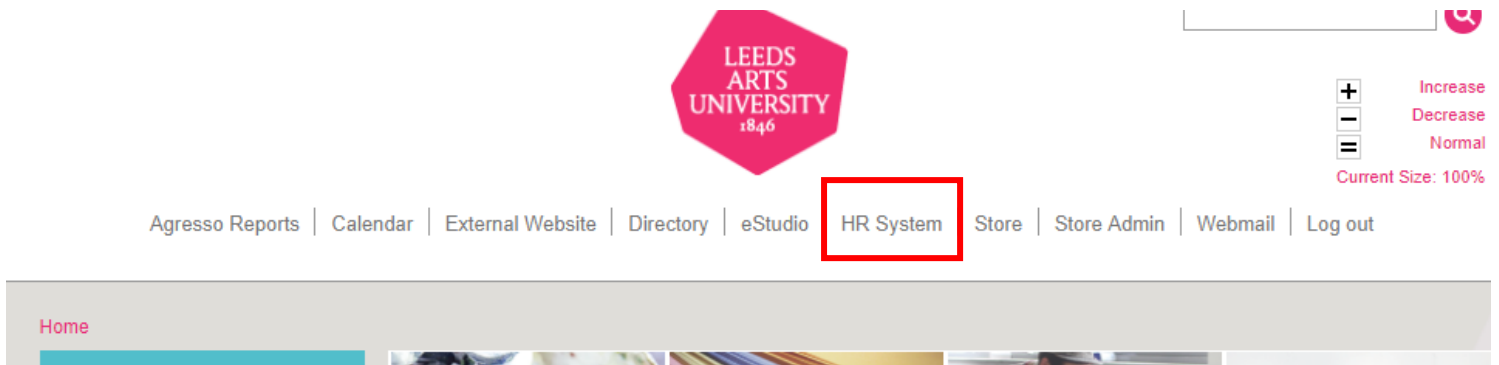


Self-Service Login

Log into the HR system:

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

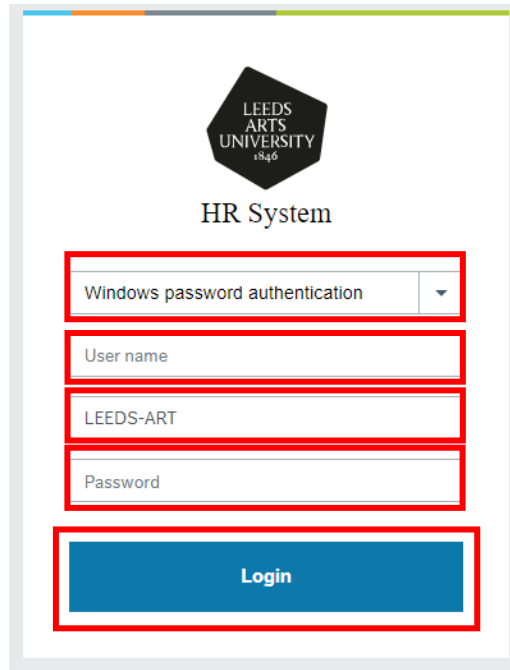


Log into your HR system account. Please ensure '**Windows password authentication**' is shown in the top field.

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.

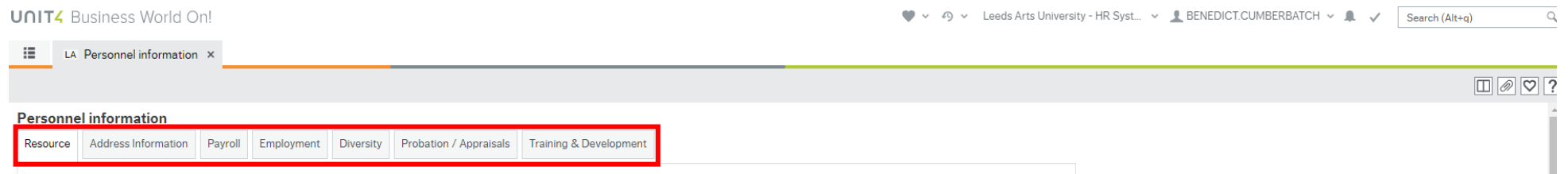
The screenshot shows the UNIT4 Business World On! HR system interface. The top navigation bar includes the logo, user name (BENEDICT.CUMBERBATCH), and a search bar. The main content area is divided into three sections: 'Menu', 'Start pages', and 'Your employment'. The 'Menu' section on the left contains links for 'Your employment', 'Personnel', 'Common', and 'Reports'. The 'Start pages' section in the middle contains a link for 'Absences'. The 'Your employment' section on the right contains a link for 'Personnel Information' (highlighted with a red box) and a link for 'Absences'. On the far right, there are two sidebars: 'Favourites' (showing 'No favourites') and 'Recently used' (listing various HR-related items like 'Competence information', 'HR021. 2M: Total Absence all employe...', 'HR022. 3M: Sickness absence - Emplo...', 'HR021. 9S: A/L booked for current year', 'HR021. 9M: A/L booked for current year', 'HR019. 2M: All Competences (Mgr)', 'HR021. 4M: Staff Annual Leave Balanc...', 'HR018. 1D: Mgrs Appraisal Reviews by ...', 'HR001. 5a: Manager - Staff addresses', and 'HR020. 6M: Staff Training & Developm...').

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)

UNIT4 Business World On! Leeds Arts University - HR Syst... BENEDICT.CUMBERBATCH Search (Alt+q)

LA Personnel information x

Personnel information

Resource Address Information Payroll Employment Diversity Probation / Appraisals Training & Development

Resource

Lookup 12765 Benny Cumberbatch
Resource ID 12765
Resource name Benny Cumberbatch
Resource type Casual

Name

Known As Benny
Surname* Cumberbatch
Short name* BC
Name details

Personal information

Date from* 01/01/2015 Status* Active
Date to 31/12/2099 Resource type* Casual
Date of Birth 02/01/1972
NI Number NY022484B
Gender
Contract Hrs 37.00
No image available

Attributes

Location Leave Reason 1

Additional information

Save Clear Export

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)

UNIT Business World On!

Leeds Arts University - HR Syst... BENEDICT.CUMBERBATCH

Search (Alt+q)

LA Personnel information

Personnel information

Resource Address Information Payroll Employment Diversity Probation / Appraisals Training & Development

Resource

Lookup
12765
Benny Cumberbatch

Address

<input type="checkbox"/>	Address type	Street address	Post Code	Town / City	Telephone	Mobile	E-mail
<input type="checkbox"/>	Home	37 Montague Crescent	LS12 5TH	Leeds			

Add Delete

Address details

Personal contacts

Next of kin Emergency

<input type="checkbox"/>	Name	Relationship	Address	Date of Birth	Telephone	Mobile	Notes	Priority	Next of kin	Emergency
<input type="checkbox"/>	Samantha Cumberb...	Wife	365 Stanngley Lane, Ar...		07954 654786			1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add Delete

Save Clear Export

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)

UNIT4 Business World On!

Leeds Arts University - HR Syst... BENEDICT.CUMBERBATCH

Search (Alt+q)

LA Personnel information x

Personnel information

Resource Address Information **Payroll** Employment Diversity Probation / Appraisals Training & Development

Resource

Lookup
12765
Benny Cumberbatch

Rates

Show rates for 14/01/2019

Load

Resource rates table

<input type="checkbox"/>	Value reference	Position	Date from	Date to	Rate
<input type="button" value="Show all"/>					

Balance

Show balances for 14/01/2019


Load

Balance table

<input type="checkbox"/>	Value reference	Date from	Date to	Original value	Rest value
<input type="checkbox"/>	Annual Leave (Hrs)	01/08/2018	31/07/2019	0.00	192.40
<input type="checkbox"/>	Current Entitlement (Hrs)	01/08/2018	31/07/2019	0.00	192.40
<input type="checkbox"/>	Bank Hol Adjustment (Hrs)	01/08/2018	31/07/2019	0.00	0.00
<input type="checkbox"/>	Overall Entitlement (Hrs)	01/08/2018	31/07/2019	0.00	192.40
<input type="checkbox"/>	Hours taken/Booked	01/08/2018	31/07/2019	0.00	0.00
<input type="checkbox"/>	Remaining Entitlement (Hrs)	01/08/2018	31/07/2019	0.00	192.40

Save Clear Export

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)

Balance

Show balances for

14/01/2019

Load

Balance table

1

2

3

4

5

6

7

8

9

10

11

12

13

14

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31

Cancel

	Date from	Date to	Original value	Rest value
<input type="checkbox"/> Annual Leave (Hrs)	01/08/2018	31/07/2019	0.00	192.40
<input type="checkbox"/> Current Entitlement	01/08/2018	31/07/2019	0.00	192.40
<input type="checkbox"/> Bank Hol Adjustme	01/08/2018	31/07/2019	0.00	0.00
<input type="checkbox"/> Overall Entitlement	01/08/2018	31/07/2019	0.00	192.40
<input type="checkbox"/> Hours taken/Book	01/08/2018	31/07/2019	0.00	0.00
<input type="checkbox"/> Remaining Entitlement (Hrs)	01/08/2018	31/07/2019	0.00	192.40

Employment Tab (not updateable)

UNIT Business World On!

Leeds Arts University - HR Syst... BENEDICT.CUMBERBATCH Search (Alt+q)

LA Personnel information x

Personnel information

Resource Address Information Payroll **Employment** Diversity Probation / Appraisals Training & Development

Resource

Lookup
12765
Benny Cumberbatch

Employments

<input type="checkbox"/>	Position	Contract Hrs	Pay scale	Pay step	Status	Date from	Date to	Main position	Sorting	Create history
<input type="button" value="Show history"/>										

Employment details Employment relations Tasks and responsibilities

Position details

Pay step

Position status

This screen holds details of your current employment.

Diversity Tab (Amendable)

UNIT4 Business World On!

Leeds Arts University - HR Syst... BENEDICT.CUMBERBATCH Search (Alt+q)

LA Personnel information x

Personnel information

Resource Address Information Payroll Employment **Diversity** Probation / Appraisals Training & Development

Resource

Lookup
12765
Benny Cumberbatch

Diversity Monitoring

Nationality
United Kingdom
GB

Marital Status
Married
MARRIED

Ethnicity
White
10

Religion
No religion
01

Sexual Orientation
Heterosexual
04

Disability Monitoring

<input type="checkbox"/>	Disability type	Date from	Date to	Adjustments	Registered DDA
<input type="checkbox"/>	General learning disability				<input checked="" type="checkbox"/>

Add Delete

Save Clear Export

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

Probation / Appraisals Tab (not updateable)

UNIT4 Business World On! Leeds Arts University - HR Syst... BENEDICT.CUMBERBATCH Search (Alt+q)

LA Personnel information x

Personnel information

Resource Address Information Payroll Employment Diversity **Probation / Appraisals** Training & Development

Resource

Lookup
12765
Benny Cumberbatch

Probation Status

Probation Status
OPEN
Employee Probation not...
Pass Date

Probation Details

<input type="checkbox"/>	Position	Manager	Probation S...	Probation E...	Status	Intro Review	Intro Planne...	Intro Revie...	Intro Outco...	First Review	1st Planned...	1st Review ...	1st Outcom...	Second Rev...	2nd Planne...	2nd Review...	2nd Oucome	Third Review	3rd Planned...	3rd Review ...	3rd Outcom...	Extension D...
<input type="checkbox"/>																						

Performance Appraisal

<input type="checkbox"/>	Academic Year	Review Type	Review Period Start Date	Review Period End Date	Review Date	Appraiser	Outcome	Next Review Date	Comments	Document Lo...
<input type="checkbox"/>										

Save Clear Export

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

Training & Development Tab (not updateable)

UNIT4 Business World On!

Leeds Arts University - HR Syst... BENEDICT.CUMBERBATCH

Search (Alt+q)

LA Personnel information

Personnel information

Resource Address Information Payroll Employment Diversity Probation / Appraisals **Training & Development**

Resource

Lookup
12765
Benny Cumberbatch

Training & Development

<input type="checkbox"/>	Course Name	Start date	Start time	End date	End time	HESA Compete...	Key performanc...	Course Objectives	Evaluation re...	Documents at...
<input type="checkbox"/>	Data Protection Essentials G...	14/12/2017	0.00	14/12/2017	0.00	Service Delivery	Data Protection	To understand and work within GDPR I...	Y	
<input type="checkbox"/>	Equality & Diversity Essential...	06/03/2018	0.00	06/03/2015	0.00	Pastoral Care a...	ED & I	To refresh your understand the Equalit...	Y	
<input type="checkbox"/>	Prevent for FE Online Training	19/08/2015	0.00	19/08/2015	0.00	Pastoral Care a...	Prevent	To explore what is radicalisation & extr...	Y	
<input type="checkbox"/>	WRAP3 Prevent for FE Work...	11/10/2016	0.00	11/06/2016	0.00	Pastoral Care a...	Prevent	Introduce the Prevent agenda, referral ...	Y	
<input type="checkbox"/>	Implementing the Prevent Du...	10/10/2017	0.00	10/10/2017	0.00	Pastoral Care a...	Prevent	To understand the prevent duty in relat...	Y	
<input type="checkbox"/>	Prevent for HE Online Training	26/05/2017	0.00	26/05/2017	0.00	Pastoral Care a...	Prevent	To introduce you to the principles of th...	Y	
<input type="checkbox"/>	Prevent: The Prevent Duty in ...	18/12/2017	0.00	18/12/2017	0.00	Pastoral Care a...	Prevent	To investigate how the prevent duty ca...	Y	

Certification Overview

<input type="checkbox"/>	Category	Description	Status	Essential to Role
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Save Clear Export

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