

YourHR

Self-Service System User Guide

System Navigation



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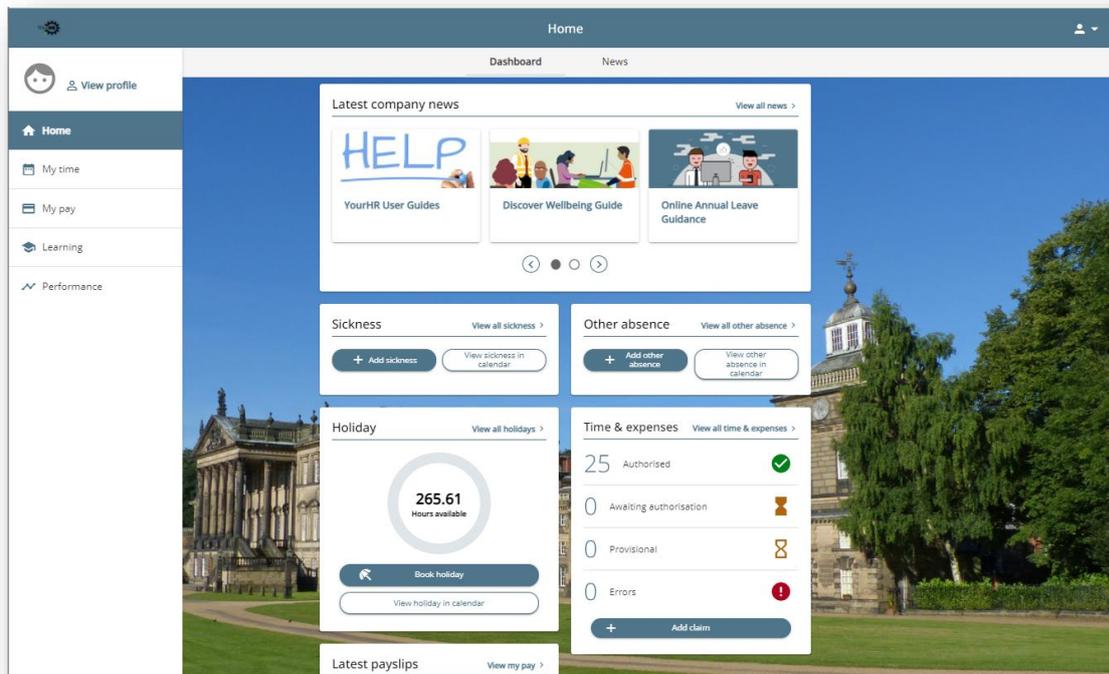


Note: Don't forget you can jump to the section you need by clicking any of the Table of Content items listed above.

1 Introduction

1.1 General

This user guide contains information relating to the YourHR employee self-service (ESS) system.



The YourHR system has been designed to ensure the home dashboard displays key actions relevant to an employee, ensuring important information is easily accessible. YourHR is suitable for any type of user, whether office based or part of the mobile work force, as it has been designed to respond to the size of device used, therefore offering the best experience to employees whether they are accessing the site on a mobile or tablet device or on a laptop or PC. YourHR has also been built with accessibility in mind and is compliant with the latest web content accessibility guidelines



Note: This document is updated regularly. Always refer to the latest version available from the User Guide section of the YourHR news carousel.

2 General Guidance

	If a field is marked with a blue dot it means it is a required field. The page will not save unless you complete all fields marked with a blue dot.
	Where a field has a small calendar button next to it, click this to enter the required date.
	This icon shows that there is a picklist from which you should make your selection. You cannot add data to the picklist.
	Select to submit a record or booking.
	Action button will open a new blank page to enable you to enter details of a new request / record. + Add will be suffixed by the name of the function displayed within.

If you do not use the YourHR system for 60 minutes, the system will time out for security reasons.



Note: Do not use web browser navigation buttons.

3 Frequently Asked Questions

Click [here](#) to view frequently asked questions relating to the YourHR system.

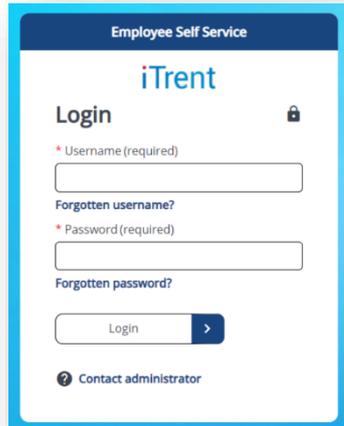
4 Login

Use the link below to access the YourHR system:

https://www.hrsc-yourhr.co.uk/ce0351li_ess/ess/dist/#/login?page=login

4.1 Logging in to YourHR

On the Login screen, enter your username and password, then select Login.

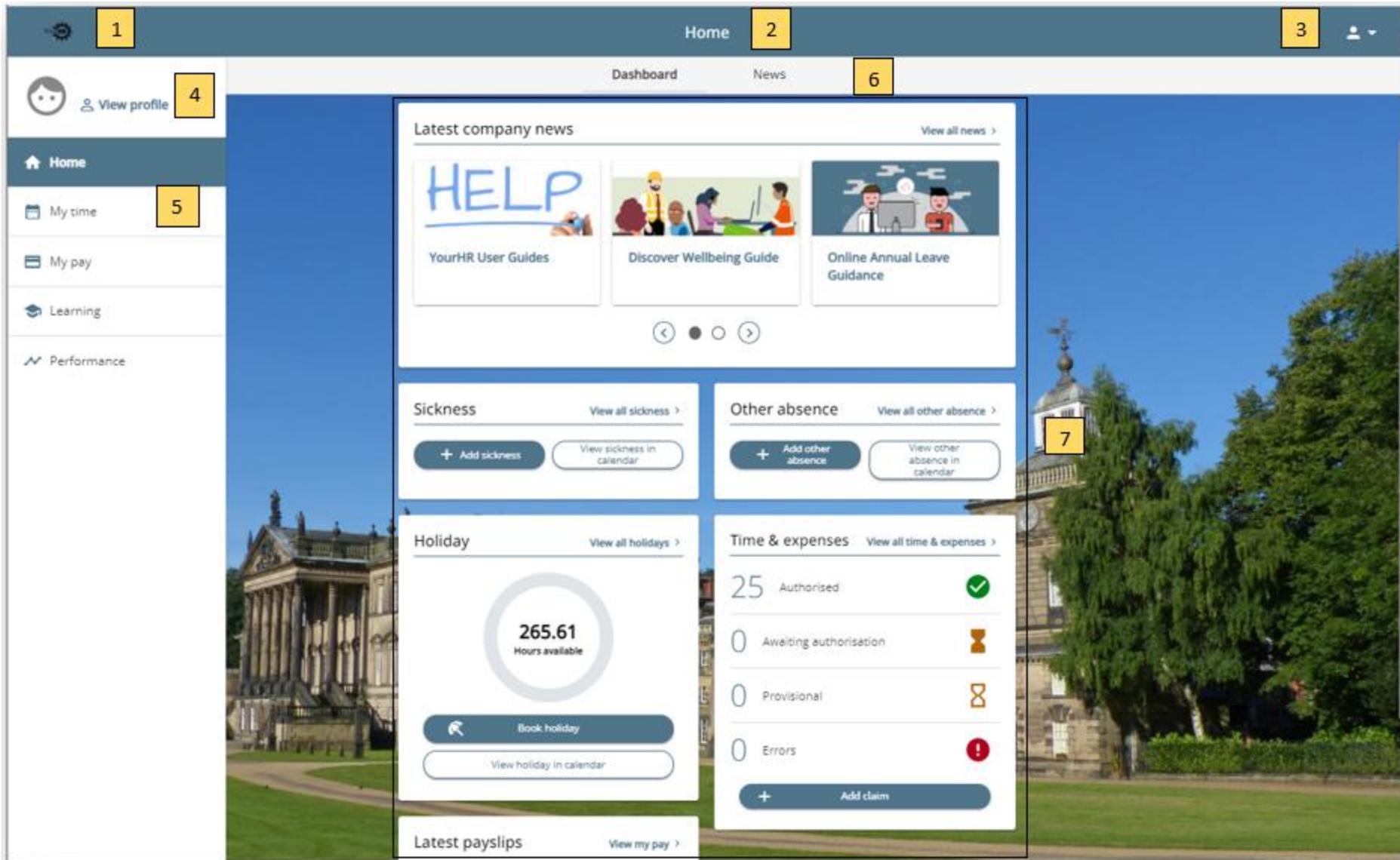


5 YourHR Overview

5.1.1 Content Layout

When first logging in to YourHR, the home page is displayed (an example of this is pictured on the next page). The home page is made up of the following parts:

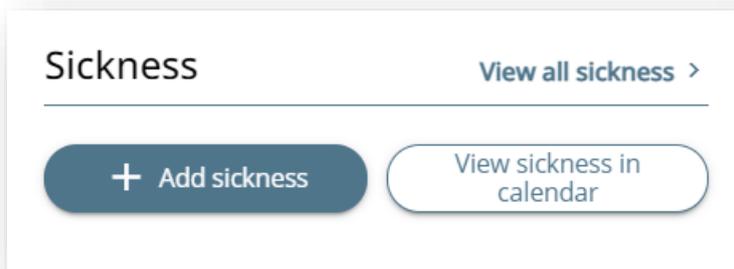
Item	Details
Logo (1)	The logo is a link – click this to return to the home page
Section name (2)	The section name heading correlates to the area of navigation being viewed e.g., My profile, Home, My time, My pay etc.
Utility menu (3)	Opens the Utility menu with quick access to key areas, settings, and preferences
Profile access (4)	Click the profile picture or the link to view the My profile area
Navigation (5)	This will list Navigation menus accessible to the users' profile. If a user is accessing ESS on a mobile device, these items will display in the bottom of the screen
Tab name (6)	The tab name heading correlates to the sub-area of the navigation menu being viewed e.g. when on Home, you will have the Dashboard and News tabs available
Content area (7)	This displays data relevant to the users' access for the selected tab, within the menu being viewed



6 Action Buttons and view links

Within YourHR, tiles seen within the content area may contain action buttons, as well as links to view information.

For example, the Sickness tile seen on both the Home > Dashboard and the My time > overview pages, contain buttons to Add sickness and View sickness in calendar as well as a link to 'View all sickness'.



6.1 Action buttons

When a user selects an action button e.g., + Add sickness, a new page will open where the user is able to enter details for the new sickness absence and save.

6.2 View buttons / links

When a user selects a button or link relating to viewing data, they will be taken to a new page in YourHR where they can view the referenced data. For example, selecting to View all sickness will take the user to the Absence records page. This is pre-filtered to show sickness absences but can be drilled into further and they can view, edit or delete previously recorded data as appropriate. If they select to View sickness in the calendar, it will take the user to the My time > Calendar page, which is pre-filtered to show sickness absences.

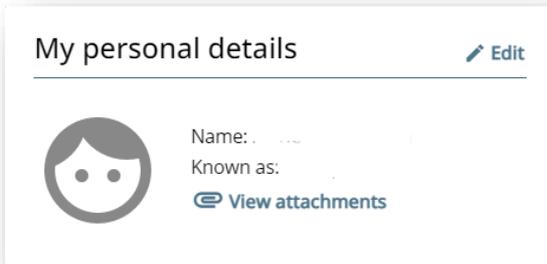
6.3 Backlinks

When a user has been taken to a new page, the page will contain a backlink in the top left corner, which will allow them to easily navigate back to the page they came from.

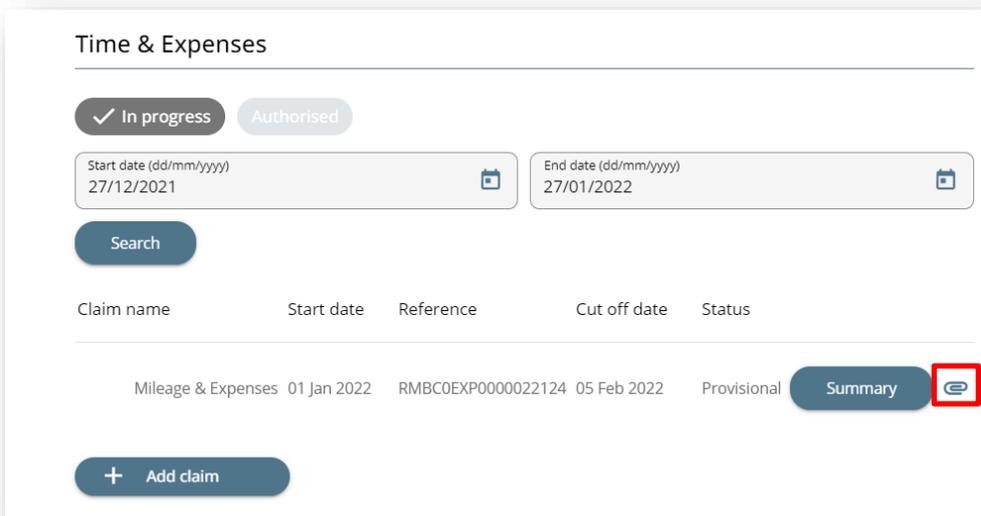


6.4 Document attachments

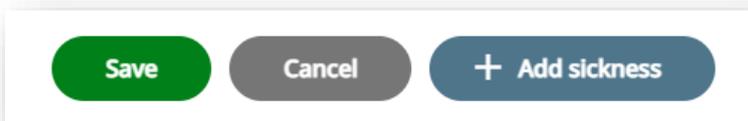
The user can add, view, edit or delete document attachments as appropriate, by navigating to the relevant Document attachments page and selecting a tile link to View attachments or, from selecting the attachment icon against a table row item.



For example, the My profile > Personal page contains the My personal details tile link to View attachments (as shown above). Whereas the Home > Time & Expenses page contains the Time & Expenses tile (as shown below), with each row item showing the attachment icon. Selecting the link will open a new page called Document attachments where the user can see any existing attachments, alongside an action button to + Add attachment.



NOTE: When entering records, do not confuse the Save button with the + Add *** options. These buttons load a new blank page and will clear a completed page if selected instead of the Save button.

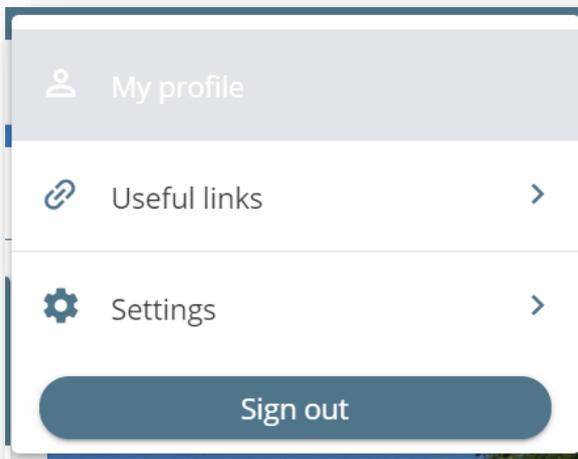


7 Utility menu

Users can access this by selecting the following icon found in the top right-hand corner of the screen:



The Utility menu contains quick links to the My profile, Useful links, the Settings sub-menu and is also where the Sign out action is found.



7.1 My profile

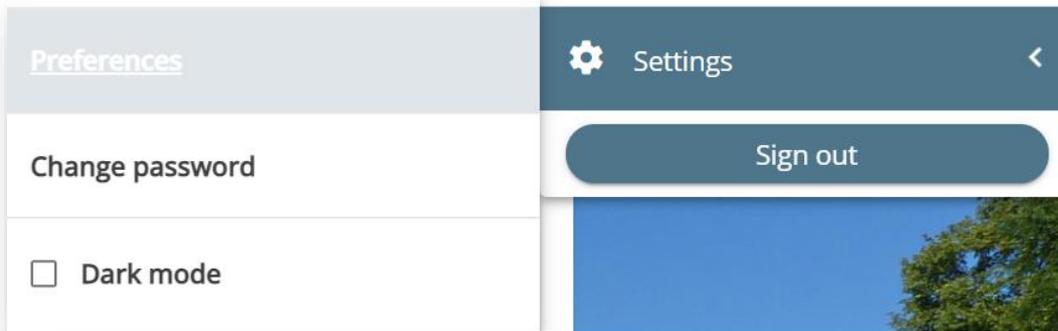
Selecting the quick link for My profile will take the user to the My profile > Personal page.

7.1.1 Useful links

Selecting the Useful links item in the Utility menu, will display a sub-menu of links. Links to the Web Recruitment pages along with pension web links will display in this list. This will allow a user to select a link and the corresponding web page will open in a new browser tab.

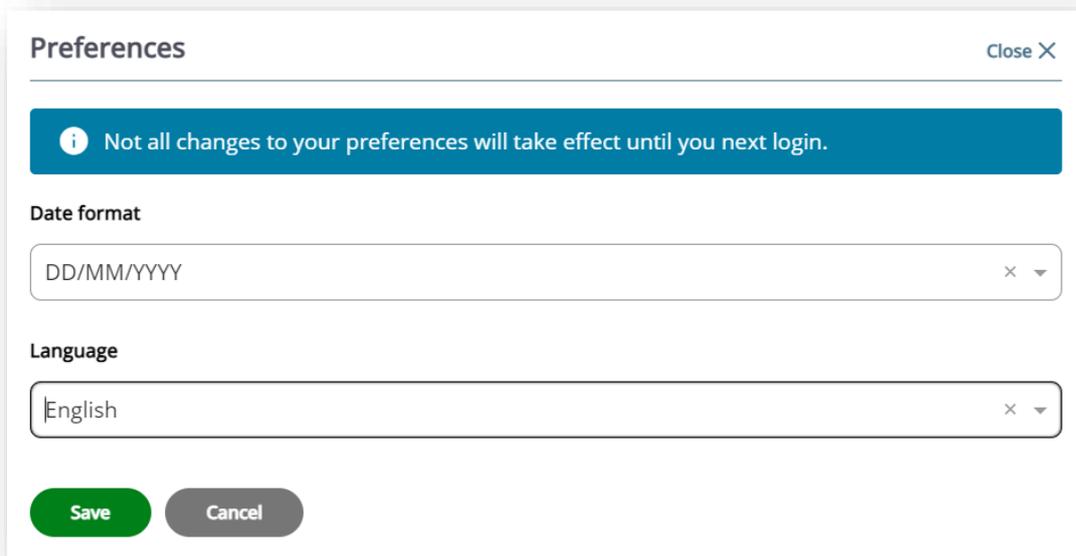
7.1.2 Settings

Selecting the Setting' item in the Utility menu, will open a sub-menu of options



7.1.3 Preferences

To change the Date or Language format preference when logged in to ESS, select the Preferences option and the Preferences page will open.



7.1.4 Date Format

There are 2 options available. The default option of DD/MM/YYYY will be set against a user.

Users have the ability to set their own date format within YourHR but any changes made to this will not take effect until the user has logged off and logged back in again.

7.1.5 Language

Only one Language option is available within YourHR.

7.1.6 Change password

A user can change their account password by selecting the Change password option from the Utility menu. This will open the Change password page where they can enter and save a new password.

7.1.7 Dark mode

When the checkbox is selected against Dark mode in the Utility menu, YourHR will change to show a light on dark mode.

7.1.8 Sign out

When using YourHR on a shared or public computer or mobile device, it is critical that the user signs out of the system to end the current web browser session. Closing the browser is not sufficient to end the current session and secure the users personal details. On selecting Sign out the user will be returned to the “YourHR login” page.

8 Further Information

Users can find more detailed information relating to each individual piece of functionality that make up the YourHR system in the separate guidance documents relating to each topic. These are available from the YourHR User Guide section of the News Carousel within YourHR.

9 Change History

Date Revised	Date Approved	Summary of Changes	Author
28/01/2022		Initial document creation	Shirley Henderson