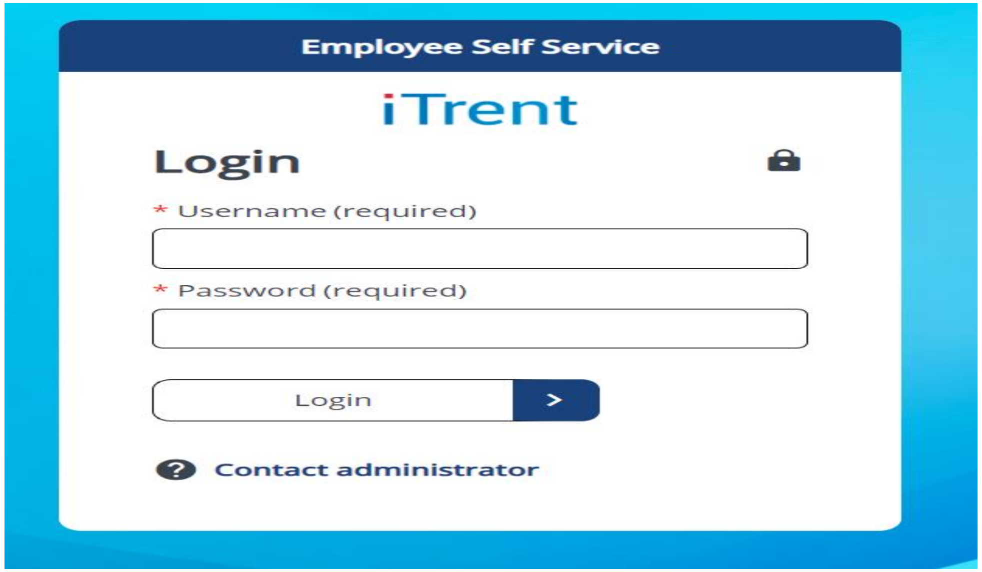
Employee Self Service (ESS) Guidance

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:-

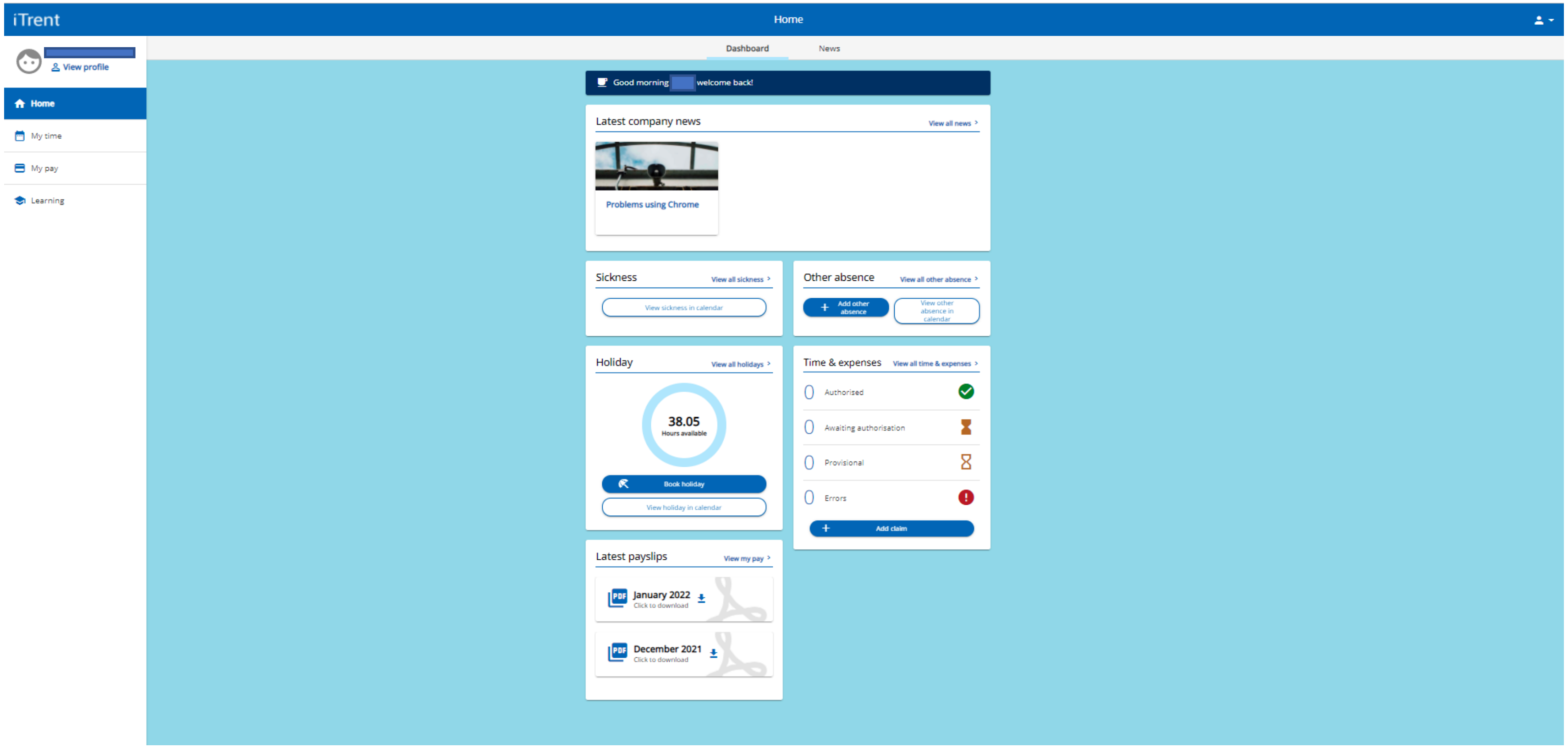
- Personal Details
- Annual Leave
- Other Absence
- Sickness Absence
- Payslips

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



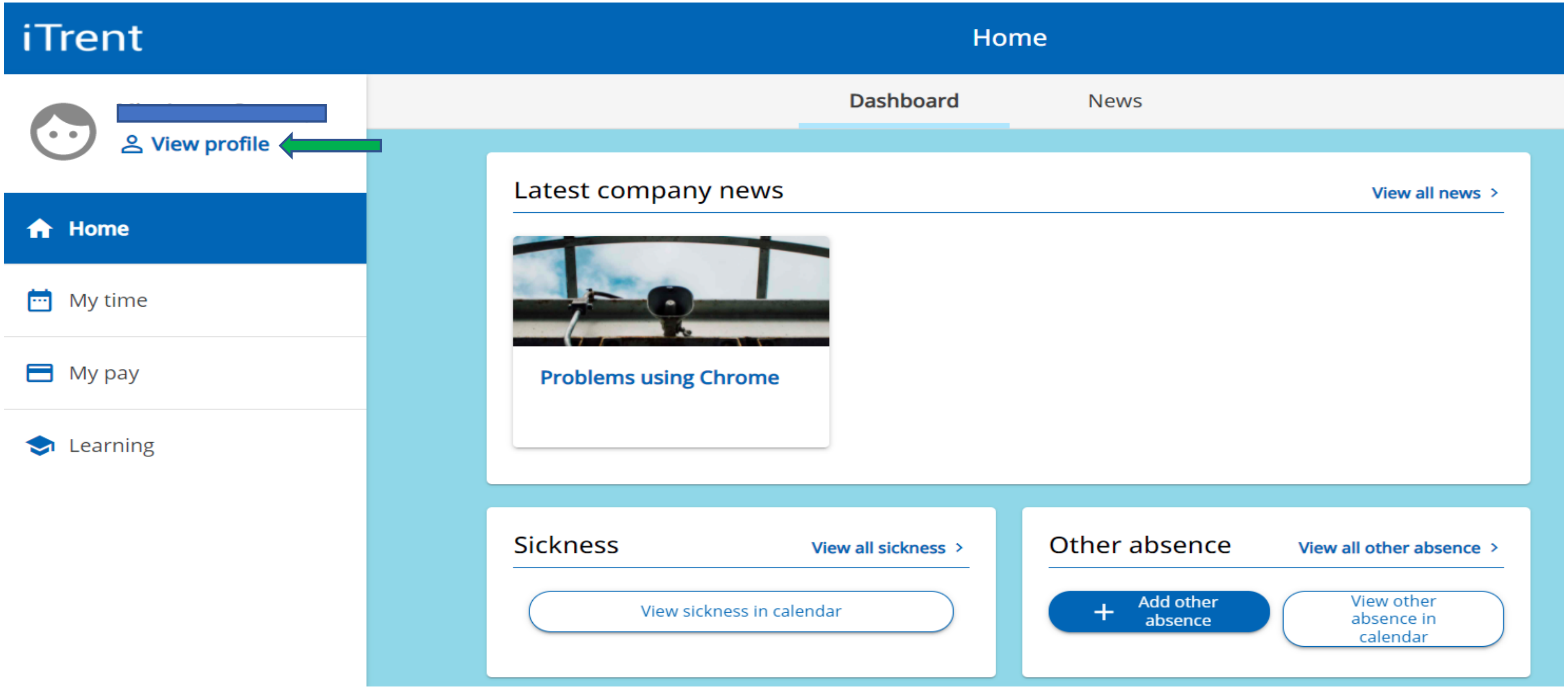
Dashboard

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.

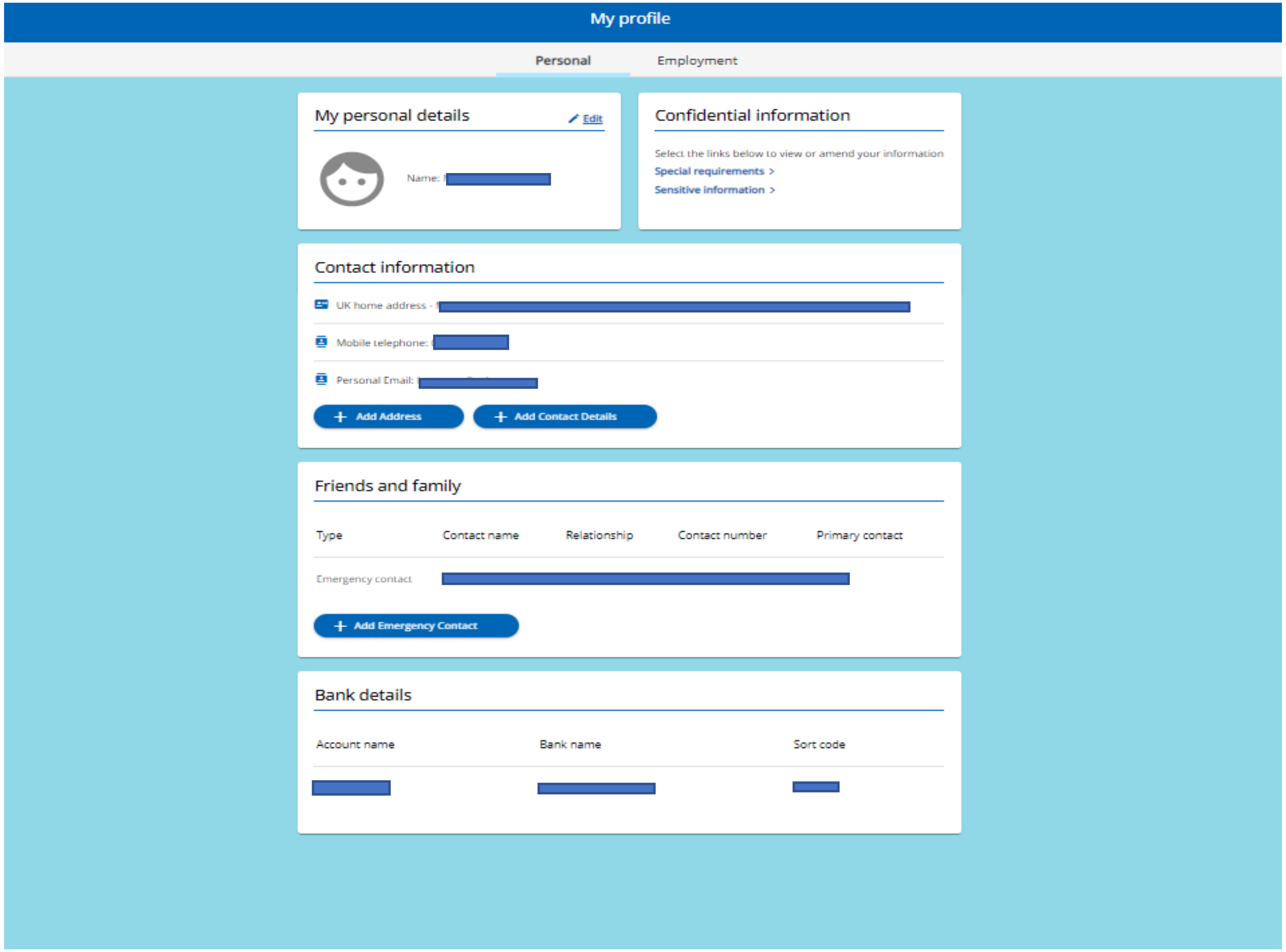


Personal Details

‘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.

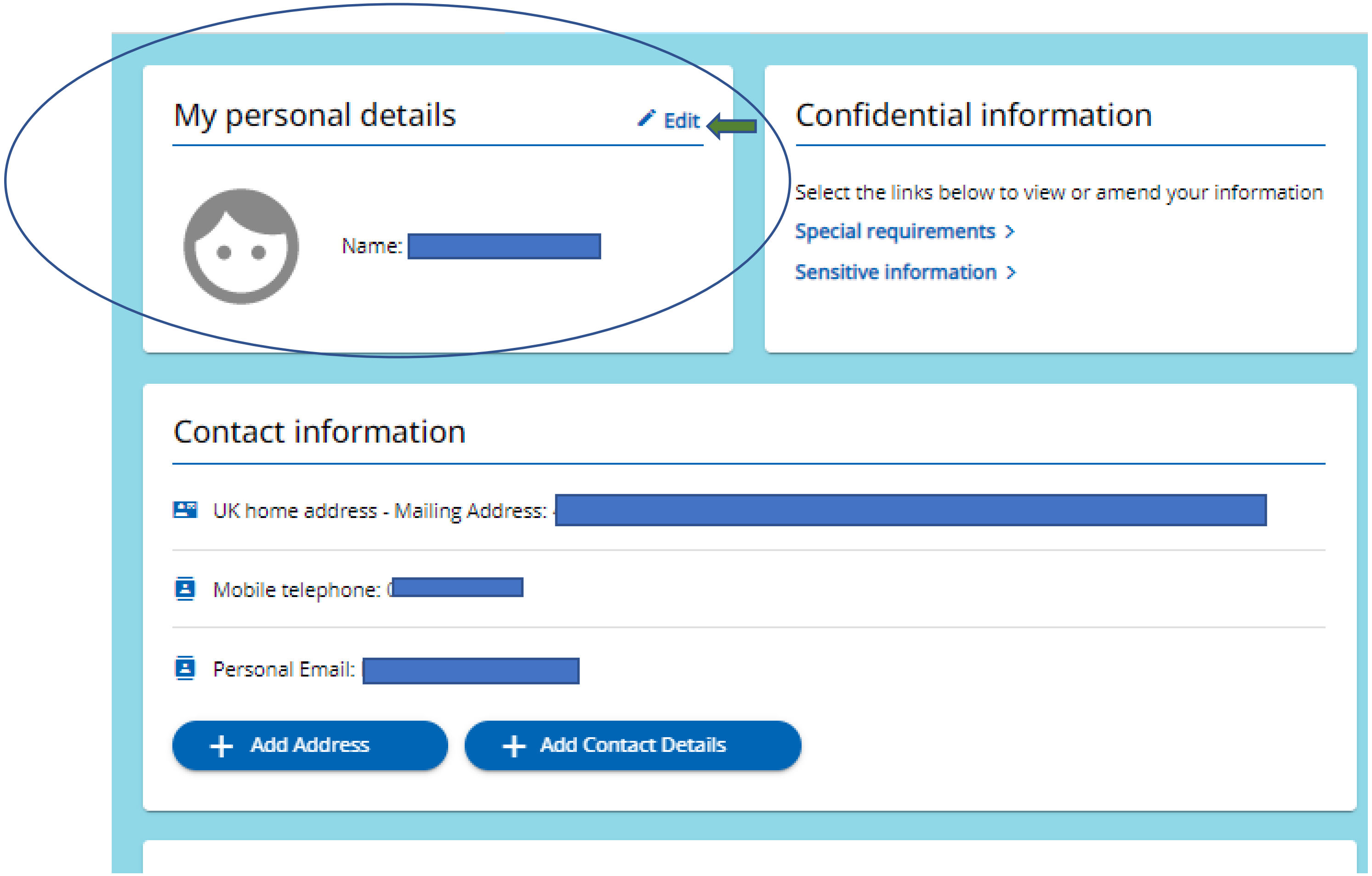


Once in the “My Profile” screen you will be able to view your personal details, confidential information, contact information, emergency contact details and bank details.

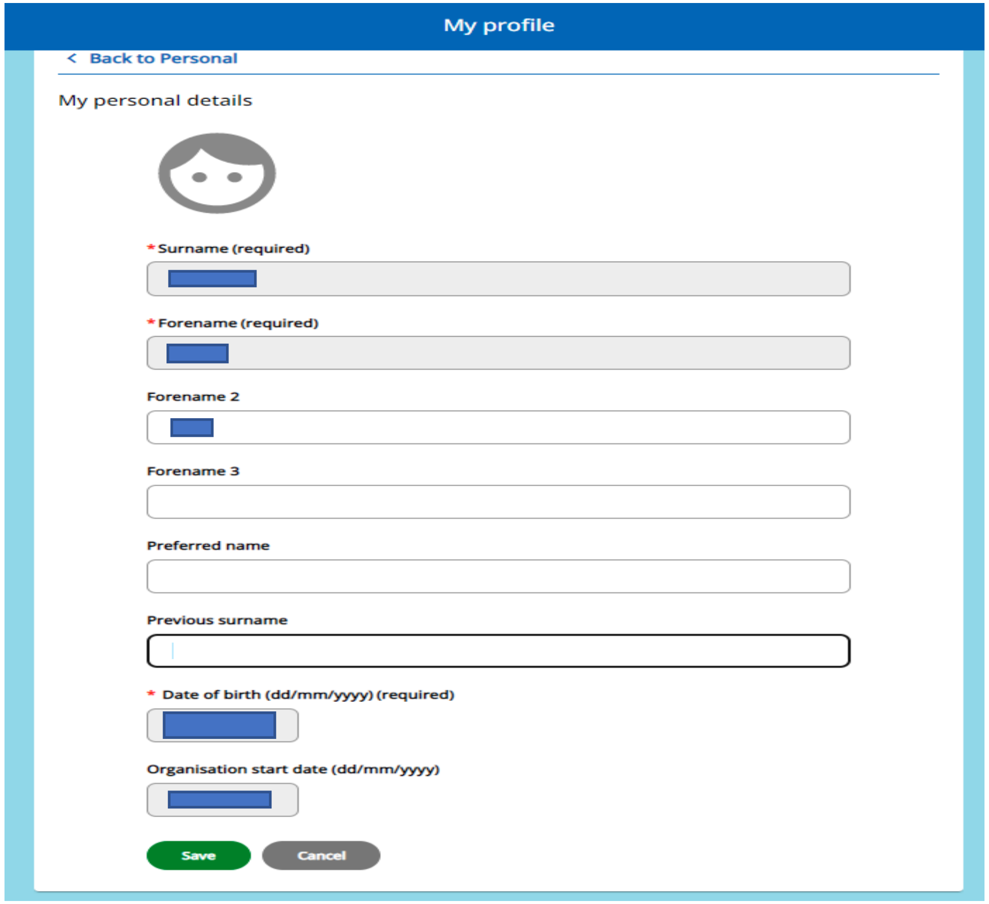


Viewing & Updating Personal Details

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



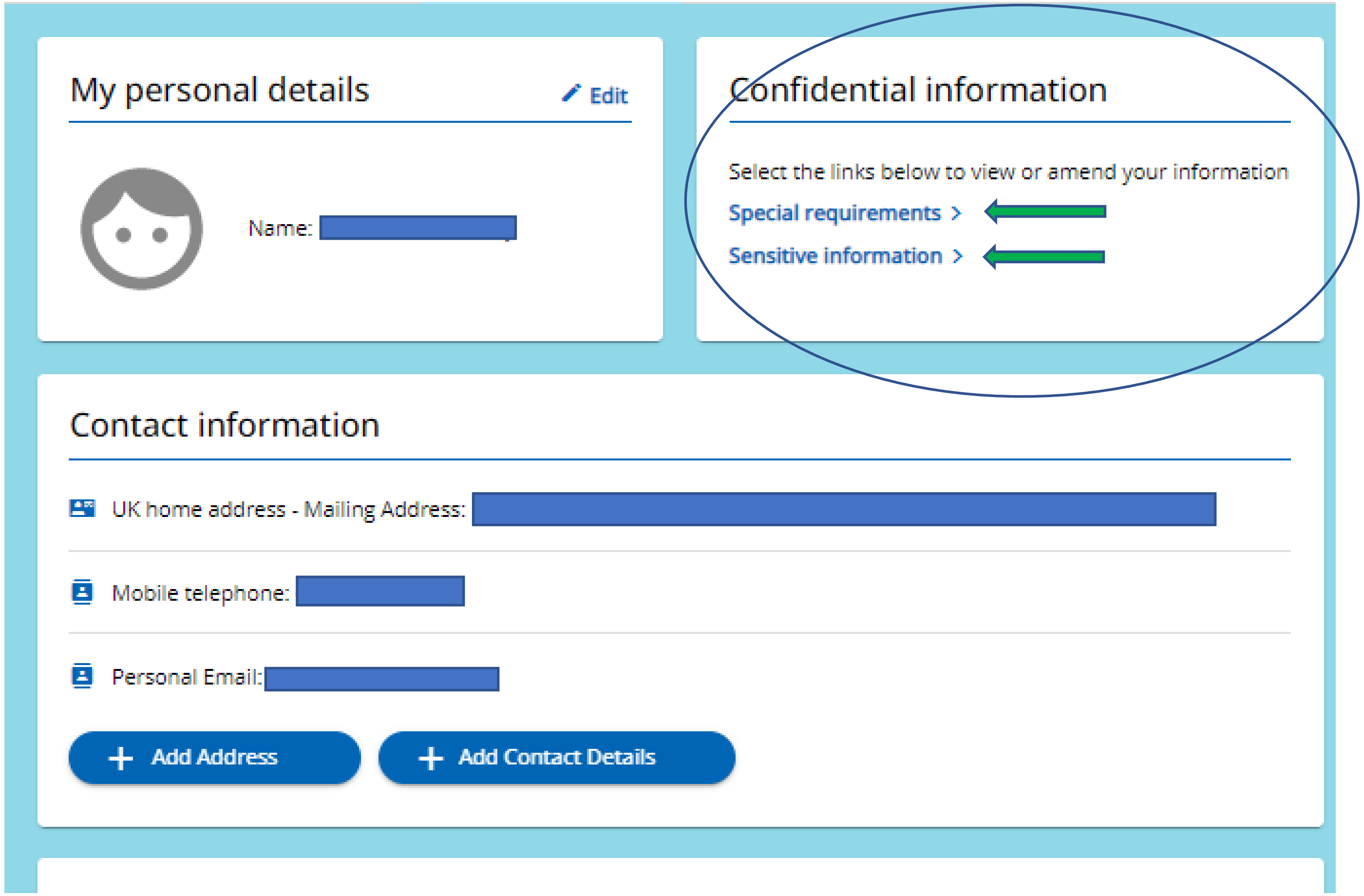
Once you are in the “My Personal Details” screen you can view your details and update certain information (please note that you will not be able to update your Surname, Forename, Date of Birth or Organisational Start Date – if wish to change any of this information you will need to contact hr-operations@bath.ac.uk).



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.

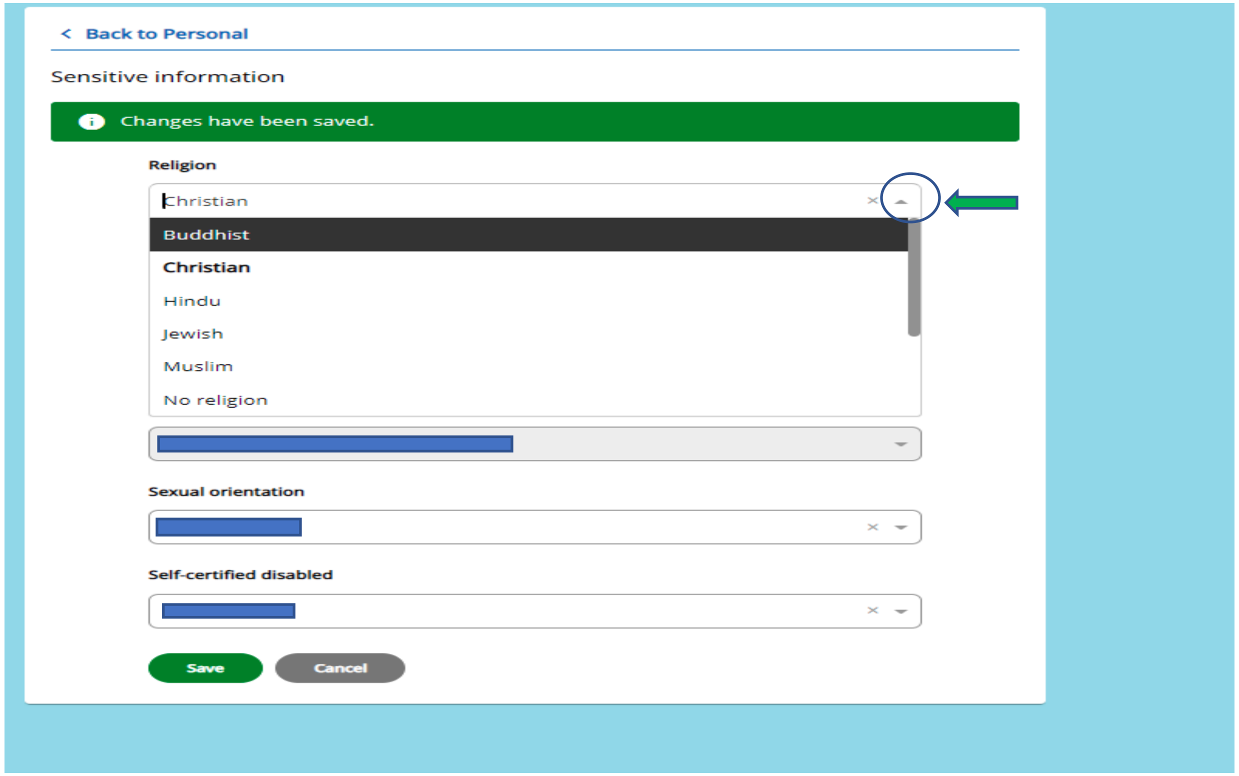
Viewing & Updating Confidential Information

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.



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

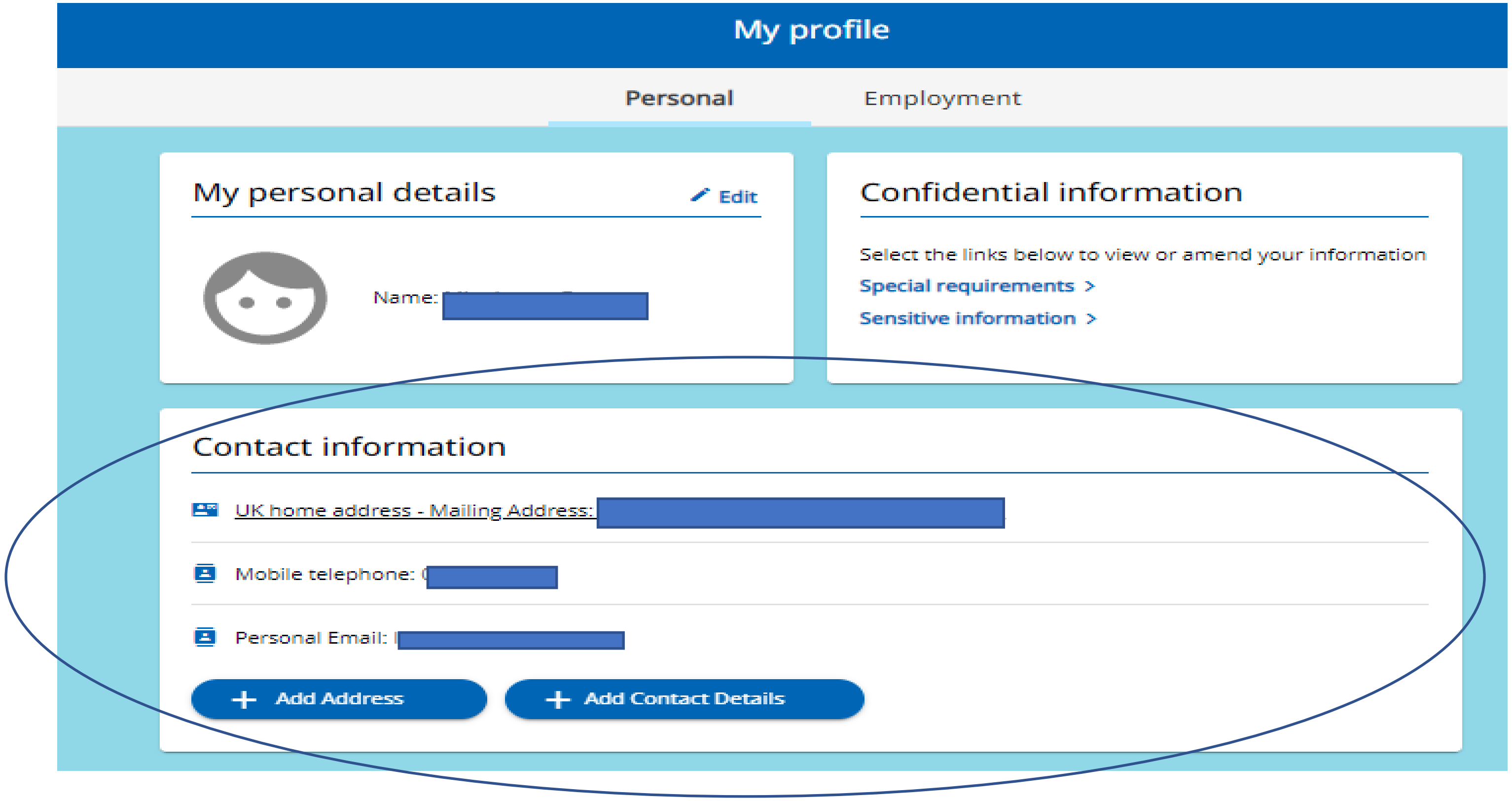
You are able to update everything in this section apart from your Nationality, if you wish to update your Nationality or would like to check on what ‘right to work’ status we hold for you, please contact hr-operations@bath.ac.uk



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

Contact Information

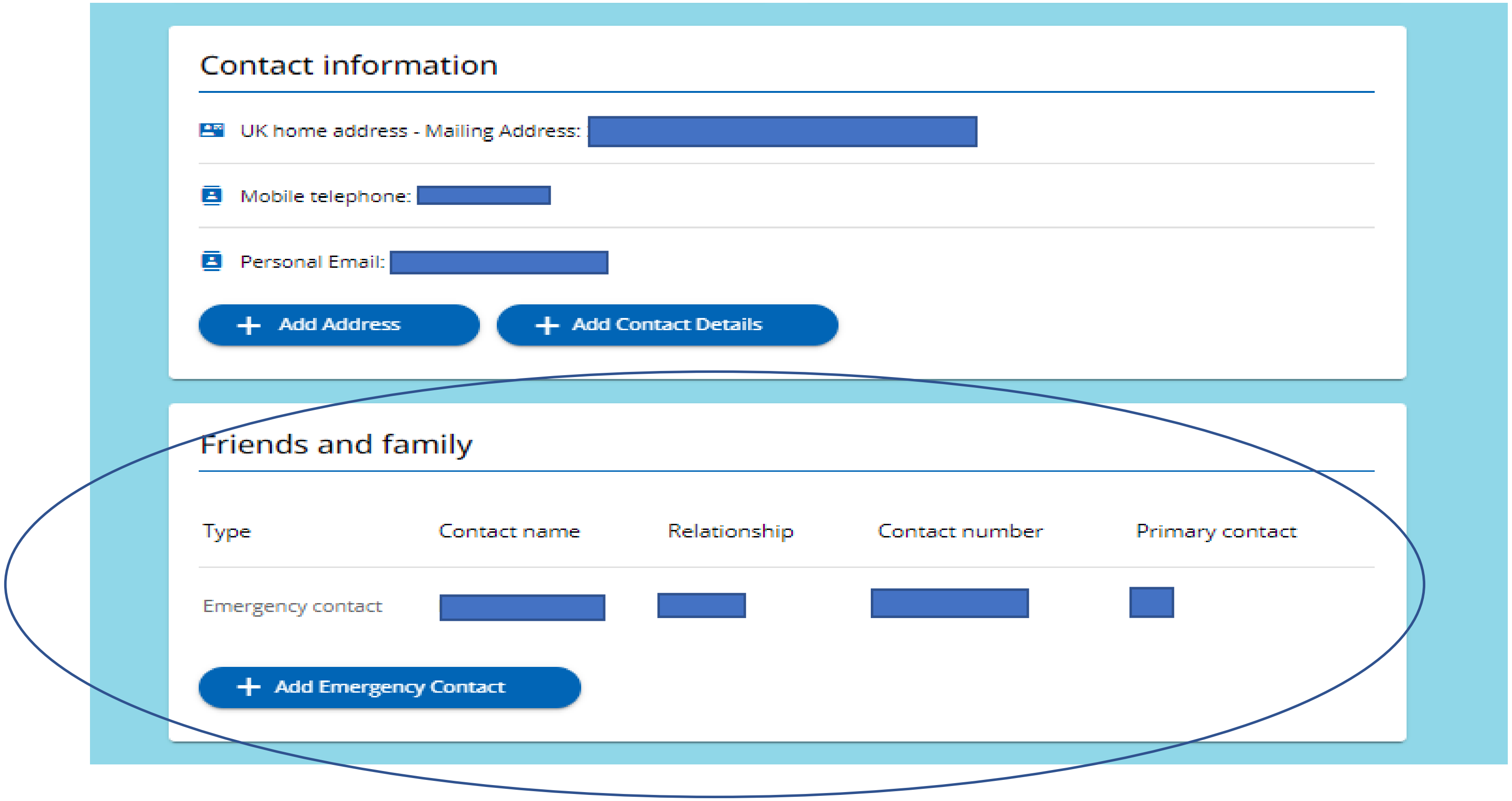
Your contact information can be viewed in the “Contact Information” box. You can update your home address, telephone number and email address by clicking on the relevant link



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.

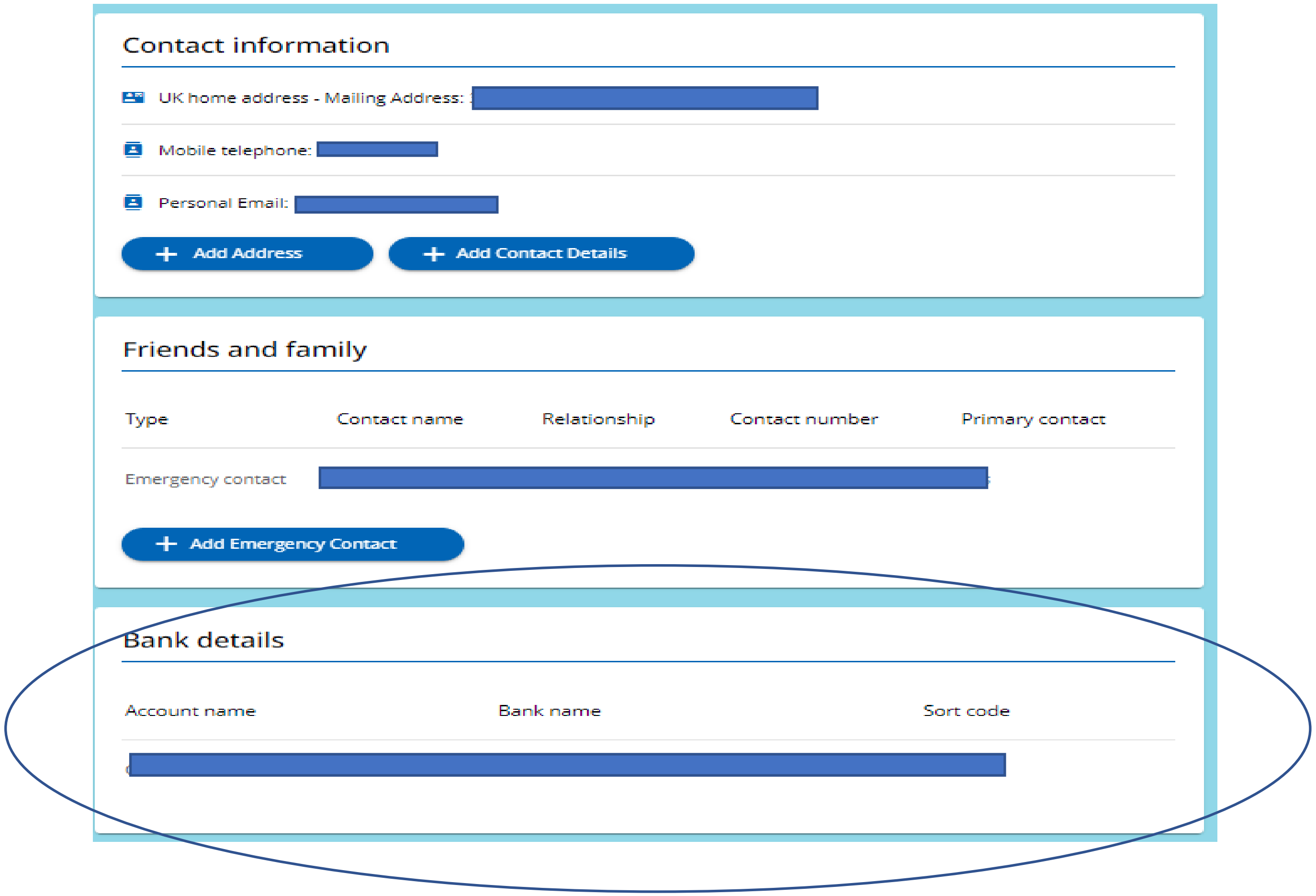
Emergency Contact Details

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.



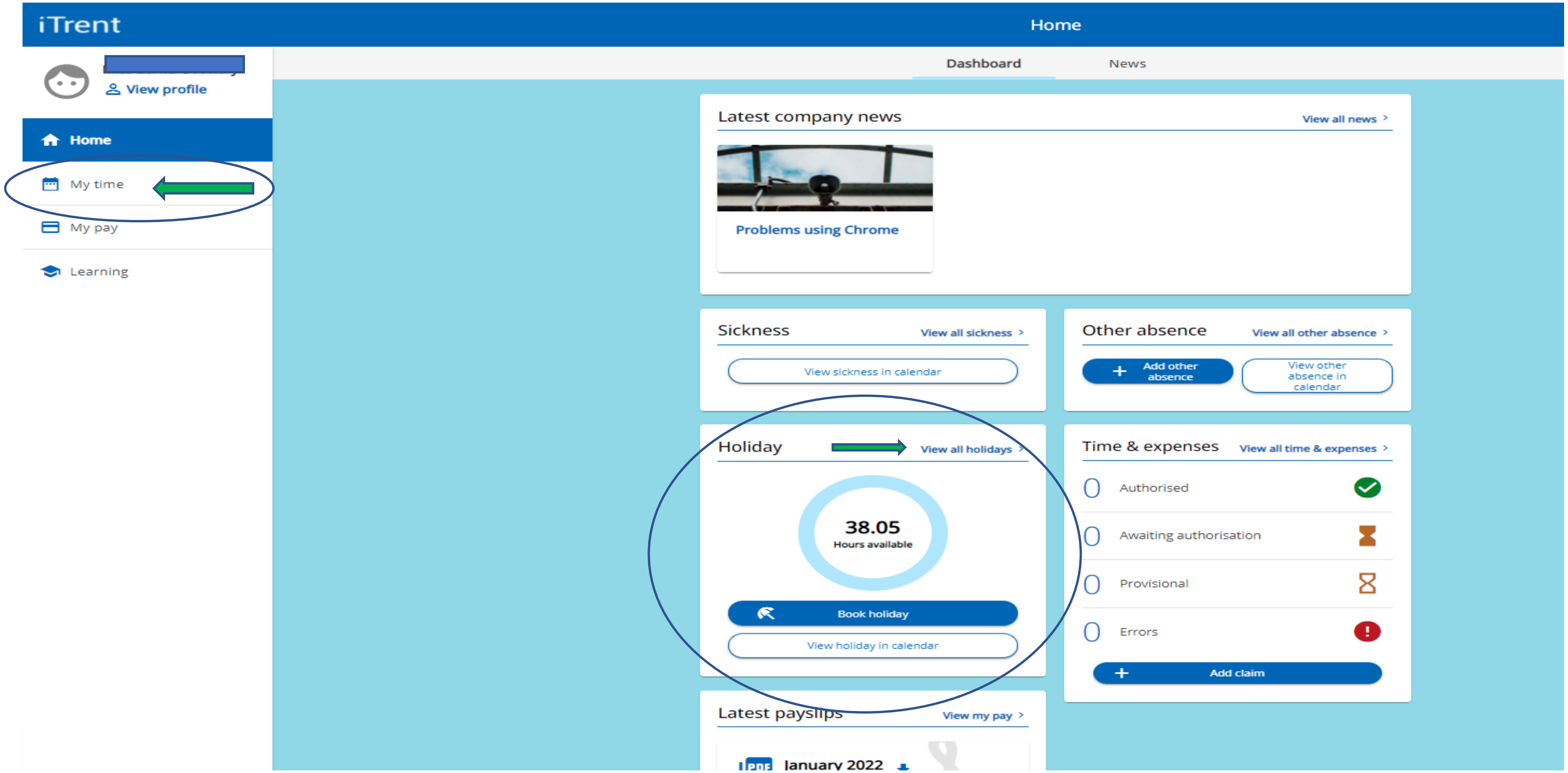
Bank Details

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.



Annual Leave

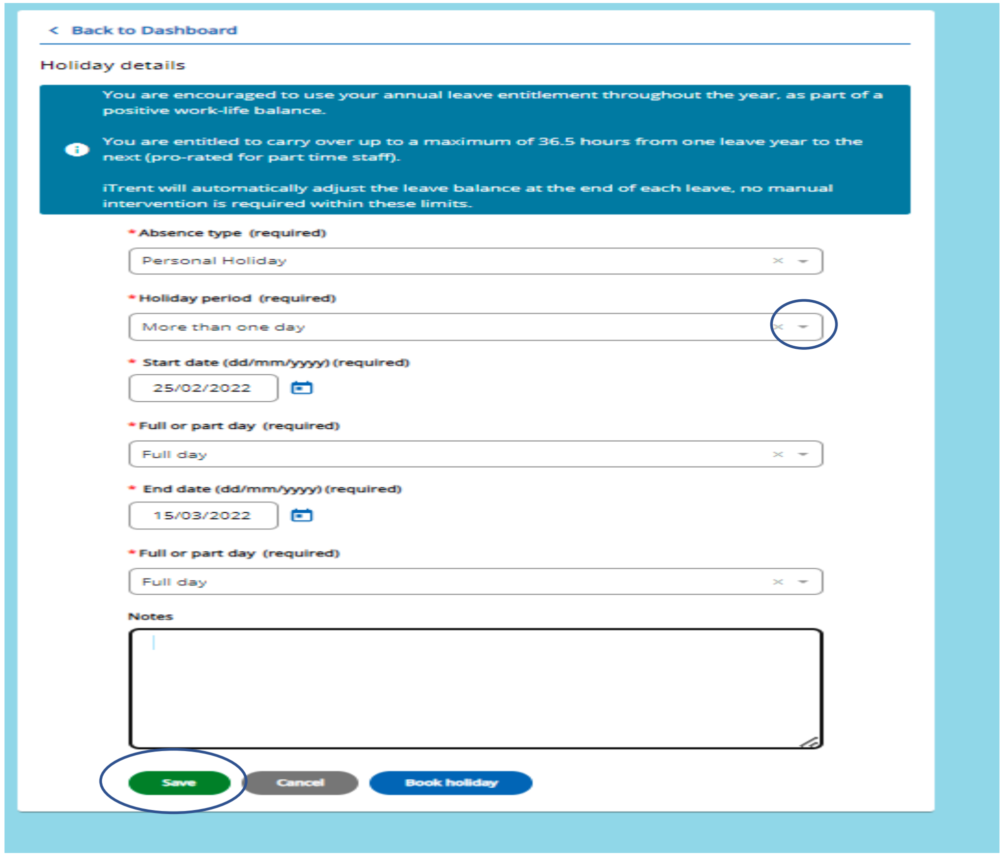
You can view your holidays by either clicking on the “view all holidays” link on the “Holiday” section of the Dashboard or by selecting the “My Time” button which can be found on the left-hand side of the screen and then clicking on “View all holidays” link in the Holiday section.



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.

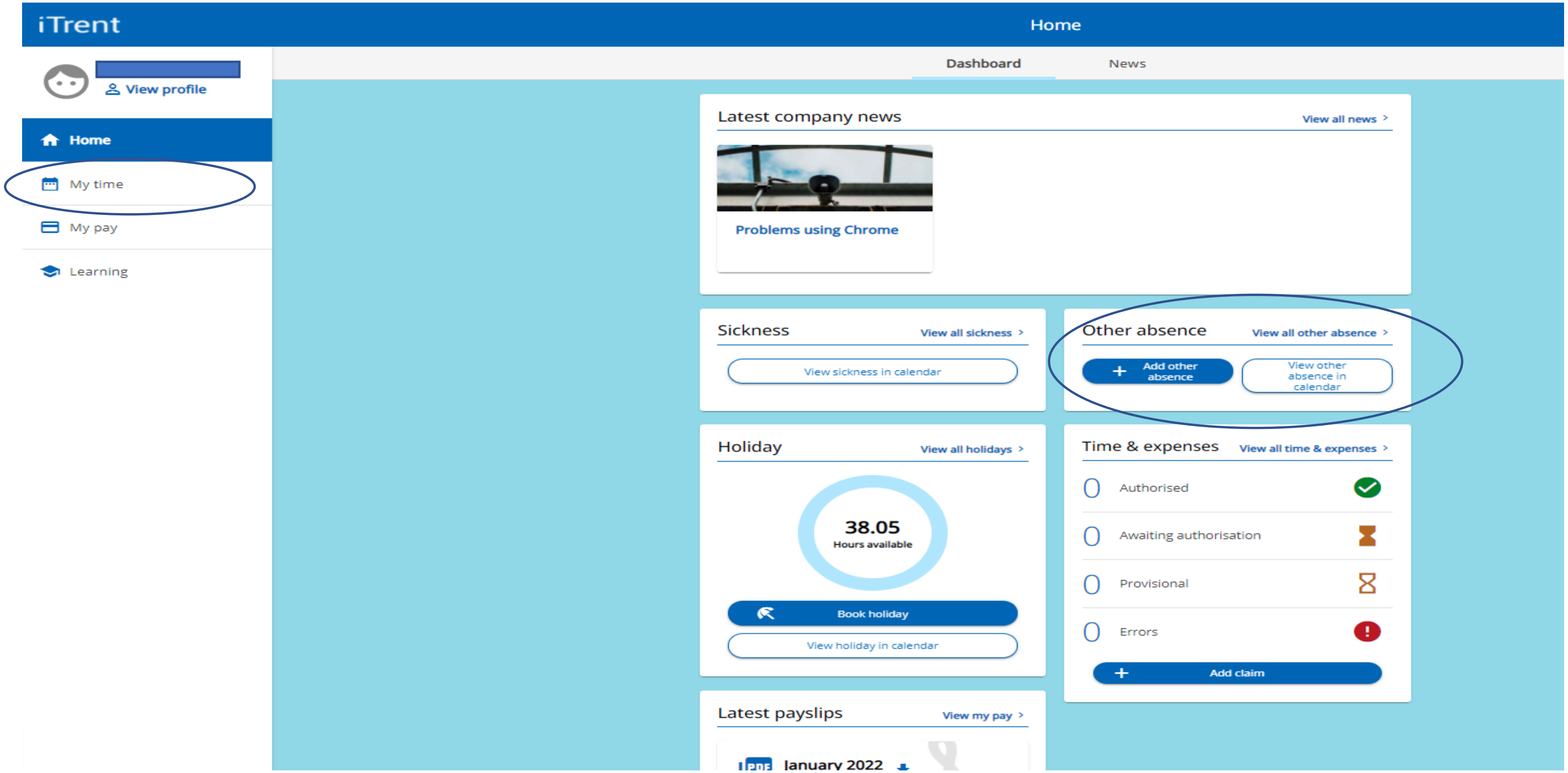
Under “absence type” “Personal Holiday” will already have been auto selected (you can only book personal holiday through this section). You will need to select your holiday duration by clicking on the pull-down menu button on the “Holiday Period” section.

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.

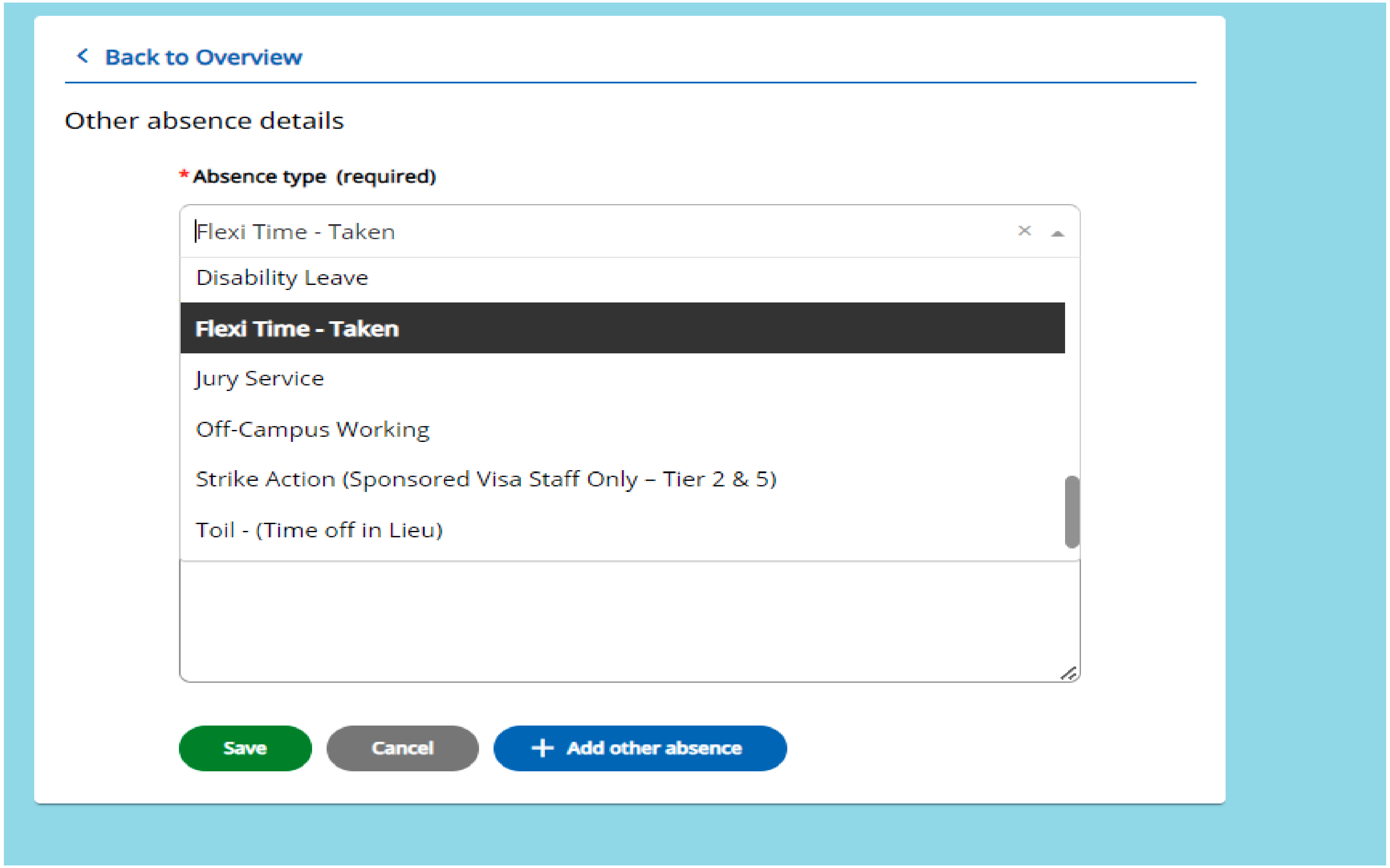


Other Absence

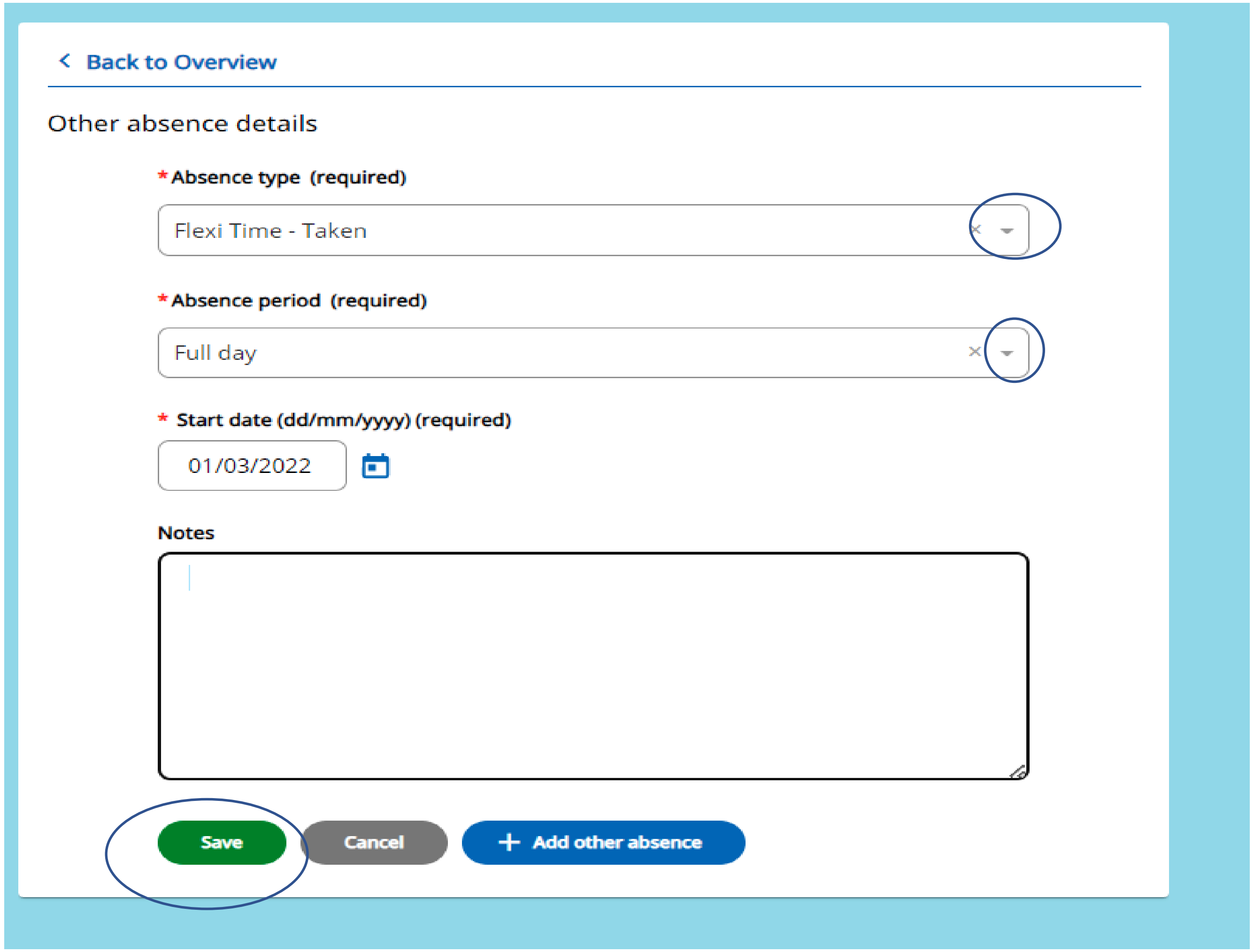
If you wish to view or book leave that does not fall under the “Annual Leave” category e.g. Flexi Time, Compassionate Leave, you can do this by either clicking on the “view all other absence” on the “Other Absence” section on the Dashboard or by going through the “My Time” tab on the left hand side of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



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

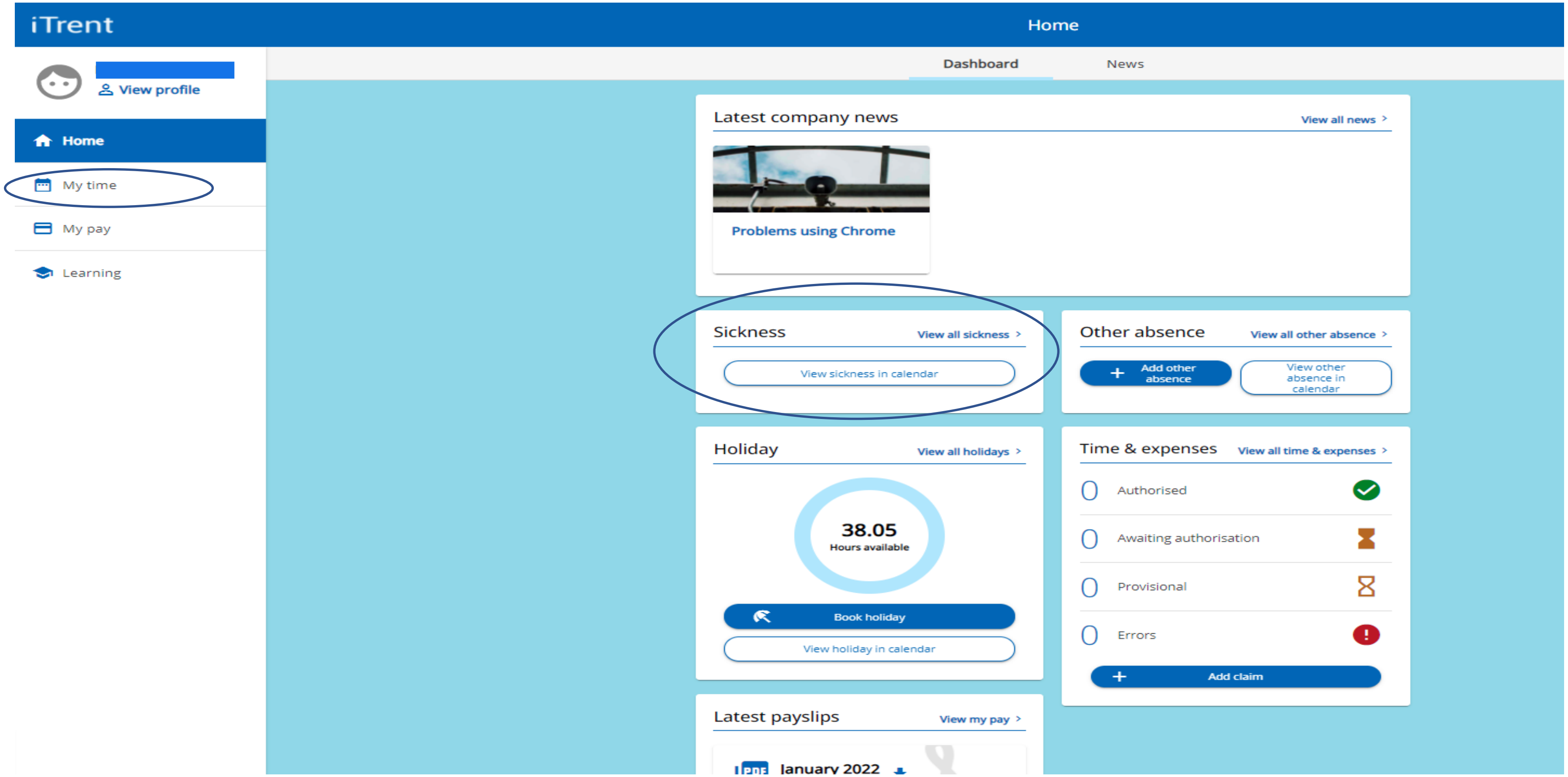


Once you have selected the appropriate leave type you will need to select the duration of your absence using the drop-down menu – i.e Full day. The boxes for you to input the start and end dates of your absence will appear once you have selected the duration. Once you have entered the dates you will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

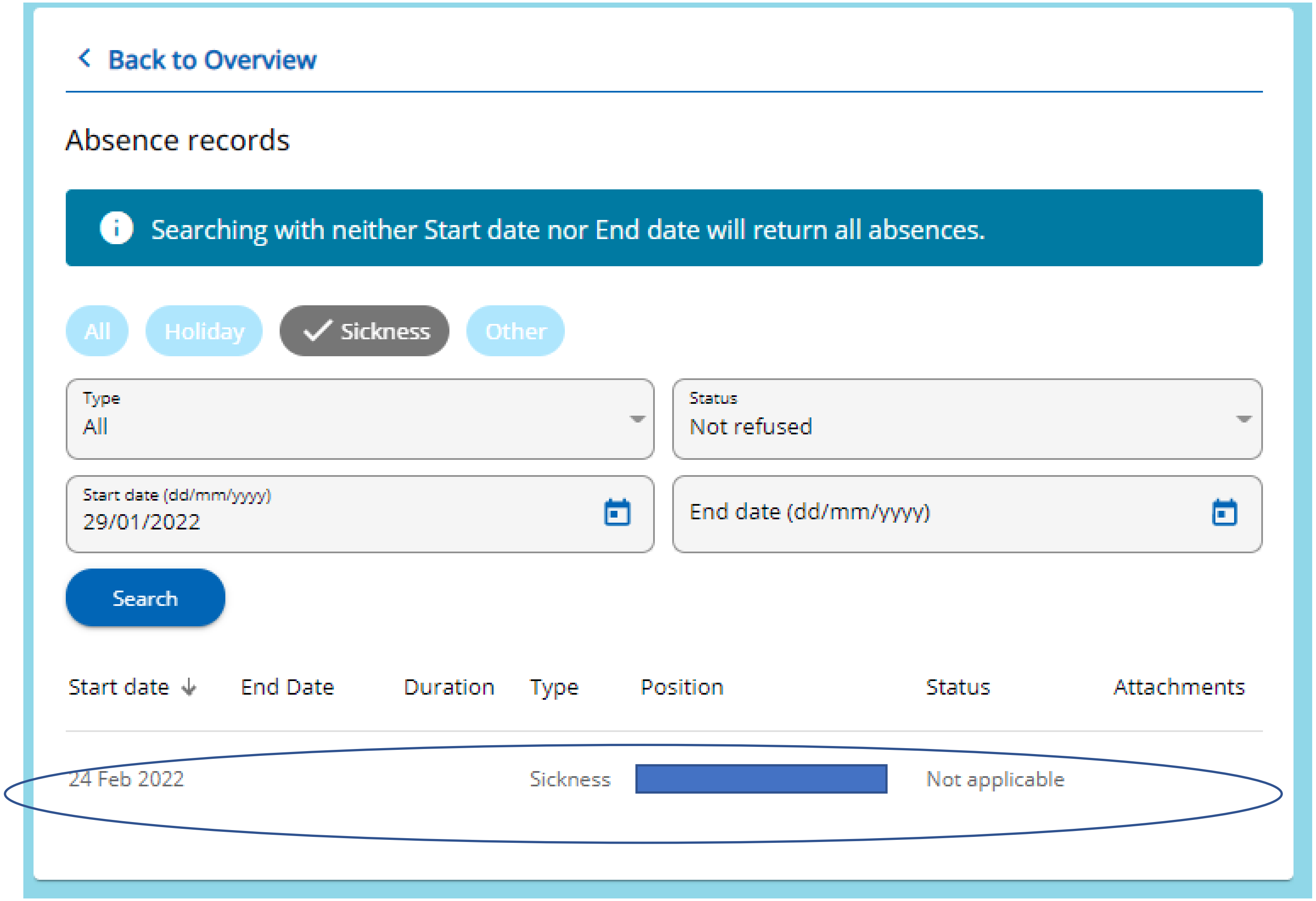


Sickness

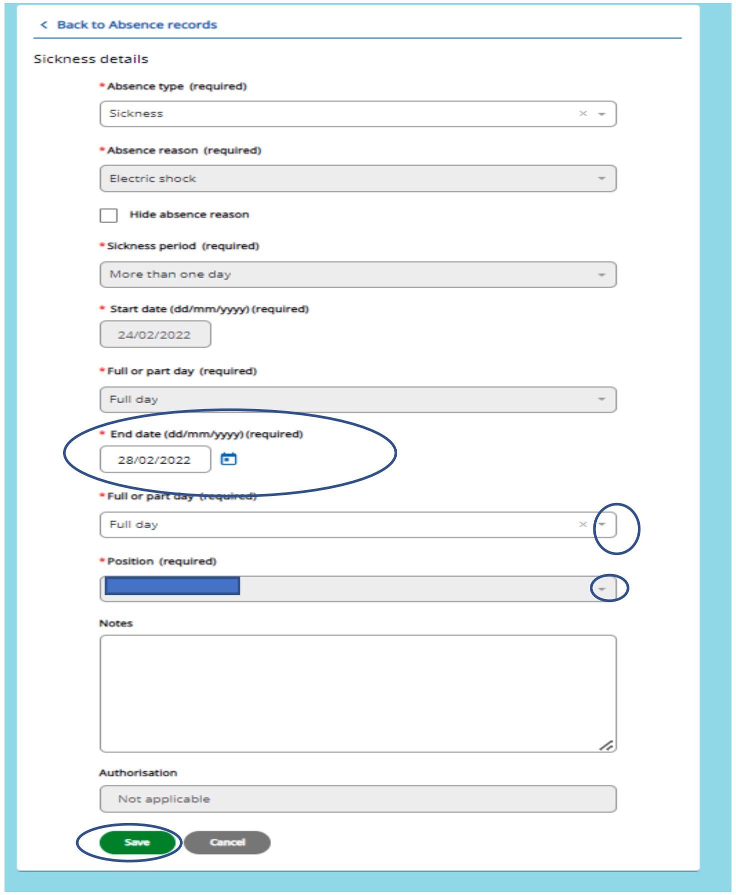
When you have a period of sickness, your line manager will need to start the sickness absence using “Manager Self Service”. Once you return from your period of sickness, you will need to end it through ESS. You can do this by clicking on the “View all sickness” link in the “Sickness” box on the Dashboard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



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.

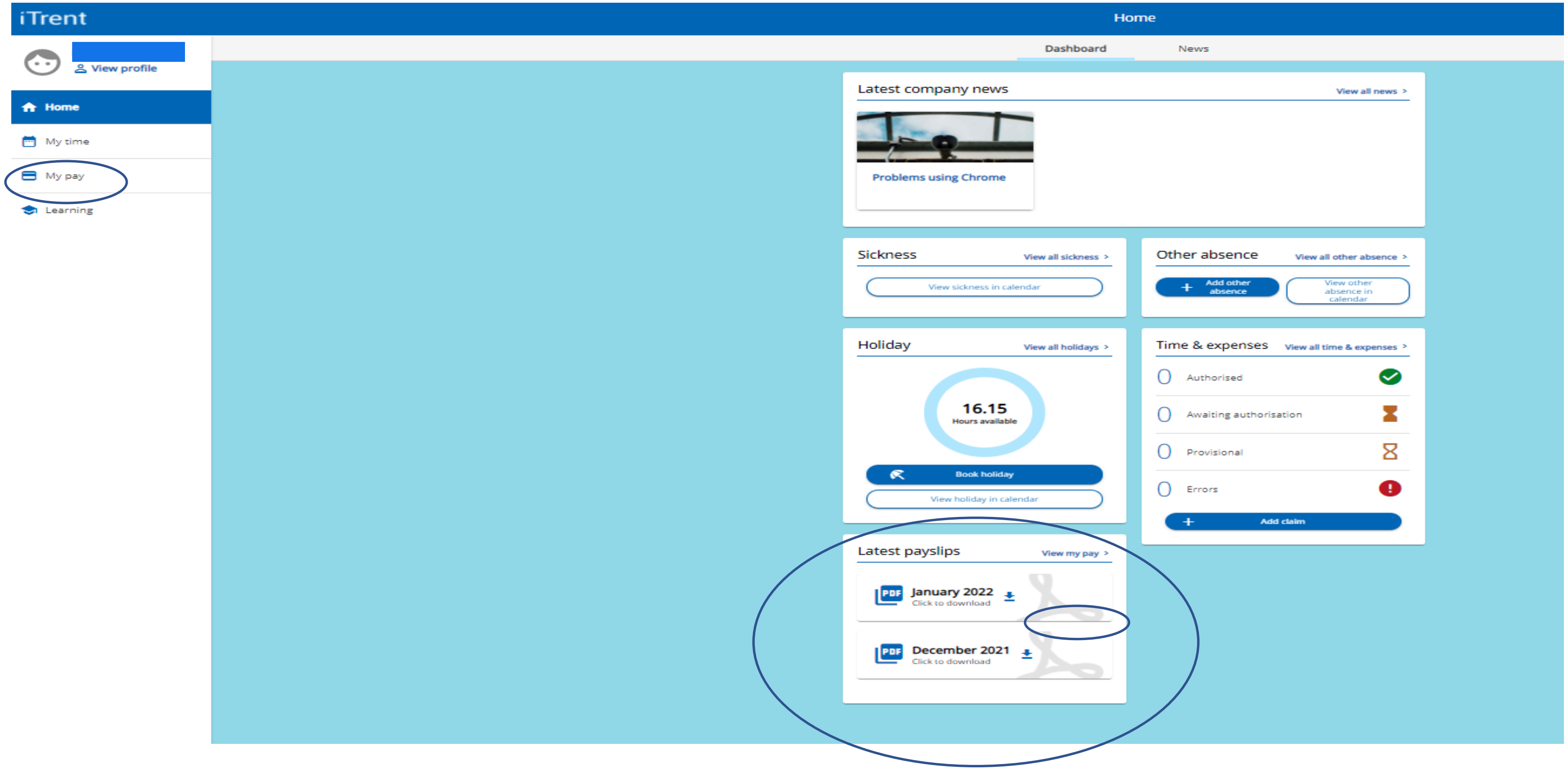


Once you have clicked on the sickness absence you wish to close off, it will take you to the “sickness details” screen. You will need to enter the end date of your sickness absence and select if it was a full day or half day and then click on the save button. If you have more than one position within 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.



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.



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.