



NEWPORT CITY COUNCIL
EMPLOYEE SELF SERVICE (ESS)
USER GUIDE

VERSION 2.0 (APRIL 2015)

INTRODUCTION

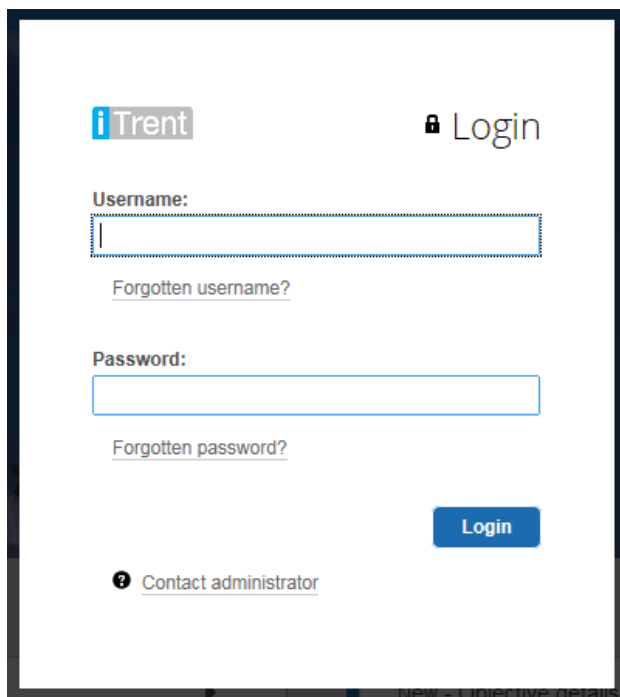
Employee Self Service (ESS) is a module of the iTrent integrated HR and Payroll system that is managed by Newport City Council. ESS is a secure web based interface that enables employees to take ownership of their information and is accessible to every employee of the Council.

The benefits of Employee Self Service include:

- View, amend and add your personal information
- View your current and historical employment information
- View your bank details
- View, save and print your current and historical payslips
- View and print your P60 (Annual Pay Summary)
- View your absence history
- View your learning history

GETTING STARTED

To log in to your Employee Self Service account you will need access to a computer or tablet with an internet connection. Open your internet browser and enter the following web address in your address bar: www.newport.gov.uk/ess. Alternatively, if you have access to Newport City Council's internal network, you can access the login screen from the Intranet home page: My Employment / Online Access / Employee Self Service (ESS).



The screenshot shows the iTrent Login page. At the top left is the iTrent logo, and at the top right is a lock icon followed by the word 'Login'. Below this, there is a 'Username:' label followed by a text input field. Underneath the input field is a link that says 'Forgotten username?'. Below that is a 'Password:' label followed by a password input field. Underneath the password field is a link that says 'Forgotten password?'. At the bottom right of the form is a blue 'Login' button. At the bottom left, there is a question mark icon followed by a link that says 'Contact administrator'. At the very bottom of the page, there is a small footer that says 'New - Objective details'.

Your username is your 6 digit Payroll Reference Number (sometimes known as Staff Number) and can be found either on an old paper copy payslip or your Employee ID card (if applicable).

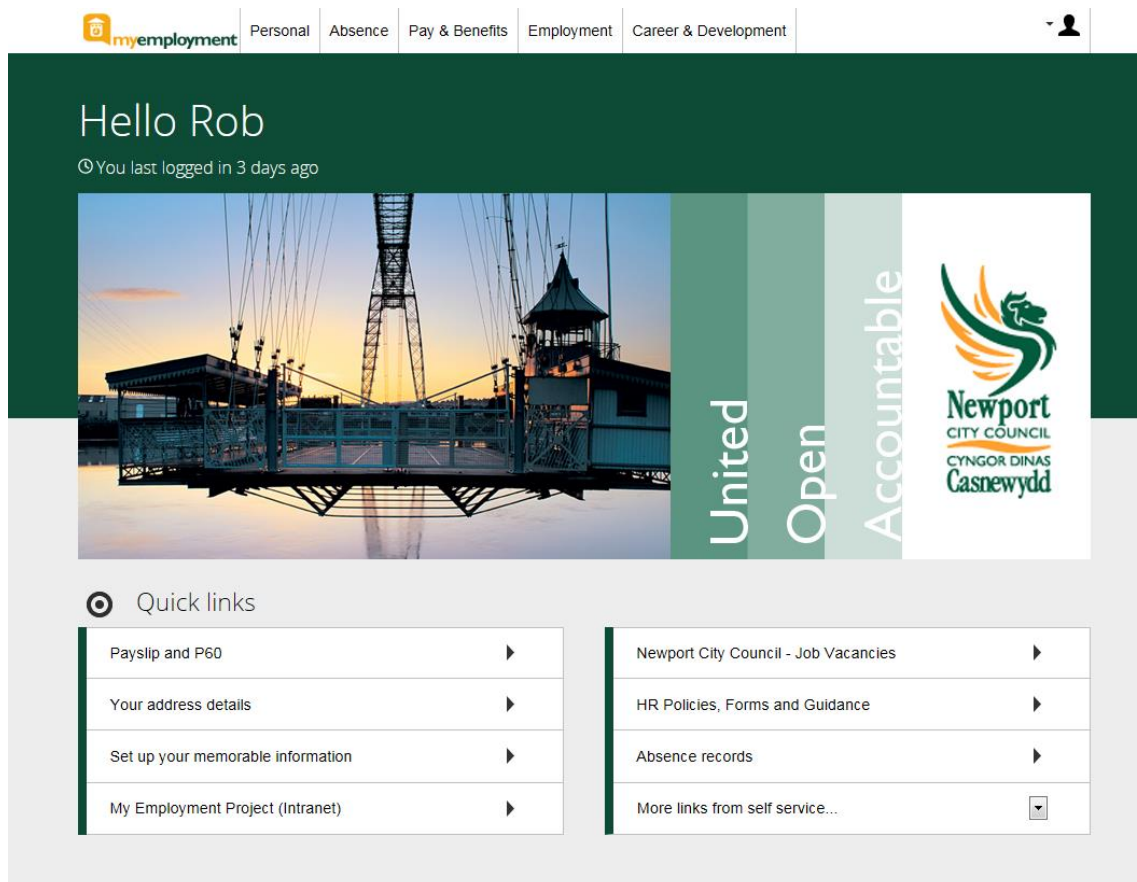
Initially, your password will be set to a combination of your National Insurance (NI) Number, with the first letter in uppercase, followed by your full year of birth. Your NI number can be found on an old paper copy payslip (if applicable) or any documentation received from HMRC.

Forgotten user name – enter your email address and we will send you your user name.

Forgotten password – answer the answer to your memorable question and you can reset your password (this can only be done if you have already logged in previously and set up your memorable information).

Contact administrator – this will prompt you to send an email to the IT Helpdesk (helpdesk.it@newport.gov.uk). Alternatively, you can call the helpdesk on 210210.

HOMEPAGE



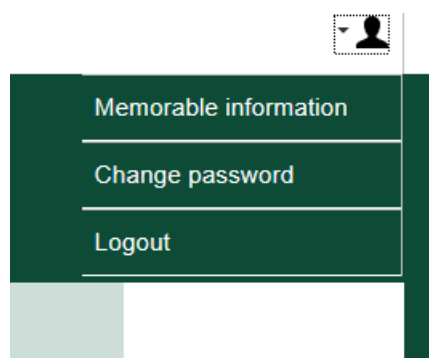
The screenshot shows the homepage of the 'my employment' system. At the top, there is a navigation bar with tabs for 'Personal', 'Absence', 'Pay & Benefits', 'Employment', and 'Career & Development'. A user profile icon is visible in the top right corner. The main content area features a large green banner with the text 'Hello Rob' and 'You last logged in 3 days ago'. Below this is a large image of a harbor scene with a crane and a lighthouse. To the right of the image are three vertical bars with the text 'United', 'Open', and 'Accountable', followed by the Newport City Council logo. Below the banner is a 'Quick links' section with two columns of links:

Quick links	
Payslip and P60	▶
Your address details	▶
Set up your memorable information	▶
My Employment Project (Intranet)	▶
Newport City Council - Job Vacancies	▶
HR Policies, Forms and Guidance	▶
Absence records	▶
More links from self service...	▼

You have successfully logged into Employee Self Service. The tabs along the top of the home page provide links to the information Newport City Council stores about you.

The Quick Link at the bottom of the home page provide shortcuts to information that may be useful to you as an employee, including the Web Recruitment portal ('Newport City Council – Job Vacancies'), HR policies and the My Employment Project web page.

SYSTEM ADMINISTRATION



The screenshot shows a user profile icon in the top right corner. Below it is a dark green menu with three options: 'Memorable information', 'Change password', and 'Logout'.

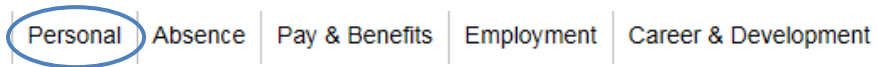
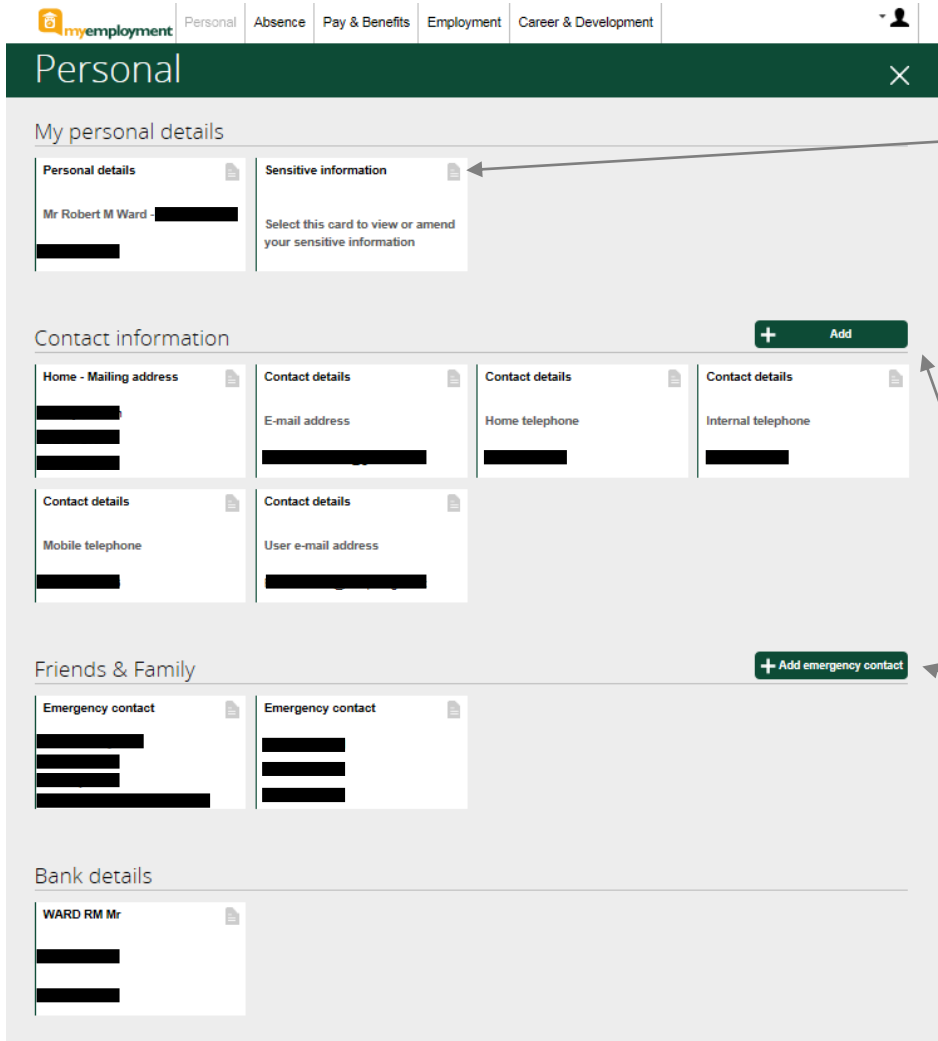
Memorable information – this will allow you set up your memorable information question and answer, which in turn can be used to reset your login password should you forget it.

Change password – change password. All users should be required to do this upon logging in for the first time.

LOGOUT – THIS WILL DISCONNECT YOU FROM THE SYSTEM, TAKING YOU BACK TO THE LOGIN SCREEN.

PERSONAL DETAILS

Clicking on the 'Personal' button will allow you to view and update your personal details.

Clicking this button will allow you to view existing details.

Clicking these buttons will enable you create a new record.

Personal details – includes your name and other basic information.

Sensitive information – disabled and marital status.

Home – Mailing address – postal address.

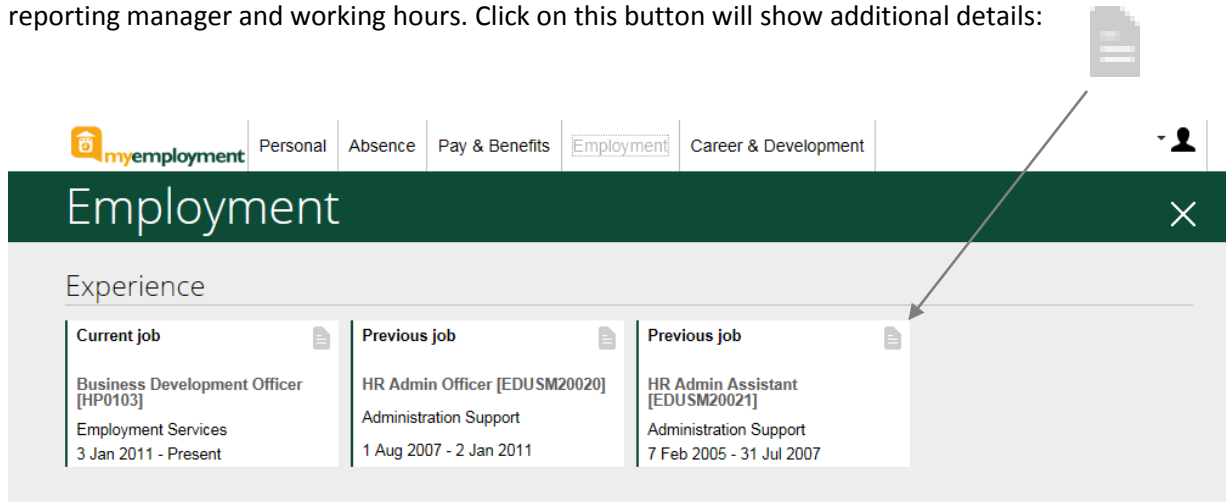
Contact details – personal email address, home phone number, mobile phone number.

Emergency contacts – who would be contacted 'just in case'?

EMPLOYMENT

Personal | Absence | Pay & Benefits | **Employment** | Career & Development

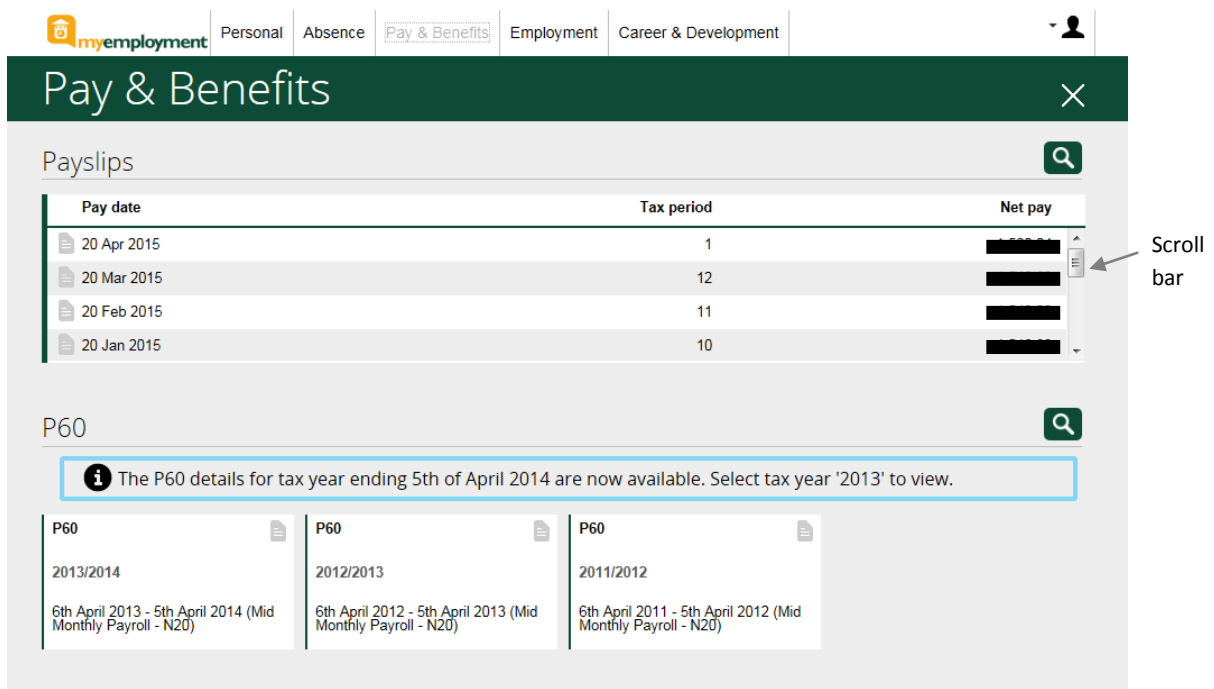
This section includes information about your current and previous employment history, including reporting manager and working hours. Click on this button will show additional details:



PAY & BENEFITS

Personal | Absence | **Pay & Benefits** | Employment | Career & Development

This section contains links to download your payslips and P60. The list of payslips shows those from the last 12 months by default.




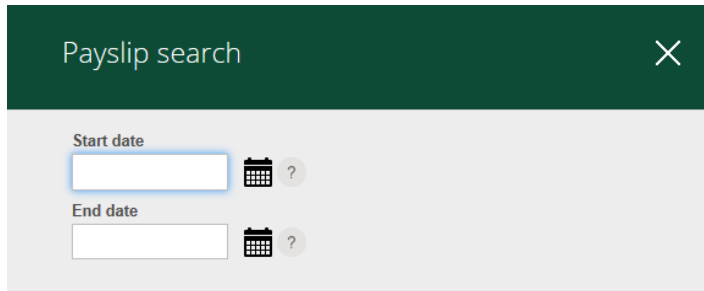
Pay date	Tax period	Net pay
20 Apr 2015	1	██████████
20 Mar 2015	12	██████████
20 Feb 2015	11	██████████
20 Jan 2015	10	██████████

P60


i The P60 details for tax year ending 5th of April 2014 are now available. Select tax year '2013' to view.


P60	P60	P60
2013/2014 6th April 2013 - 5th April 2014 (Mid Monthly Payroll - N20)	2012/2013 6th April 2012 - 5th April 2013 (Mid Monthly Payroll - N20)	2011/2012 6th April 2011 - 5th April 2012 (Mid Monthly Payroll - N20)

Clicking on the spyglass button  above the Payslip section will allow you to search for payslips from an earlier period:

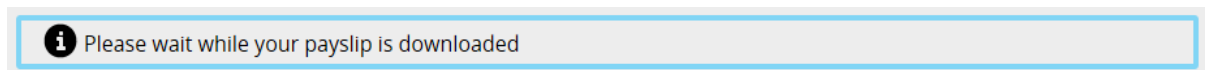


Payslip search

Start date  ?

End date  ?

Clicking on the row for any payslip will begin the download, which may take a few seconds. You will see a message informing you that the download has begun:

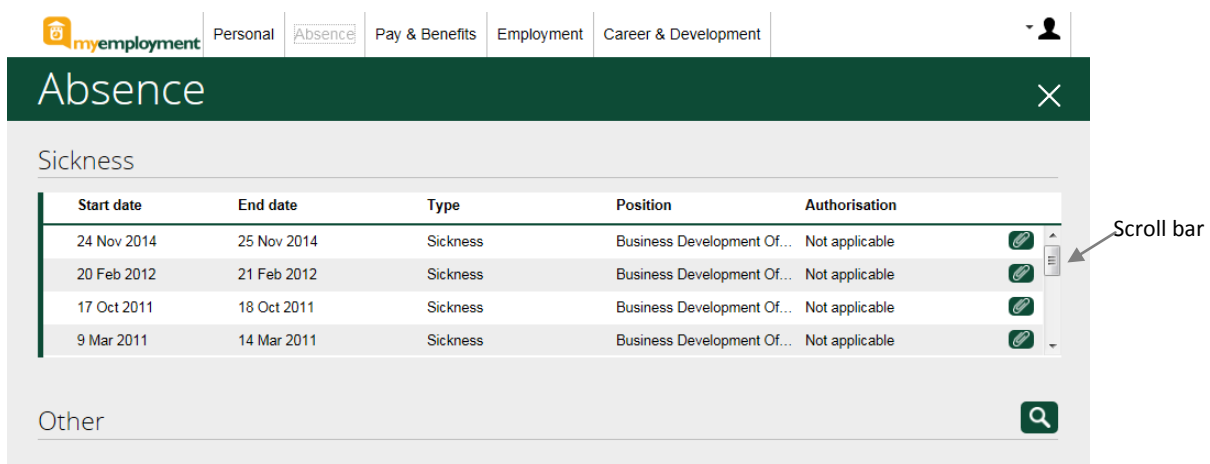


Once the download has completed, you will receive a message asking you if wish to 'Open' or 'Save' the document. Clicking 'Open' will open the document using your default PDF reader software. If necessary you can then save or print the document. Please be aware that if you do not have PDF reader software installed on your computer or device, you may not be able to open the document.

ABSENCE







This section contains your employee absence record.




myemployment Personal Absence Pay & Benefits Employment Career & Development

Absence

Sickness

Start date	End date	Type	Position	Authorisation	
24 Nov 2014	25 Nov 2014	Sickness	Business Development Of...	Not applicable	
20 Feb 2012	21 Feb 2012	Sickness	Business Development Of...	Not applicable	
17 Oct 2011	18 Oct 2011	Sickness	Business Development Of...	Not applicable	
9 Mar 2011	14 Mar 2011	Sickness	Business Development Of...	Not applicable	

Other 

Scroll bar

Sickness – view your sickness absence history.

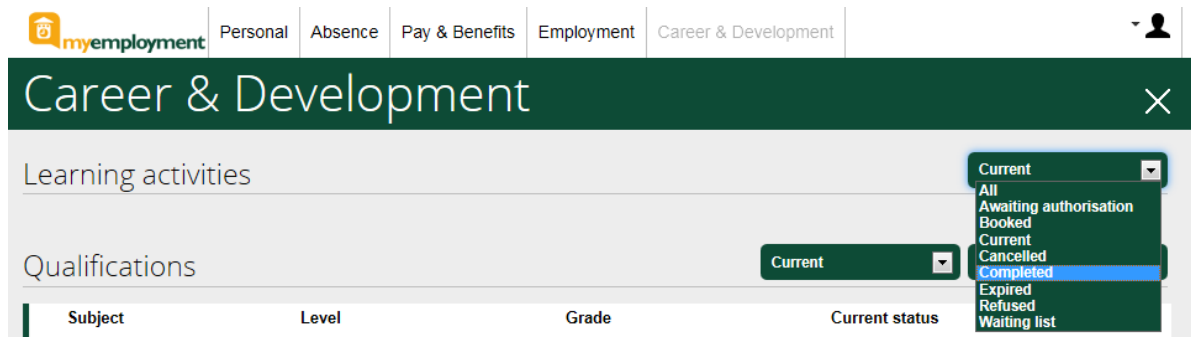
Other – view other absences recording in iTrent including maternity and paternity.

CAREER & DEVELOPMENT

Personal | Absence | Pay & Benefits | Employment | **Career & Development**

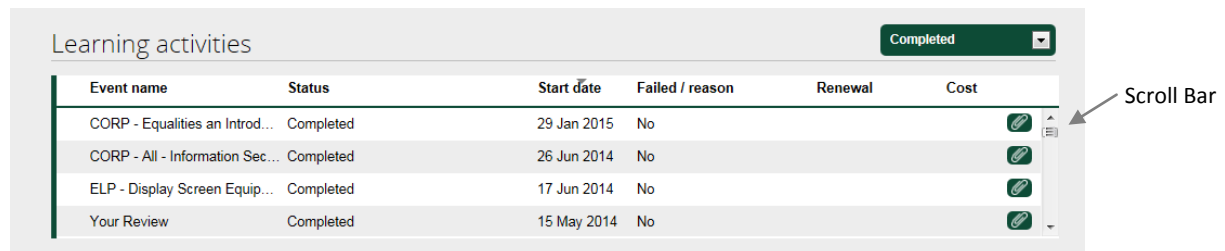
Learning Activities

This section lists all of the training you have been on through one of the Council's training departments including Corporate and IT (now My Development).



The screenshot shows the 'Career & Development' page with a navigation bar at the top. The 'Learning activities' section has a dropdown menu set to 'Current'. A dropdown menu is open, showing options: All, Awaiting authorisation, Booked, Current, Cancelled, **Completed**, Expired, Refused, and Waiting list.

You will need to click on the drop-down menu in the 'Learning activities' section, and change 'Current' to 'Completed'. This will then show all the internally delivered training you have completed to date.

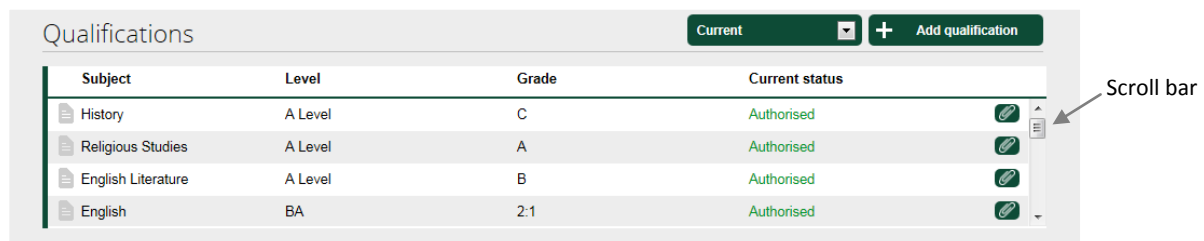


The screenshot shows the 'Learning activities' table with the dropdown menu set to 'Completed'. An arrow points to the scroll bar on the right side of the table.

Event name	Status	Start date	Failed / reason	Renewal	Cost
CORP - Equalities an Introd...	Completed	29 Jan 2015	No		
CORP - All - Information Sec...	Completed	26 Jun 2014	No		
ELP - Display Screen Equip...	Completed	17 Jun 2014	No		
Your Review	Completed	15 May 2014	No		

Qualifications

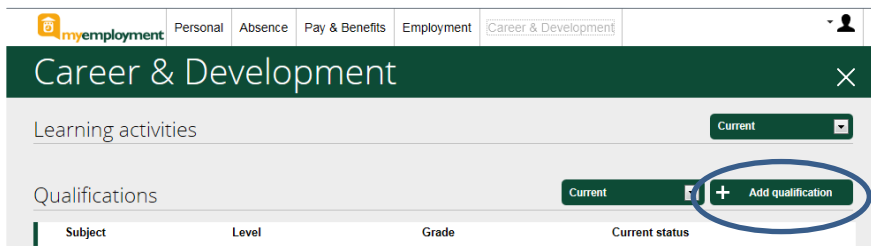
The Qualifications section lists all of the training you have been on through one of the Council's training departments including Corporate and IT (My Development).



The screenshot shows the 'Qualifications' table with the dropdown menu set to 'Current'. An arrow points to the scroll bar on the right side of the table.

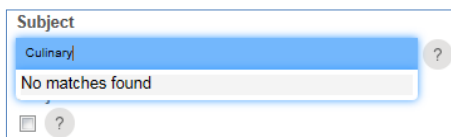
Subject	Level	Grade	Current status
History	A Level	C	Authorised
Religious Studies	A Level	A	Authorised
English Literature	A Level	B	Authorised
English	BA	2:1	Authorised

You can add further qualifications by clicking 'Add qualification'.

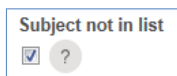


Complete the new 'Qualification details' form.

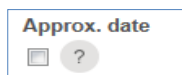
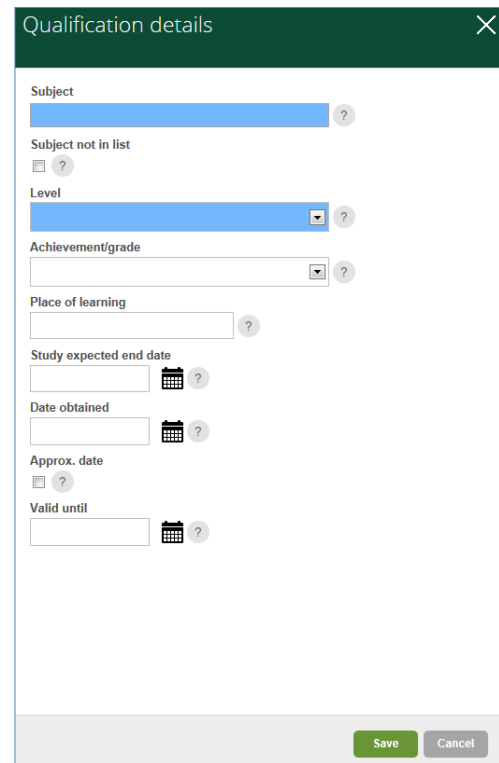
As you type the subject of your qualification, the text will be auto-populated from a list. If the subject does not appear automatically, you will get the message 'No matches found'.



In this case, tick the 'Subject not in list' box, then re-type the subject into the field.



If you do not know the exact date on which you obtained the qualification, tick the 'Approx. date' box.

Click the 'Save' button once the form has been completed, or 'Cancel' to close the form without saving.