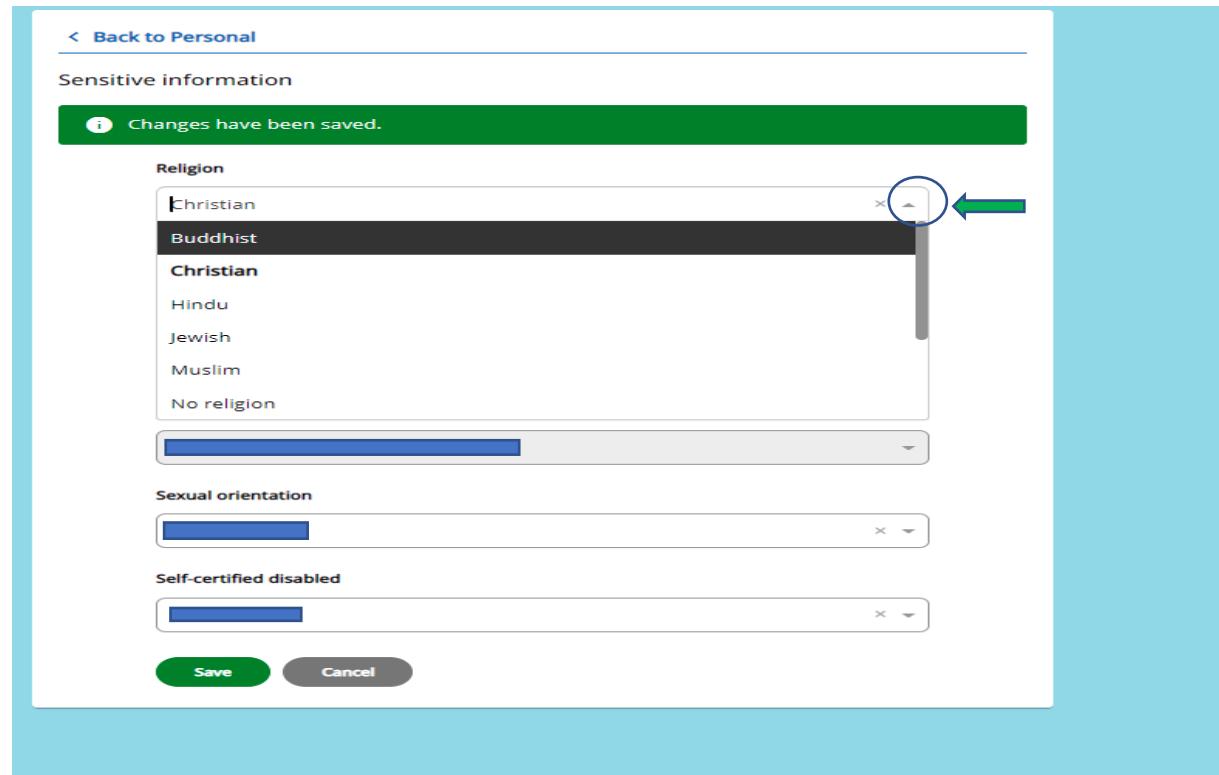
The screenshot shows the ESS interface with the following sections:

- My personal details**: Contains a placeholder profile picture, a name field (redacted), and an **Edit** link.
- Contact information**: Lists three fields with icons: UK home address - Mailing Address (redacted), Mobile telephone (redacted), and Personal Email (redacted). Below these are two buttons: **+ Add Address** and **+ Add Contact Details**.
- Confidential information**: A section enclosed in a blue oval. It contains the text "Select the links below to view or amend your information" and two links: "Special requirements >" and "Sensitive information >".

Two green arrows point from the text "Select the links below to view or amend your information" towards the "Special requirements >" and "Sensitive information >" links.

Under the “Sensitive Information” section you can view Nationality, Religion, Ethnic Origin, Place of Birth, Sexual Orientation and Disability Status.

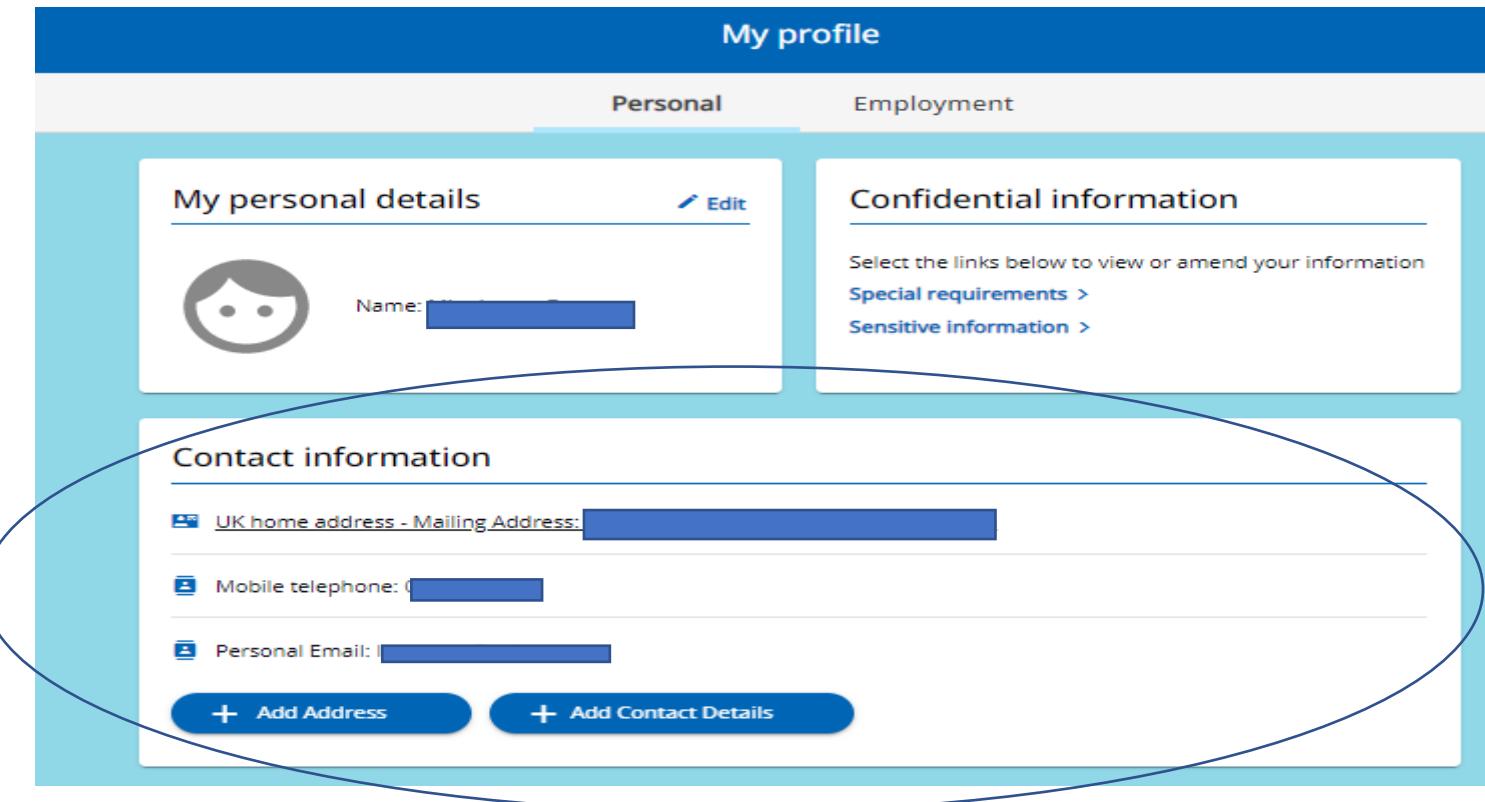
You are able to update everything in this section apart from your Nationality, if you wish to update your Nationality or would like to check on what ‘right to work’ status we hold for you, please contact hr-operations@bath.ac.uk



To update your information, you will need to click and select from the relevant drop-down menu.

Contact Information

Your contact information can be viewed in the “Contact Information” box. You can update your home address, telephone number and email address by clicking on the relevant link



My profile

Personal Employment

My personal details [Edit](#)

 Name: [REDACTED]

Confidential information

Select the links below to view or amend your information

[Special requirements >](#)
[Sensitive information >](#)

Contact information

 [UK home address - Mailing Address:](#) [REDACTED]

 [Mobile telephone:](#) [REDACTED]

 [Personal Email:](#) [REDACTED]

[+ Add Address](#) [+ Add Contact Details](#)

If you would like to add an additional address you should click on the “Add Address” button and if you would like to add an additional telephone number or email address you should click on the “Add Contact Details” button.

Emergency Contact Details

Details of your emergency contact details can be found under the “Friends & Family” section. You can view and update your information by clicking on the “Emergency Contact” link. If you want to add an additional emergency contact, you can do this by clicking on the “Add Emergency Contact” button.

Contact information

 UK home address - Mailing Address:

 Mobile telephone:

 Personal Email:

[+ Add Address](#) [+ Add Contact Details](#)

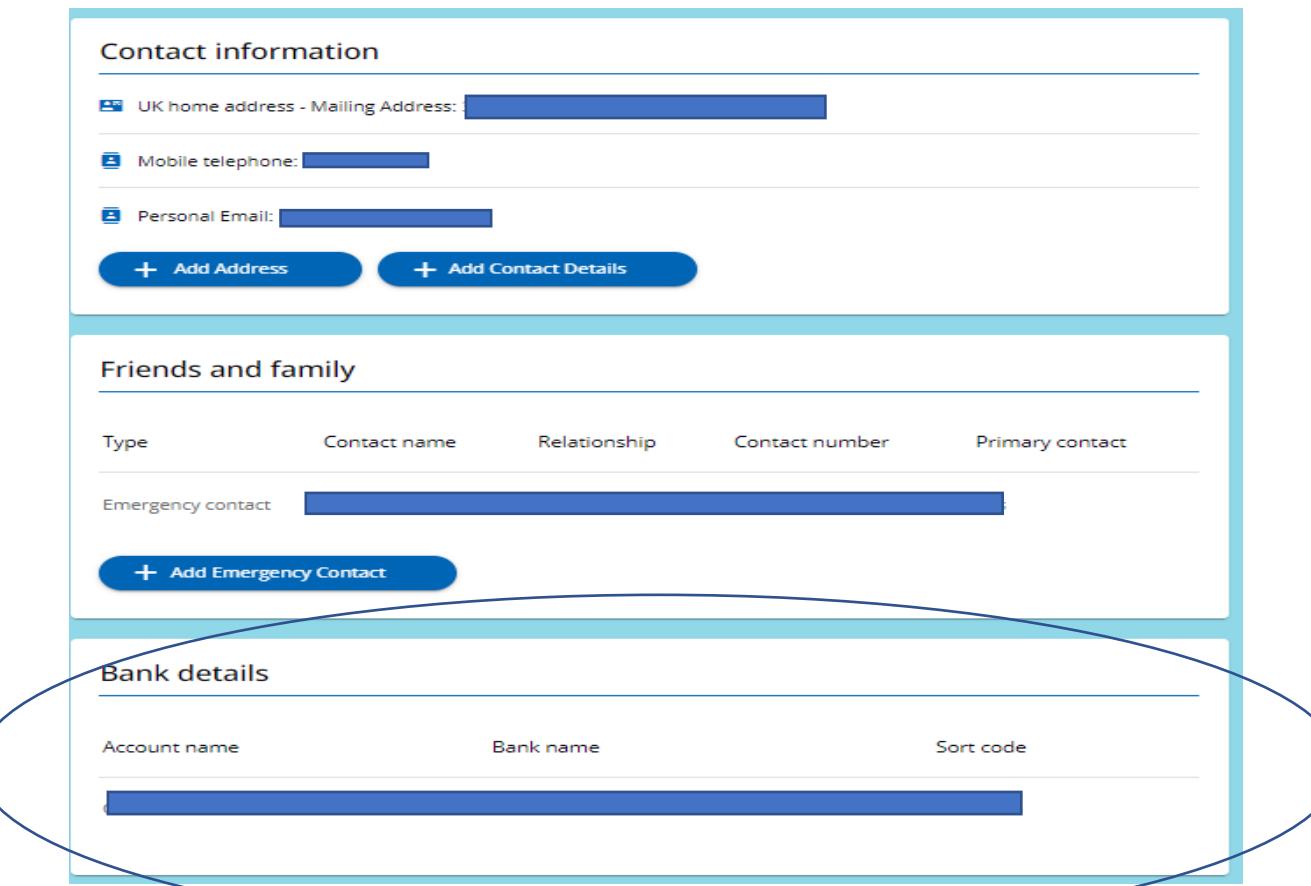
Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	<input type="text" value="REDACTED"/>	<input type="text" value="REDACTED"/>	<input type="text" value="REDACTED"/>	<input type="checkbox" value="REDACTED"/>

[+ Add Emergency Contact](#)

Bank Details

You can view your bank details under the “Bank Details” section. If you wish to update your bank details you will need to contact payroll@bath.ac.uk.



Contact information

UK home address - Mailing Address: [REDACTED]
Mobile telephone: [REDACTED]
Personal Email: [REDACTED]

[+ Add Address](#) [+ Add Contact Details](#)

Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	[REDACTED]			

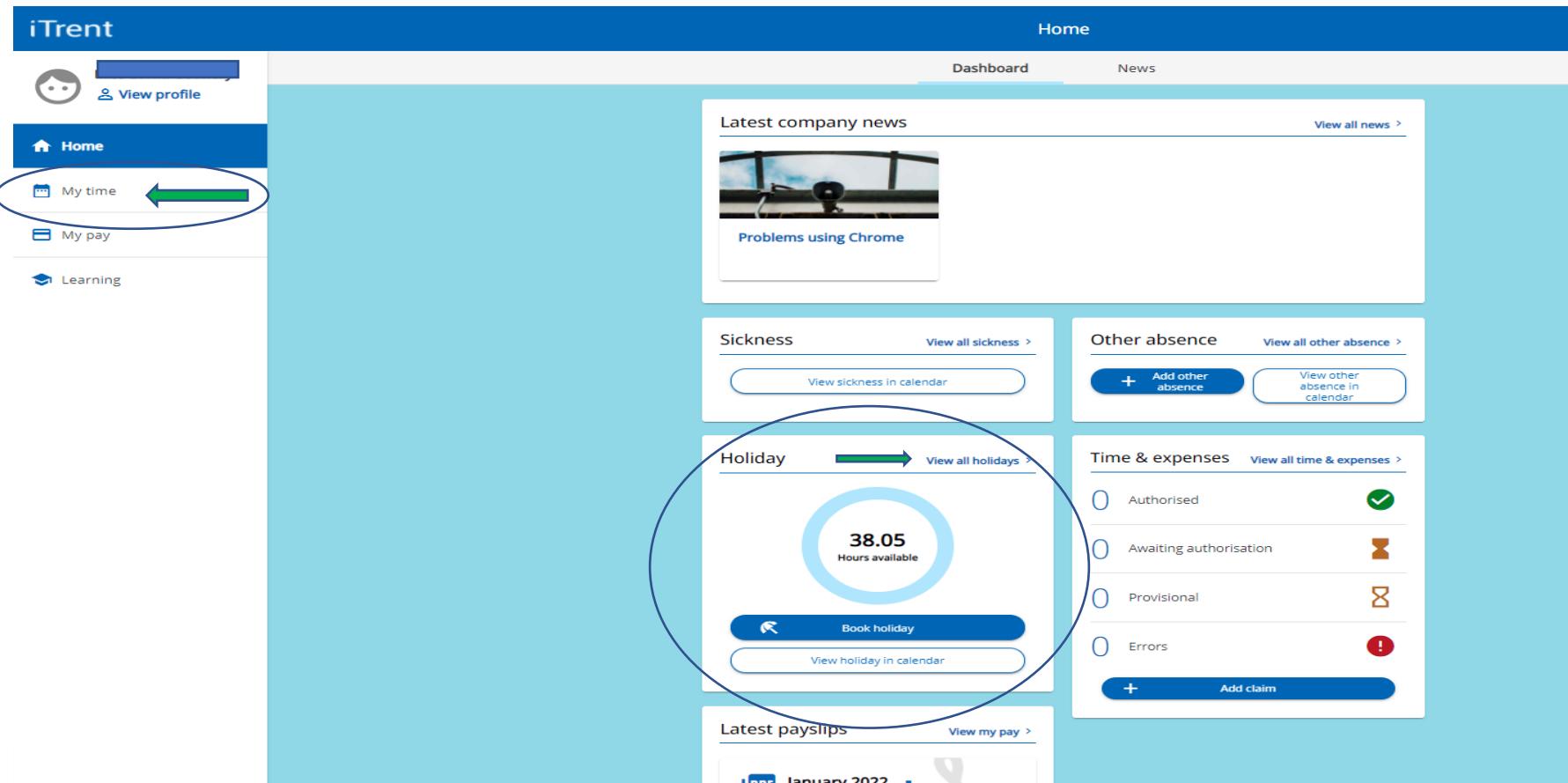
[+ Add Emergency Contact](#)

Bank details

Account name	Bank name	Sort code
[REDACTED]		

Annual Leave

You can view your holidays by either clicking on the “view all holidays” link on the “Holiday” section of the Dashboard or by selecting the “My Time” button which can be found on the left-hand side of the screen and then clicking on “View all holidays” link in the Holiday section.



The image shows the iTrent Home Dashboard. On the left sidebar, the 'My time' button is highlighted with a green arrow and a blue oval. The main content area features several sections: 'Latest company news' (with a video thumbnail and link to 'View all news'), 'Sickness' (with a link to 'View all sickness'), 'Other absence' (with a link to 'View all other absence'), 'Holiday' (with a large blue circle containing '38.05 Hours available', a 'Book holiday' button, and a 'View holiday in calendar' button), and 'Time & expenses' (with a list of status: Authorised (green checkmark), Awaiting authorisation (orange hourglass), Provisional (orange square), and Errors (red exclamation mark), along with a 'Add claim' button). The 'Holiday' section is specifically circled with a large blue oval, and a green arrow points to the 'View all holidays' link within that section.

To book a holiday you can click on the “book holiday” button on either the Dashboard “holiday” section or through the “My time” holiday section.

Under “absence type” “Personal Holiday” will already have been auto selected (you can only book personal holiday through this section). You will need to select your holiday duration by clicking on the pull-down menu button on the “Holiday Period” section.

Once you have selected the duration of your holiday the boxes for you to input the start and end dates of your holiday will appear (please note that these will not appear until you have chosen the duration). Once you have entered the dates you will need to press the “Save” button at the bottom of the screen.

[Back to Dashboard](#)

Holiday details

You are encouraged to use your annual leave entitlement throughout the year, as part of a positive work-life balance.

You are entitled to carry over up to a maximum of 36.5 hours from one leave year to the next (pro-rated for part time staff).

iTrent will automatically adjust the leave balance at the end of each leave, no manual intervention is required within these limits.

*Absence type (required)
Personal Holiday

*Holiday period (required)
More than one day

*Start date (dd/mm/yyyy) (required)
25/02/2022

*Full or part day (required)
Full day

*End date (dd/mm/yyyy) (required)
15/03/2022

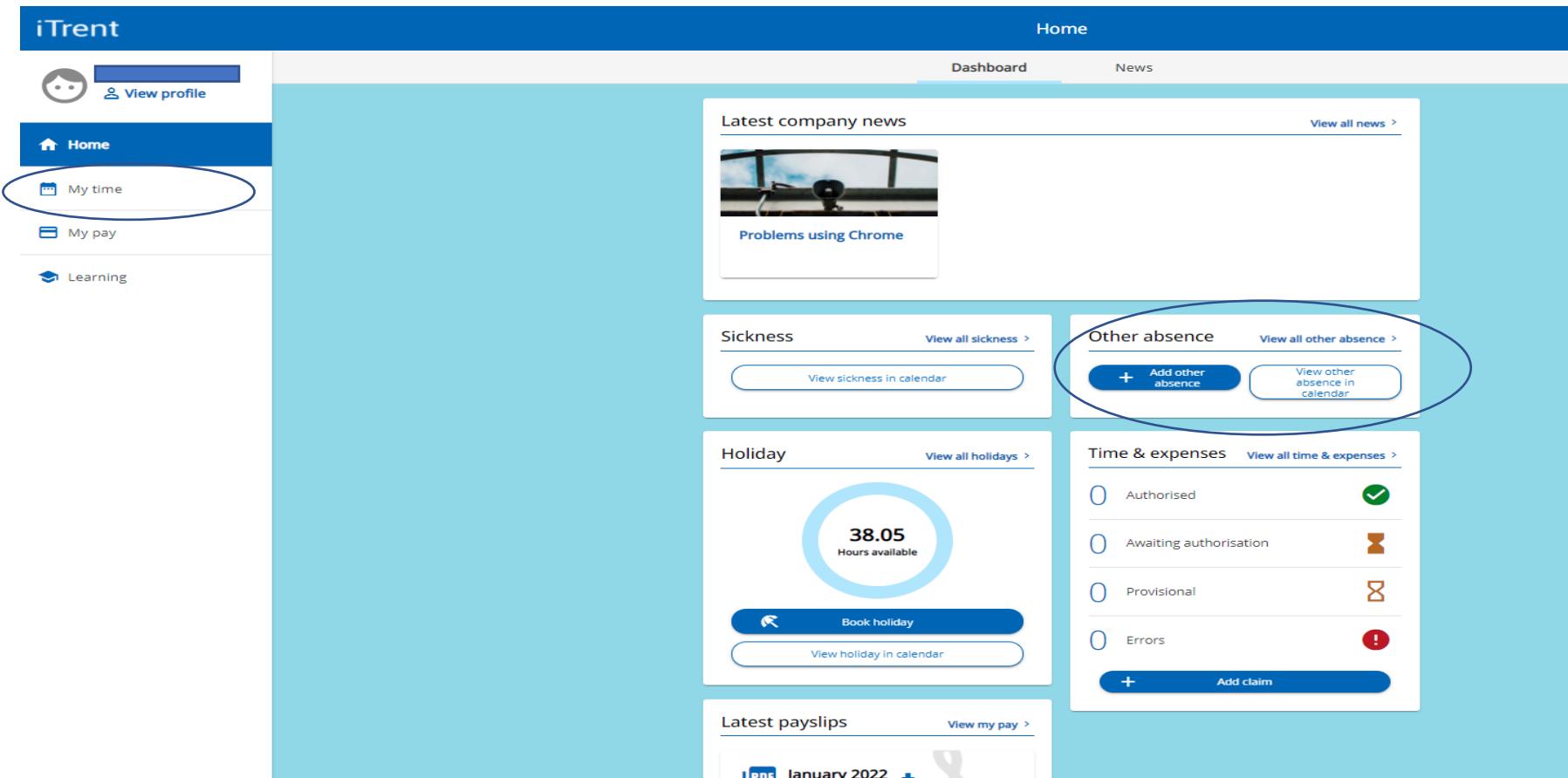
*Full or part day (required)
Full day

Notes

Save Cancel Book holiday

Other Absence

If you wish to view or book leave that does not fall under the “Annual Leave” category e.g. Flexi Time, Compassionate Leave, you can do this by either clicking on the “view all other absence” on the “Other Absence” section on the Dashboard or by going through the “My Time” tab on the left hand side of the screen.



The screenshot shows the iTrent Home dashboard. On the left sidebar, the 'My time' tab is highlighted with a blue oval. The main content area features several sections: 'Latest company news' (with a video thumbnail and link to 'View all news'), 'Sickness' (with a link to 'View all sickness'), 'Holiday' (showing 38.05 hours available and buttons for 'Book holiday' and 'View holiday in calendar'), 'Latest payslips' (with a link to 'View my pay'), and 'Time & expenses' (listing categories: Authorised, Awaiting authorisation, Provisional, Errors, with corresponding icons and a 'Add claim' button). The 'Other absence' section is also visible, featuring a 'View all other absence' link, a '+ Add other absence' button, and a 'View other absence in calendar' button. This section is also highlighted with a blue oval.

To book “other absence”, you need to click on the “Add other absence” button in the “Other Absence” box, this will take you to the “other absence details” screen. You will need to select the type of absence by clicking on the drop down menu and selecting the appropriate absence that you wish to request i.e Flexi Time – Taken

[Back to Overview](#)

Other absence details

***Absence type (required)**

- Flexi Time - Taken
- Disability Leave
- Flexi Time - Taken**
- Jury Service
- Off-Campus Working
- Strike Action (Sponsored Visa Staff Only – Tier 2 & 5)
- Toil - (Time off in Lieu)

Save **Cancel** **+ Add other absence**

Once you have selected the appropriate leave type you will need to select the duration of your absence using the drop-down menu – i.e Full day. The boxes for you to input the start and end dates of your absence will appear once you have selected the duration. Once you have entered the dates you will need to press the “Save” button at the bottom of the screen.

[**< Back to Overview**](#)

Other absence details

*** Absence type (required)**

Flexi Time - Taken



*** Absence period (required)**

Full day



*** Start date (dd/mm/yyyy) (required)**

01/03/2022 

Notes



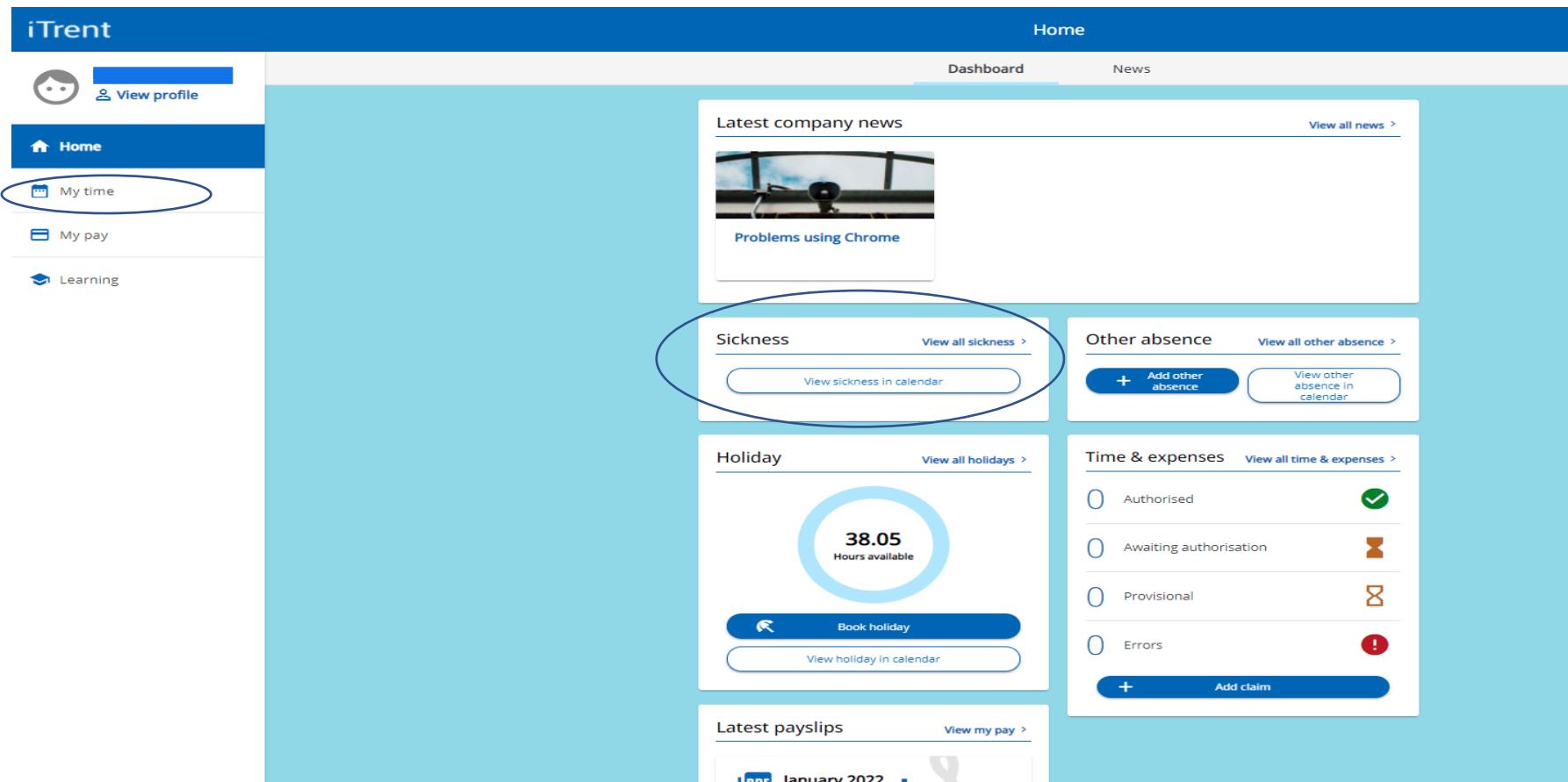






Sickness

When you have a period of sickness, your line manager will need to start the sickness absence using “Manager Self Service”. Once you return from your period of sickness, you will need to end it through ESS. You can do this by clicking on the “View all sickness” link in the “Sickness” box on the Dashboard or by clicking on the “My Time” tab on the left-hand side of the screen.



The image shows the iTrent dashboard interface. On the left, a sidebar menu includes "Home", "My time" (which is circled in blue), "My pay", and "Learning". The main content area is titled "Home" and contains several sections: "Latest company news" (with a thumbnail for "Problems using Chrome" and a "View all news" link), "Sickness" (with a "View all sickness" link and a "View sickness in calendar" button, also circled in blue), "Other absence" (with a "+ Add other absence" button and a "View other absence in calendar" link), "Holiday" (showing "38.05 Hours available" in a large circle, a "Book holiday" button, and a "View holiday in calendar" link), "Time & expenses" (listing status: "Authorised" (green checkmark), "Awaiting authorisation" (orange box), "Provisional" (orange box), and "Errors" (red exclamation mark), with a "+ Add claim" button), and "Latest payslips" (with a "View my pay" link). The bottom of the dashboard shows the date "January 2022".

Once you click on the “view all sickness” link, you will be taken to the Absence Records screen. Your sickness absence will be listed at the bottom of the screen (as shown below). You will need to click on the sickness absence that you wish to close off.

[Back to Overview](#)

Absence records

Searching with neither Start date nor End date will return all absences.

All Holiday Sickness Other

Type: All

Status: Not refused

Start date (dd/mm/yyyy): 29/01/2022

End date (dd/mm/yyyy):

Search

Start date	End Date	Duration	Type	Position	Status	Attachments
24 Feb 2022			Sickness		Not applicable	

Once you have clicked on the sickness absence you wish to close off, it will take you to the “sickness details” screen. You will need to enter the end date of your sickness absence and select if it was a full day or half day and then click on the save button. If you have more than one position within the University of Bath, you will also need to select which position it applies to using the drop down menu next to the “Position” box.

< Back to Absence records

Sickness details

* Absence type (required)
Sickness

* Absence reason (required)
Electric shock

Hide absence reason

* Sickness period (required)
More than one day

* Start date (dd/mm/yyyy) (required)
24/02/2022

* Full or part day (required)
Full day

* End date (dd/mm/yyyy) (required)
28/02/2022 

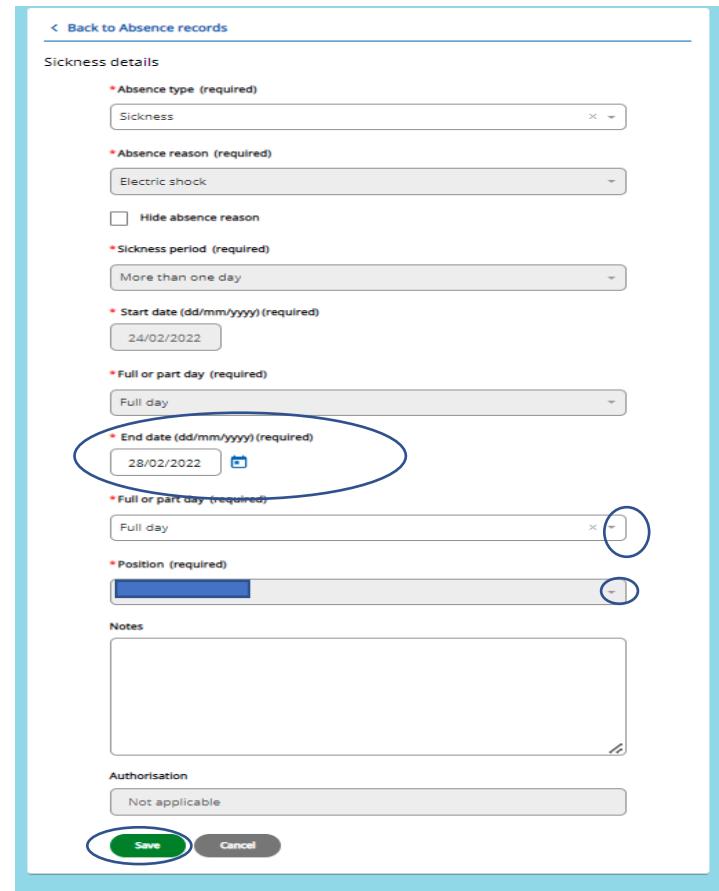
* Full or part day (required)
Full day

* Position (required)


Notes

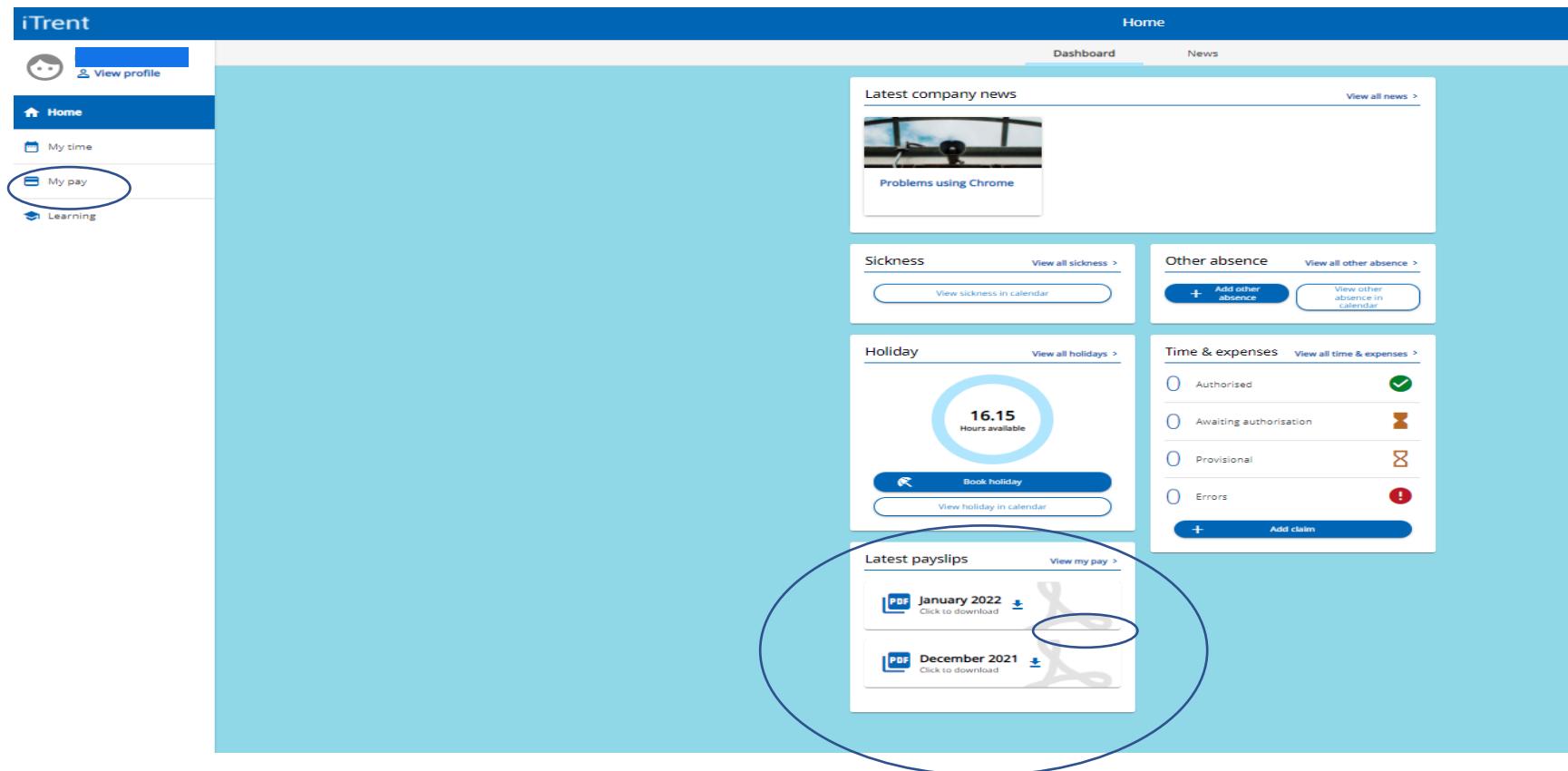
Authorisation
Not applicable



Payslips

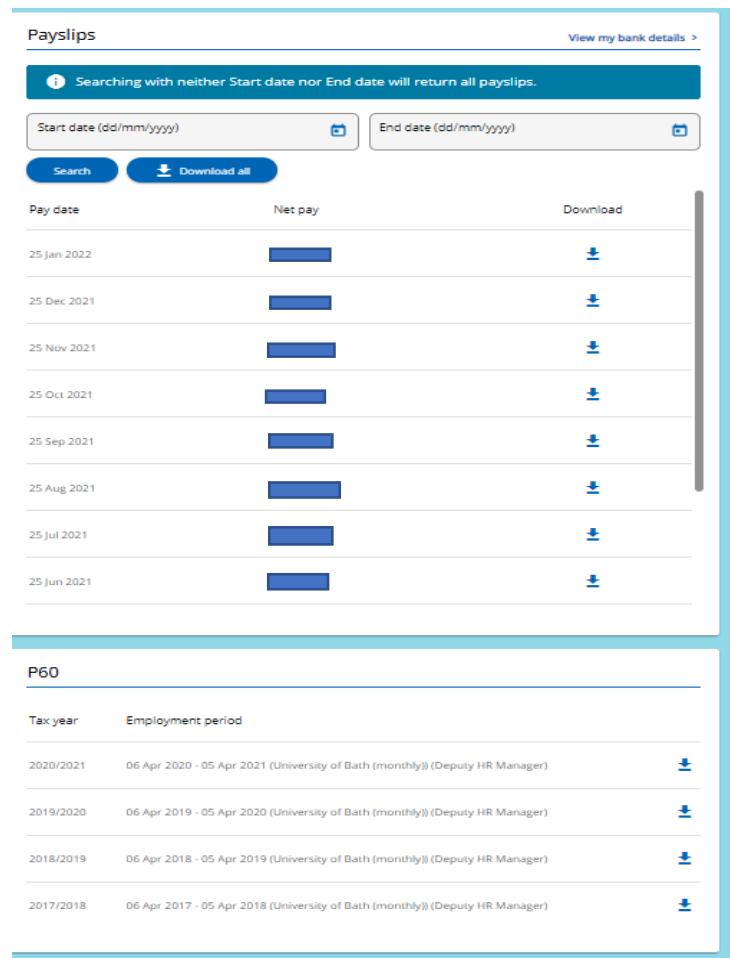
ESS allows you to view your payslips, you can do this by either clicking on the relevant pdf payslip that will be displayed in the “Latest payslips” box on the Dashboard or if you wish to view all your payslips you can click on the “view my pay” link in the “Latest payslips” box or click on the “My pay” tab on the left hand side of the screen.



The image shows the iTrent Employee Self-Service (ESS) dashboard. The left sidebar has tabs for Home, My time, My pay (which is circled in blue), and Learning. The main content area has tabs for Home, Dashboard, and News. The Dashboard section contains several cards: Latest company news (with a link to view all news), Sickness (with a link to view all sickness), Other absence (with a link to add other absence and view other absence in calendar), Holiday (showing 16.15 hours available, with a link to book holiday and view holiday in calendar), and Time & expenses (with categories: Authorised, Awaiting authorisation, Provisional, and Errors, each with a status icon and a link to add claim). At the bottom, there is a card for Latest payslips, which shows two PDF files: January 2022 and December 2021, each with a link to click and download. A large blue oval highlights the 'Latest payslips' card.

Once you have clicked on the “View my pay” link or “My pay” tab, it will take you to the “Payslips” screen which will show you the pay date and your net pay, you will also be able to download the relevant payslip by clicking on the “Download” arrow next to the relevant pay date that you wish to review.

You will also be able to view and download your P60's.



The screenshot shows a two-panel interface for managing payslips and P60 documents.

Payslips Panel:

- Header:** Payslips, View my bank details >
- Message:** Searching with neither Start date nor End date will return all payslips.
- Search Fields:** Start date (dd/mm/yyyy) and End date (dd/mm/yyyy) with calendar icons.
- Buttons:** Search and Download all.
- Table:** A list of payslips with columns for Pay date, Net pay (represented by a blue bar chart), and Download (represented by a blue download icon).
- Data:** The table lists payslips from 25 Jan 2022 down to 25 Jun 2021.

P60 Panel:

- Header:** P60
- Table:** A list of P60 documents with columns for Tax year and Employment period.
- Data:** The table lists P60 documents for tax years 2020/2021, 2019/2020, 2018/2019, and 2017/2018, all issued to the University of Bath (monthly) (Deputy HR Manager).