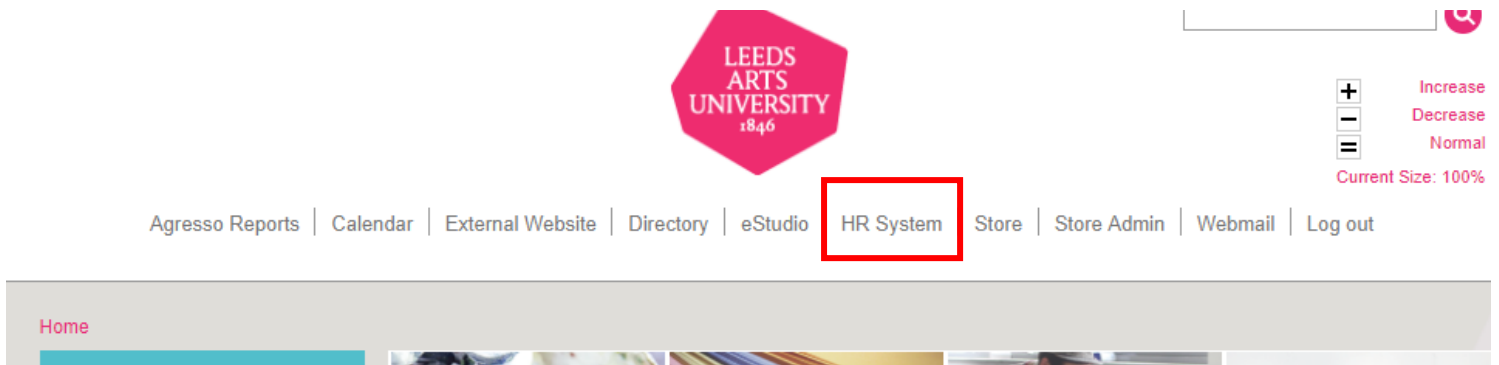# Self-Service Login

<u>Log into the HR system:</u>

Go to **Portal** and select the **HR System** tab from the menu on the top of the screen.
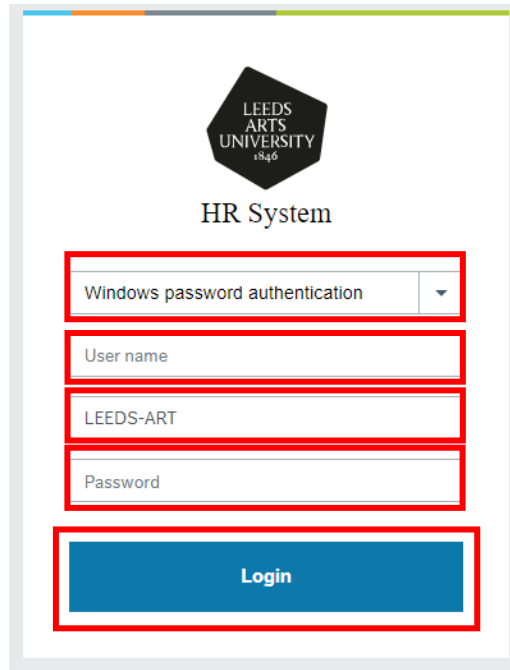

Log into your HR system account. Please ensure **'Windows password authentication'** is shown in the top field.

Input your log in details:

- **User name:** benedict.cumberbatch (etc.)
- **Domain:** LEEDS-ART
- **Password:** Your password (This is case sensitive).

Your **password** and **user name** are the same as the ones you use to login into your computer

Click **Login** This will then open the screen below where you can see your **'Your employment'** and **'Absence'** menus.

Please click **'Absence'** to input a new absence request (please follow the user guide available in Portal for more information)

Please select **'Your employment'** to view your personal information.

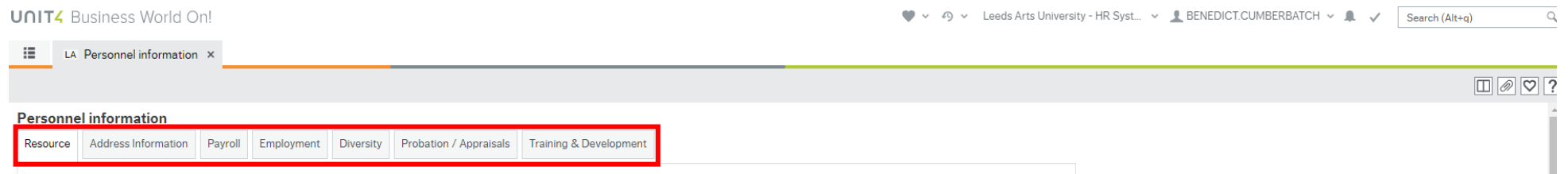Please notice that if you are using a MAC computer the date fields will show the date in American format of MM/DD/YY.

If you click on **'Personnel information'** this will open the screen below where you will find all the tabs (top of the screen) you have access to about your own details.

The tabs you will see are:

- Resource
- Address
- Payroll
- Employment
- Diversity
- Probation/Appraisal
- Training & Development

To move between tabs please click in the tab name that you would like to see.

Resource Tab (not updateable)

This screen shows your basic information: Employee number, Name, Start date, End date (31/12/2099 if on a permanent contract), Date of Birth, NI number, Status & Resource type.

Address Tab (Amendable)

This screen shows details of your current address and details of your Next of Kin & Emergency Contact details, these details are amendable within Self-Service. To amend this details please follow the steps described in the guide **'How to amend personal details'** available in Portal.

Payroll Tab (not updateable)

This screen holds details of your Annual Salary and Annual Leave Balances

You can't amend any details, but you can change the holiday balance period you are looking at by clicking 🗓 and changing the date in the calendar. (Please Note that Annual Leave balances for future years may not be available)

		Date from	Date to	Original value	Rest value
☐	Annual Leave (Hrs	01/08/2018	31/07/2019	0.00	192.40
☐	Current Entitlemen	01/08/2018	31/07/2019	0.00	192.40
☐	Bank Hol Adjustme	01/08/2018	31/07/2019	0.00	0.00
☐	Overall Entitlemen	01/08/2018	31/07/2019	0.00	192.40
☐	Hours taken/Book	01/08/2018	31/07/2019	0.00	0.00
☐	Remaining Entitlement (Hrs)	01/08/2018	31/07/2019	0.00	192.40

Employment Tab (not updateable)

This screen holds details of your current employment.

Diversity Tab (Amendable)

Holds details of your **'Diversity'** information and is amendable in Self-Service.

Probation / Appraisals Tab (not updateable)

Shows details of your **'Probation'** information and any **'Performance Appraisal'** information**.**

Training & Development Tab (not updateable)

Shows details of any **'Training & Development courses'** you have attended.