

pobl  
aber  
people

# Self Service User Guide

## Version History

<b>Version</b>	<b>Date</b>	<b>Change Summary</b>
1.0	July 2014	N/A
1.1	August 2014	Additional FAQs
1.2	August 2014	Revised hyperlinks
1.3	March 2015	Milestone 4 Annual Leave Experience Pack
1.4	July 2019	Required revisions for compliance

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## 1. INTRODUCTION

Welcome to the AberPeople Project. AberPeople is a university wide programme, designed to deliver standard, easy to use ways of managing our working life.

Above all, AberPeople is not about implementing a new IT system for HR or payroll. It is about transforming the way people-related services are accessed and delivered across the University by each and every one of us.

We all spend time filling in forms and posting them about our departments to various signatories. We trust that the paper will make its way, in due course, to the correct person in a central service. We hope that they will interpret the information as we intended and input it into an IT system. But we do not know.

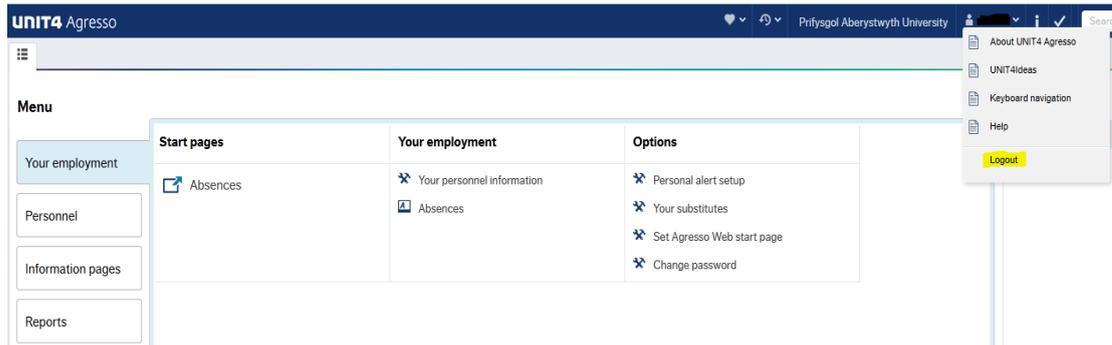
Our aim is to update the way we work and replace those outdated paper-based systems with online services. As individuals, we will have access to view our own data, input changes or requests and be able to track progress of our requests and updates on line. We will know exactly where our request is, be it for holiday, for time-sheets or for a contractual change, and what is its status. As recruiters or managers, we will be able to manage processes on line and have access to clear reports to give us timely, accurate overview information on our team or department.

### 3. DATA PROTECTION & CONFIDENTIALITY

AberPeople contains detailed position information and it is important that you use it responsibly to ensure that the security of this information is maintained at all time.

Therefore, when you have finished using AberPeople please always ensure that you logout:-

- To logout you click the “X” in the top right hand corner of the AberPeople page.  
or
- Click on the Log off button



Your login details are the same as your university username and password. It is important that you never let anyone else know your University username and password as this information would allow people to access information about you and your staff through Self Service, hence exposing a risk of identity fraud. If you believe others may be aware of your Password please change it.

If at any point you feel that your information security may have been compromised you should contact the University's IT Help Desk in the first instance (ext.2400). More details about Information security can be found [here](#)

(<http://www.aber.ac.uk/en/is/about/regulations/> )

Please note that within AberPeople/ABW there is a document archive where documents such as your payslips and contracts are stored. There is also a section which allows for the upload of 2 types of photos.

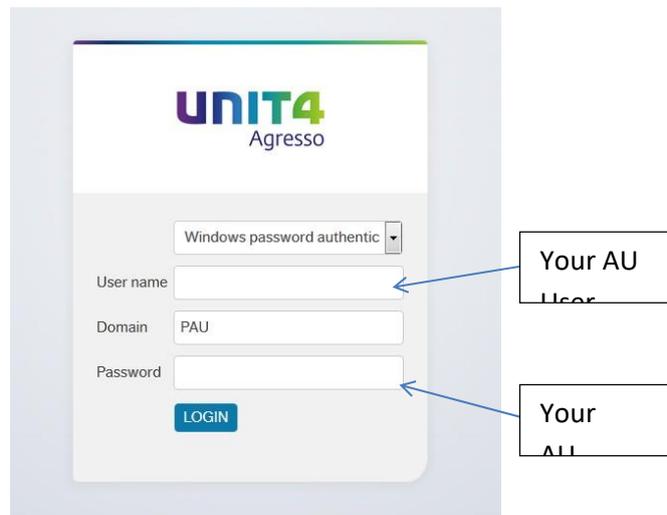
The first is an ID photo which will be used on your AberCard. This is required for your AberCard for proof of ID, printing, door locks etc. This image will not be used for any purposes other than internal administration and ID associated with your Abercard. This is mandatory.

The second allows for the possible upload of a profile photo. This is an image that you can choose to provide for use on publicly available sources and media such as departmental photo boards, Web profiles and printed material. In providing this second image, you automatically consent to the use of this profile photo in the manner described.

## 4.

### a. Logging on to AberPeople

To connect to AberPeople, go to the Aberystwyth University [staff page](#) and click on the AberPeople login icon. This also can be accessed using the following URL (<https://abw.aber.ac.uk>) which will open the login screen

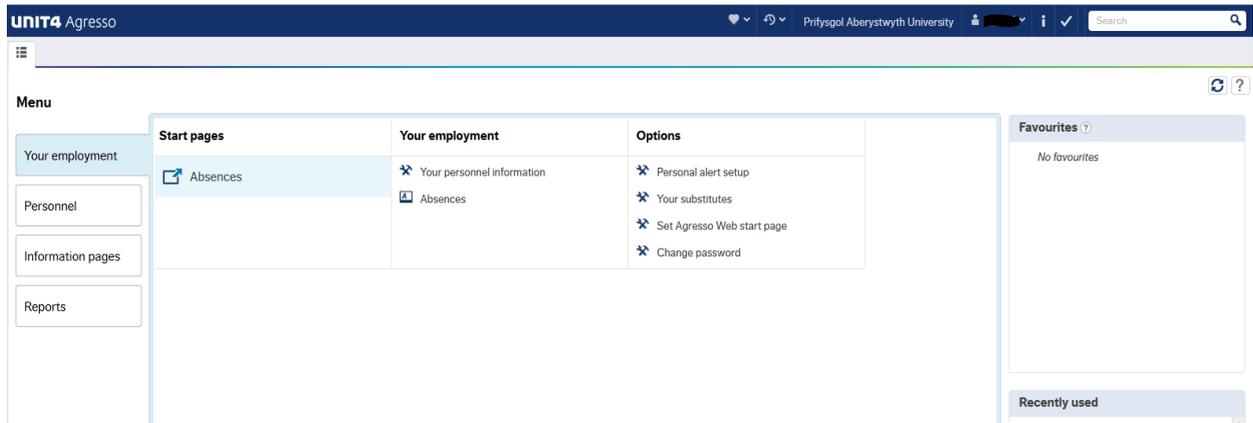


The screenshot shows the UNIT4 Agresso login interface. At the top, it displays the 'UNIT4 Agresso' logo. Below the logo, there is a dropdown menu set to 'Windows password authentic'. The form contains three input fields: 'User name', 'Domain' (pre-filled with 'PAU'), and 'Password'. A blue 'LOGIN' button is positioned below the password field. Two blue arrows point from external text boxes to the 'User name' and 'Password' fields. The first box contains the text 'Your AU User' and the second box contains 'Your AU'.

Enter your University **User name** (which is the first part of your email address - without @aber.ac.uk), enter **PAU** in the **Domain**, and finally enter your **Password** and click on the **Login** Button.

## b. Navigation

Once you have logged on, you will see the following \* navigation screen

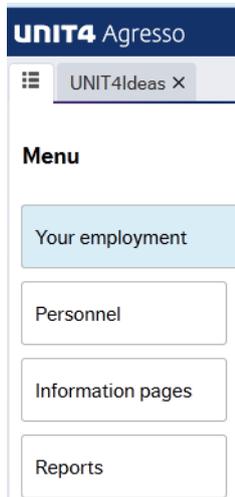


\*Your role may grant you additional functions

## c. Standard Menu

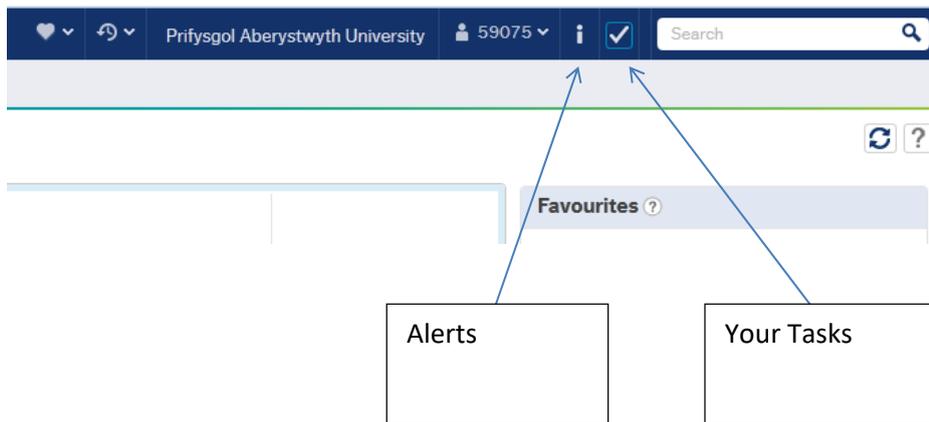
The Standard Menu includes a number of functions which include:-

- Your Employment
- Personnel
- Information Pages
- Reports



## d. Your Tasks

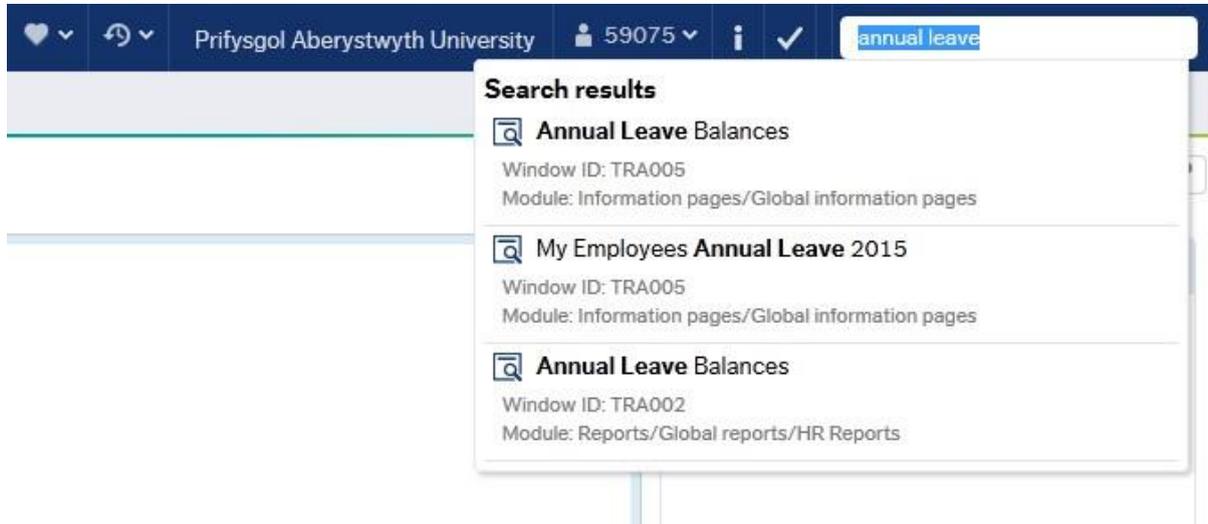
**Your Tasks** is a function that notifies you of any workflow tasks and alerts that need to be carried out. Such notifications include Absence Approval, Expenses approvals, Complete Requisitions (\* role specific) and will appear at the top left of the screen. The majority of staff will only receive alerts regarding Absence (Annual Leave)



## e. Menu Search

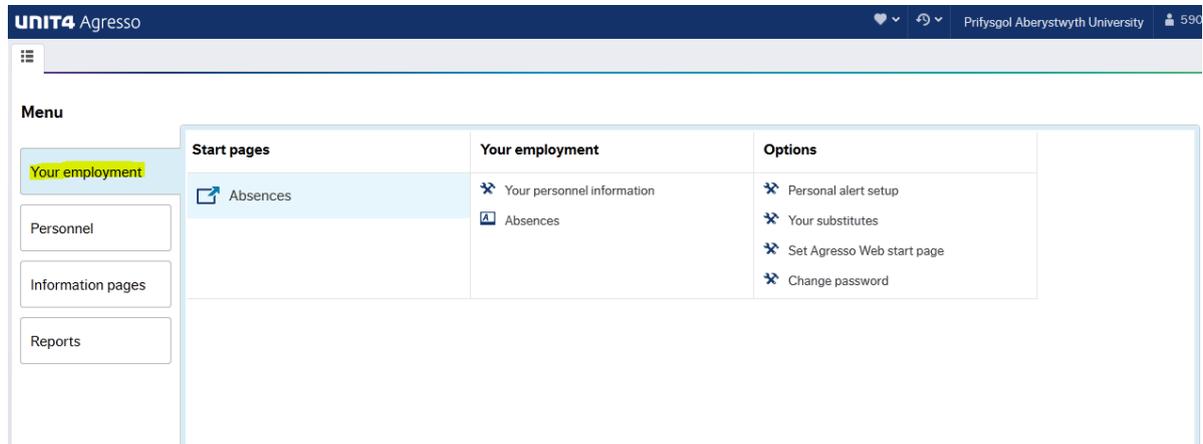
The Menu Search function allows you to search for functions that have been granted to your Role. Such functions include, 'Annual Leave Balances', 'Expenses', 'Absences' and 'information'.

\*More functions will be rolled out on an ongoing basis



## f. Your Employment

The Your Employment function allows staff to check their employment details, record annual leave and update information. This can be accessed by clicking on the **Your Employment** menu button.



The screenshot shows the UNIT4 Agresso web application interface. At the top, there is a dark blue header with the text 'UNIT4 Agresso' on the left and 'Prifysgol Aberystwyth University' on the right. Below the header is a navigation menu. On the left side of the menu, there are several buttons: 'Your employment' (highlighted in yellow), 'Personnel', 'Information pages', and 'Reports'. The main content area is divided into three columns: 'Start pages', 'Your employment', and 'Options'. Under 'Start pages', there is a button for 'Absences'. Under 'Your employment', there are two buttons: 'Your personnel information' and 'Absences'. Under 'Options', there are four buttons: 'Personal alert setup', 'Your substitutes', 'Set Agresso Web start page', and 'Change password'.

Start pages	Your employment	Options
<ul style="list-style-type: none"> <li>Absences</li> </ul>	<ul style="list-style-type: none"> <li>Your personnel information</li> <li>Absences</li> </ul>	<ul style="list-style-type: none"> <li>Personal alert setup</li> <li>Your substitutes</li> <li>Set Agresso Web start page</li> <li>Change password</li> </ul>

## Your Personnel Information

Your employment

Click on the **Your Personnel Information** function

 Your personnel information

The tabs at the top of the screen will allow you to view the information held on the AU systems. You simply click on the tab that you want to look at.

Resource	Contact information	Payment information	Employment	My Preferences	HESA	Diversity
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**f.i Resource** - This holds lots of information about you such as your name/date of birth/Employee Number (Main ResID)/NI Number and lots more information. Take a look and make sure this is correct. You can update Welsh Language Standard (See [link](#) for definitions), Preferred Language (Self Service will change to Welsh) and Work Location.

To update these fields move the cursor into the box that you wish to change and press the space bar three times, this will provide a drop down list.

You also have the ability to update your *Title, Maiden Name, Known As Forename & Known As Surname*. \* (Please note that this will also update your AU Email address.)

 Your personnel information X

**Name**

\* First name

Middle Names

\* Surname

\* Short name

Main ResID

**Name details**

Title

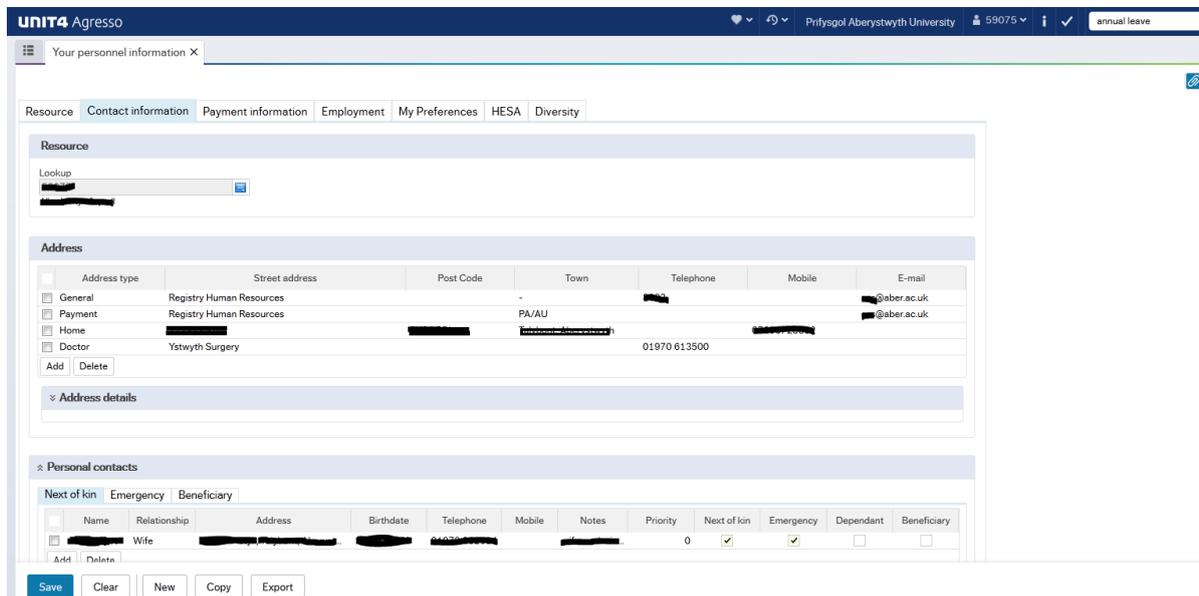
Maiden name

Known As Forename

Known As Surname

***If you see any information that is incorrect that you cannot change, please contact [hr@aber.ac.uk](mailto:hr@aber.ac.uk) and we will update this information.***

**f.ii Contact Information** – The Contact information holds important information about you that needs to be maintained. In particular, Home Addresses, Doctors Address, Next of Kin, Emergency and Beneficiary information.



The screenshot shows the 'Contact information' section of the UNIT4 Agresso system. It includes a 'Resource' section with a 'Lookup' field, an 'Address' table, and a 'Personal contacts' table.

Address type	Street address	Post Code	Town	Telephone	Mobile	E-mail
<input type="checkbox"/> General	Registry Human Resources					@aber.ac.uk
<input type="checkbox"/> Payment	Registry Human Resources		PA/AU			@aber.ac.uk
<input type="checkbox"/> Home						
<input type="checkbox"/> Doctor	Ystwyth Surgery			01970 813500		

Personal contacts											
Next of kin			Emergency			Beneficiary					
Name	Relationship	Address	Birthdate	Telephone	Mobile	Notes	Priority	Next of kin	Emergency	Dependant	Beneficiary
	Wife						0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This shows several addresses.

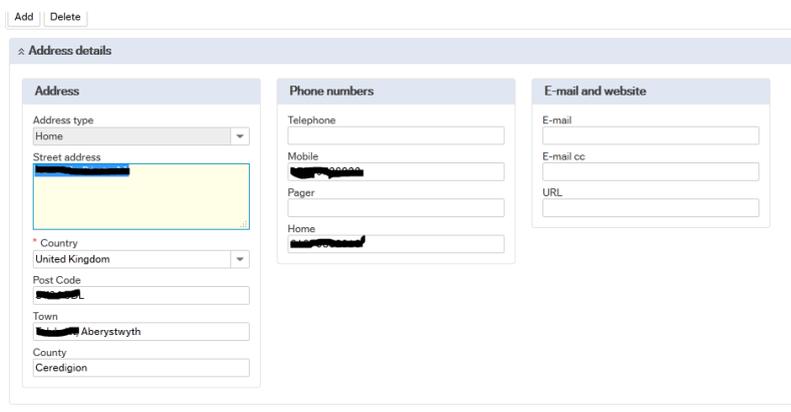
The **General** Address is the University building you usually work in.

The **Payment** Address is usually the same as the General address.

Your **Home** address is where you currently live and where all correspondence from the University will be sent. Check that this is correct. If it is wrong – because there is, for example a spelling mistake or if you have moved house, then you should change it.

### To change or correct errors in your **Home** address

Click on the line where your '**Home**' address is shown. The screen will expand and show in the **Address Details**. Simply amend the address – if the details are incorrect or change it completely if you have moved.



The screenshot shows the 'Address details' form, which is expanded from the 'Home' address in the previous view. It contains three main sections: 'Address', 'Phone numbers', and 'E-mail and website'.

**Address section:**

- Address type: Home
- Street address: [Text input field]
- Country: United Kingdom
- Post Code: [Text input field]
- Town: [Text input field]
- County: Ceredigion

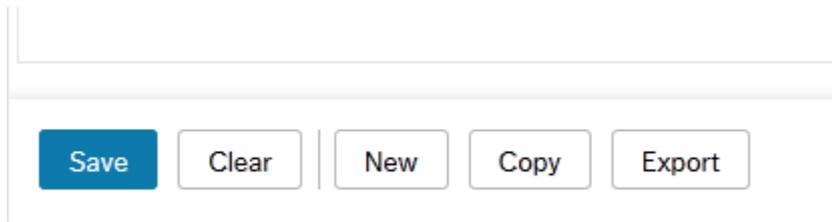
**Phone numbers section:**

- Telephone: [Text input field]
- Mobile: [Text input field]
- Pager: [Text input field]
- Home: [Text input field]

**E-mail and website section:**

- E-mail: [Text input field]
- E-mail cc: [Text input field]
- URL: [Text input field]

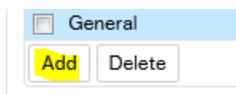
Once you have correctly entered the address you must **Save** the change by clicking on the **Save** symbol at the bottom left of the screen. The correct details will then be shown on the **Home** Address Line.



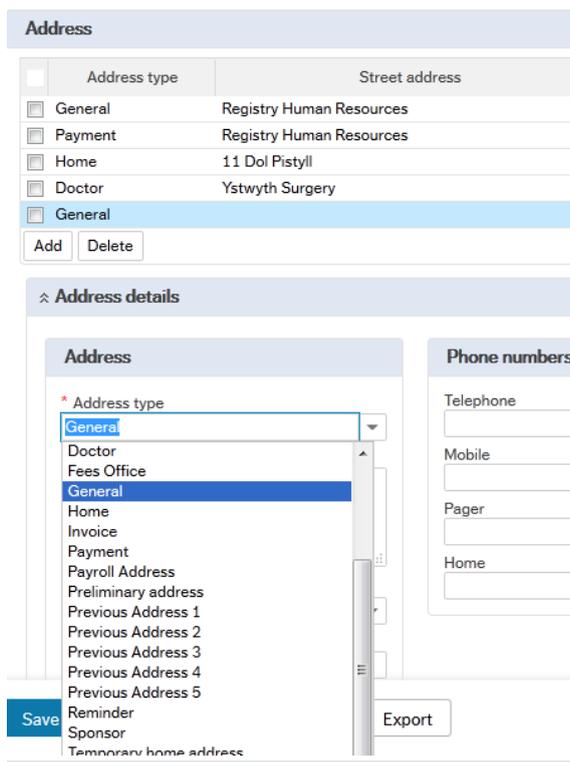
You may have other address lines – such as **Doctor**, **Previous Address** or a **Term-Time Address**.

## Adding New Address

If you need to add a new address - for example a Term Time Address. First click on the ADD symbol



Then select the Address Type using the drop down box. Complete all the details, and SAVE.



The screenshot shows a web interface for managing addresses. At the top is a table with columns 'Address type' and 'Street address'. Below the table are 'Add' and 'Delete' buttons. The 'Address details' section is expanded, showing a dropdown menu for 'Address type' with 'General' selected. To the right are input fields for 'Telephone', 'Mobile', 'Pager', and 'Home'. At the bottom left is a 'Save' button and at the bottom right is an 'Export' button.

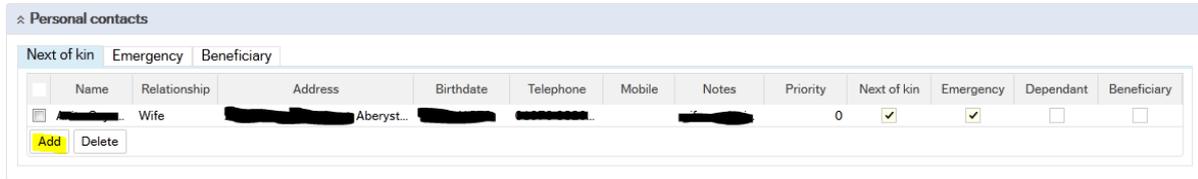
Address type	Street address
<input type="checkbox"/> General	Registry Human Resources
<input type="checkbox"/> Payment	Registry Human Resources
<input type="checkbox"/> Home	11 Dol Pistyll
<input type="checkbox"/> Doctor	Ystwyth Surgery
<input checked="" type="checkbox"/> General	

A new line will now be displayed showing your Term-Time address.

You can see that below the Address details is a section called **'Personal Contacts'** where details of your Next of Kin and Emergency Contacts are stored.

## To add Emergency Contact Details or Next of Kin

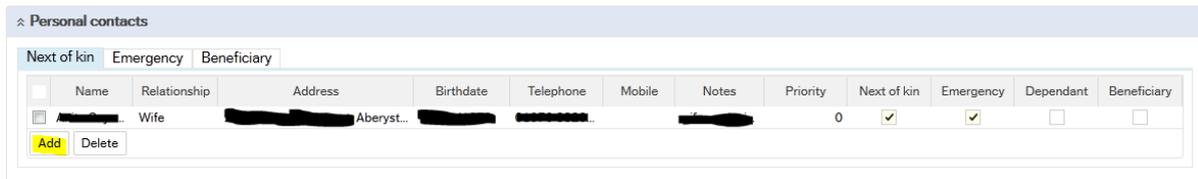
Select the correct Tab then click on 'Add'. Enter the details in the boxes.



	Name	Relationship	Address	Birthdate	Telephone	Mobile	Notes	Priority	Next of kin	Emergency	Dependant	Beneficiary
<input type="checkbox"/>	[Redacted]	Wife	[Redacted] Aberyst...	[Redacted]	[Redacted]	[Redacted]	[Redacted]	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SAVE**  when you have entered all the details.

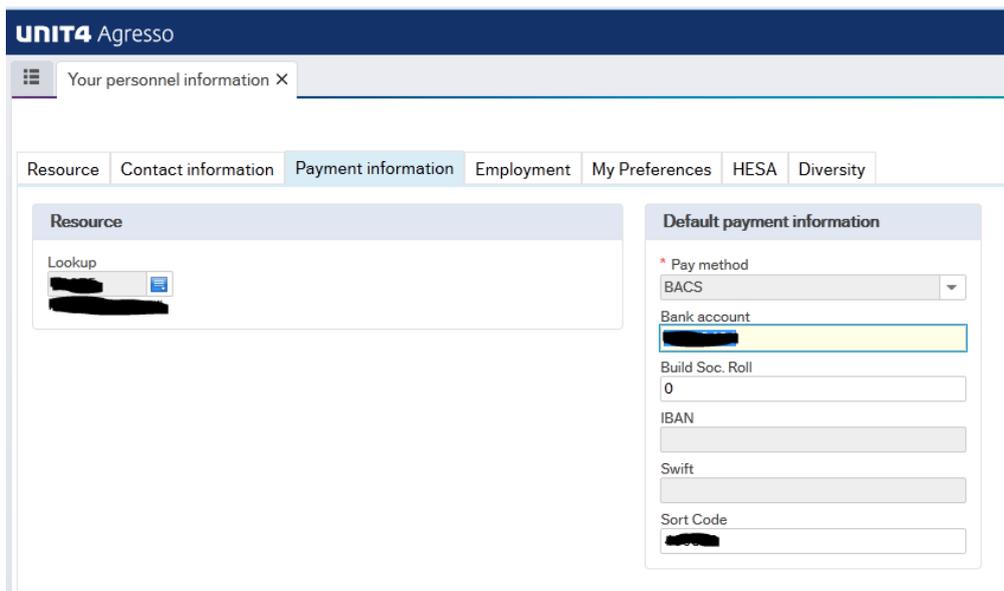
The 'Beneficiary' Tab is for Pension use and allows staff to change their beneficiary % allocations. There may be additional paperwork to complete by amending or adding beneficiaries. Where applicable we will send you the relevant forms / paperwork to sign and have witnessed by a third party.



	Name	Relationship	Address	Birthdate	Telephone	Mobile	Notes	Priority	Next of kin	Emergency	Dependant	Beneficiary
<input type="checkbox"/>	[Redacted]	Wife	[Redacted] Aberyst...	[Redacted]	[Redacted]	[Redacted]	[Redacted]	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## f. iii Payment Information Tabs

These screens show details of how you are paid and your Bank Account Number and Sort Code. You can change these details. Any changes are recorded into an audit log.



**UNIT4 Agresso**

Your personnel information ×

Resource | Contact information | **Payment information** | Employment | My Preferences | HESA | Diversity

**Resource**

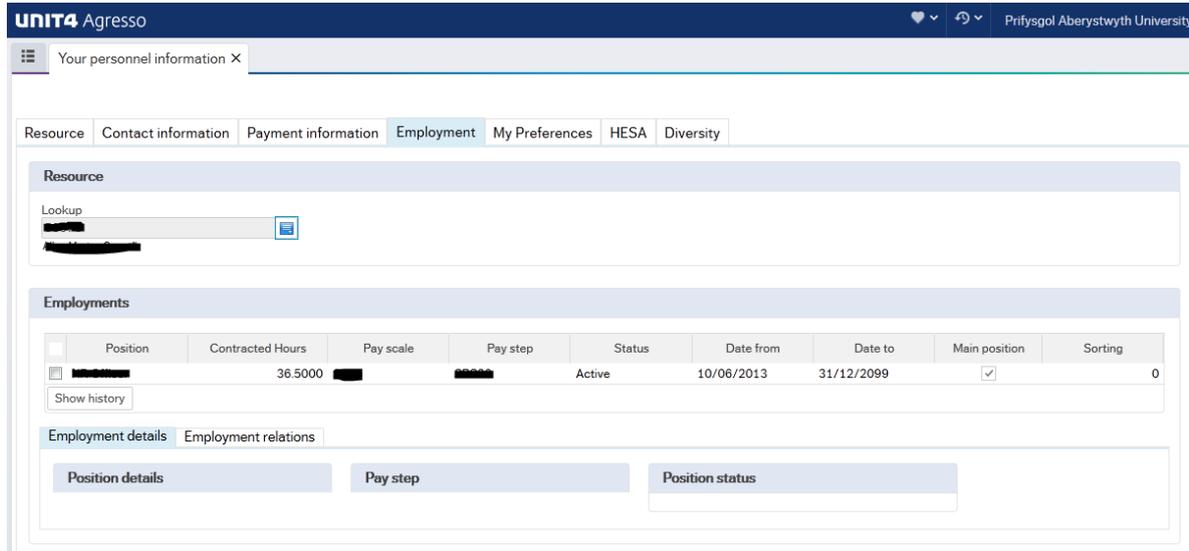
Lookup  
[Redacted]

**Default payment information**

- \* Pay method: BACS
- Bank account: [Redacted]
- Build Soc. Roll: 0
- IBAN: [Redacted]
- Swift: [Redacted]
- Sort Code: [Redacted]

## Employment Tab

This screen shows details of your employment. The example below shows one full time position of 36.5 hours per week. If you have more than one position a line will be displayed for each one, with details of hours, grade and dates to and from. If you have a permanent position it will show a 'date to' of 31/12/2099. **If you think any details are incorrect you should contact your Line Manager and Human Resources Department.**



The screenshot shows the 'UNIT4 Agresso' interface for 'Prifysgol Aberystwyth University'. The 'Your personnel information' page has several tabs: Resource, Contact information, Payment information, **Employment**, My Preferences, HESA, and Diversity. The 'Employment' tab is active, displaying a table of employment records.

**Resource**

Lookup [redacted]

**Employments**

<input type="checkbox"/>	Position	Contracted Hours	Pay scale	Pay step	Status	Date from	Date to	Main position	Sorting
<input checked="" type="checkbox"/>	[redacted]	36.5000	[redacted]	[redacted]	Active	10/06/2013	31/12/2099	<input checked="" type="checkbox"/>	0

Show history

Employment details | Employment relations

Position details | Pay step | Position status

## f. iv HESA

HESA is the Higher Education Statistical Agency and is the central source for the collection and dissemination of statistics about publicly funded UK higher education. We do not have any control about the type information we collect and hold for HESA. The level of information we collect about you will depend on whether you have an academic position or not. For example, if you are an Admin Assistant we will not collect or hold information on you Academic specializations or Teaching qualifications, but if you have an academic role such as a Lecturer or Researcher we will collect this information for HESA. Please see the [HESA website](#) for more information

Click on the **HESA tab** and you will see many boxes – you will need to scroll down the page to see all the sections. Some sections are completed by all employees – others are completed just by those who hold an academic position.

Resource	Contact information	Payment information	Employment	My Preferences	HESA	Div
<b>HESA Person</b>						
HESA Staff ID [REDACTED]		Date Appointed 12/11/2012	Date Left HEI [REDACTED]			
Previous Employment Other employment in UK 14		Previous HEI [REDACTED]	Highest Qualification First Degree 11			
Clinical Award [REDACTED]		Ref Unit of Assessment [REDACTED]	Early Career Researcher Not an early career researc 2			
Research Assistant Not a research assistant 0		Parental Leave [REDACTED]	Activity After Leaving [REDACTED]			
Location After Leaving [REDACTED]		Teaching Qual (HEA) [REDACTED]	Teaching Qualification 2 [REDACTED]			
Teaching Qualification 3 [REDACTED]		Teaching Qualification 4 [REDACTED]	Teaching Qualification 5 [REDACTED]			
Teaching Qualification 6 [REDACTED]		Academic Discipline 1 [REDACTED]	Academic Discipline 2 [REDACTED]			
Regulatory Body [REDACTED]		Ability to Teach Welsh [REDACTED]				

## Entering HESA Information

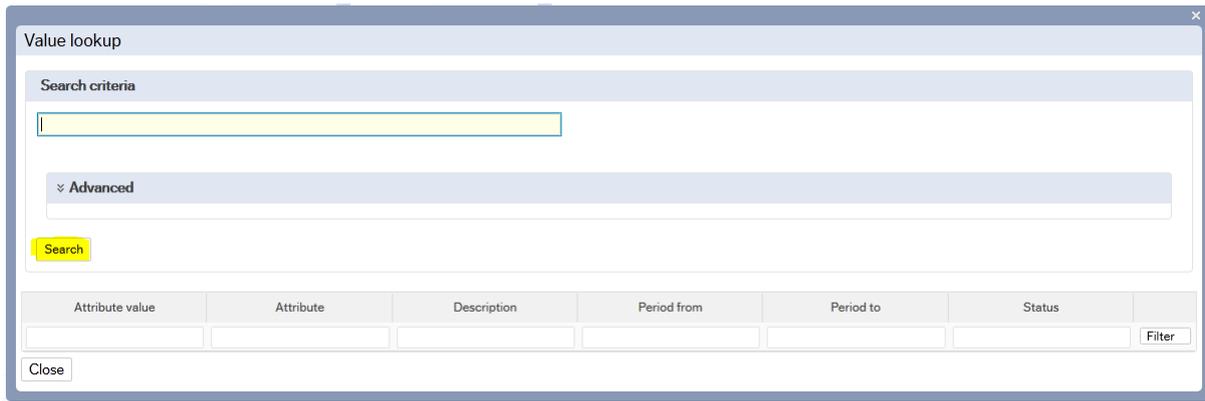
To enter information click into the small blue section of the box

Previous Employment  
Other employment in UK [REDACTED]

14



You will now see this 'Value Look Up'. Click on 'Search' then select the correct information by highlighting the line and then closing.



Value lookup

Search criteria

Advanced

Search

Attribute value	Attribute	Description	Period from	Period to	Status	Filter
<input type="text"/>						

Close

The first box shows the **HESA ID** – this is a unique individual ID number which stays with employees even if they move to another university.

The **date appointed** is the date the employee started at the University – not the start of the current position if the employee has changed jobs. The **date left** is only entered when the employee leave Aberystwyth University not when the employee changes jobs within the university.

The **previous employment** is the last position held before starting at Aberystwyth University

Other HESA information should be entered into the boxes depending on the position you hold – ie academic/teaching/research.

The sections on Parental Leave/Activity after leaving/Location after Leaving are all completed by HR not the employee.

*Please make sure you complete all sections of the HESA tabs that apply to you. If you are not sure please contact your Line Manager for more information about HESA and your Position.*



**Teaching Activity**

Teaching Activity 1

Teaching Activity 2



**Early Career Research**

Early Career Research

Research Year

Date From

Date To

## f. vii Diversity Tab

### Diversity (Mandatory)

This tab holds personal information about you. Please check that any information is correct. If there are any boxes that have no information, please complete. **All boxes should be completed** except for 'Nationality 2'. You should complete this box only if you have dual nationality.

Resource	Contact information	Payment information	Employment	My Preferences	HESA	Diversity
----------	---------------------	---------------------	------------	----------------	------	-----------

**Diversity - Mandatory**

Nationality  
 ...  
GB

Nationality 2 (if Dual)  
 ...

Ethnicity  
 ...  
01

Legal Gender  
 ...  
MALE

Marital Status  
 ...

National Identity  
 ...  
B

National Identity 2  
 ...  
W

Country of Birth  
 ...  
GB

### Diversity (Optional)

This information is optional and you can choose to complete this section if you wish.

**Diversity (Optional)**

Sexual orientation  
 ▼ ...  
H

Gender Identity  
 ▼ ...  
NO

Religion  
 ▼ ...  
01

To enter information click on the small blue section of the box

Country of Birth  

Then click on search and then select from the list by clicking on the correct line.

**Value lookup** 

Search criteria

Advanced

 Search

Attr.value	Attribute	Description	Per from	Per to	S	 Filter
<input type="text"/>						

 Close

## Disability Information

This section should be completed if you have a disability. The section on adjustments will be completed by HR if appropriate.

**Disability**

	Disability	Details where applicable	Date from
<input type="checkbox"/>	No known disability		

**Disability Adjustments**

Adjustment 1

Date of Adjustment

Adjustment 2

Date of Adjustment 2

Adjustment 3

Click on 'Add' and then the small blue section of the box that appears above.

**Disability**

	Disability	Details where applicable	Date from
<input type="checkbox"/>	No known disability		
<input type="checkbox"/>			

Search and then select the appropriate disability from the list

**Value lookup**

Search criteria

Advanced

Attribute value	Attribute	Description	Period from	Period to	Status	
						<input type="button" value="Filter"/>
00	DISABILITY	No known disability	0	209999	N	
08	DISABILITY	Two or more impairments and/or disabling medical conditions (detail below)	0	209999	N	
52	DISABILITY	General learning disability (such as Down's syndrome)	0	209999	N	
53	DISABILITY	A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder	0	209999	N	
54	DISABILITY	A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	0	209999	N	
55	DISABILITY	A mental health condition, such as depression, schizophrenia or anxiety disorder	0	209999	N	
56	DISABILITY	A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches	0	209999	N	
57	DISABILITY	Deaf or serious hearing impairment	0	209999	N	
58	DISABILITY	Blind or a serious visual impairment uncorrected by glasses	0	209999	N	
96	DISABILITY	A disability, impairment or medical condition that is not listed (detail below)	0	209999	N	
97	DISABILITY	Information refused	0	209999	N	

## F viii Performance Record

\*The Performance Record (SDPR) will be activated at a later date

## F ix Absences

Employee you can use AberPeople to request leave or record absence, but it can also be used by Line Managers to record absence for their employees.

Requests for time off work fall into two categories.

Ones that **request approval** from your Line Manager, such as annual leave, go through a work-flow process to your Line Manager, who then approves – or declines - the request. You cannot take this time off until you have approval.

The other type of time off work is when you are simply informing your Line Manager, such as Antenatal appointments. Again this is ‘work-flowed’ to your Line Manager, but just to inform rather than to approve the time off work.

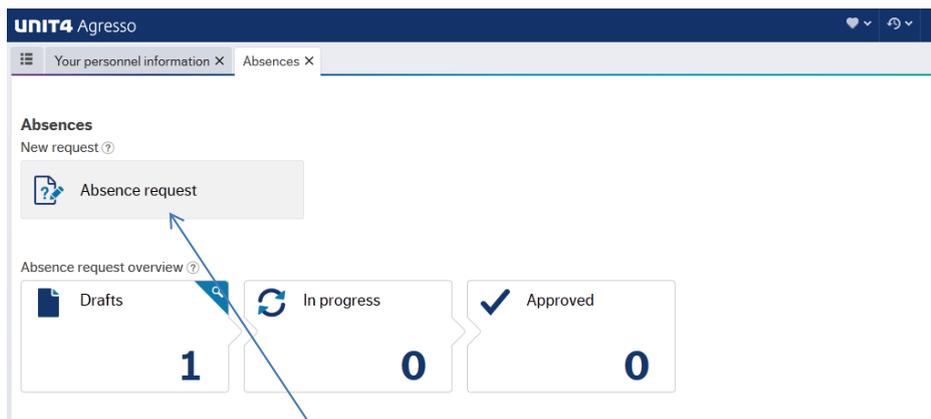
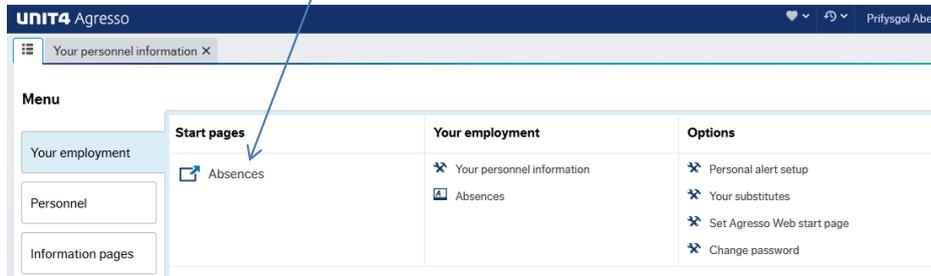
The actual process in AberPeople is very similar for each one so we will look in detail at the most usual request – Annual Leave – and then in less detail for other absences and time off work.

The following leave reasons can be recorded/requested in the same way:

- Action Short of Strike
- Adverse Conditions
- Annual Leave
- Antenatal Leave
- Compassionate Leave
- Conference/Working Away
- Emergency Call Out
- Emergency Time Off for Dependants
- Field Work (UK)
- Not working normally due to strike action
- On Strike
- Public Duties
- Redundancy Preparation
- Research
- Reservist Call Up
- Sick
- Trade Union Facilities Time (Paid)
- Working from Home
- Working Overseas inc Field Work

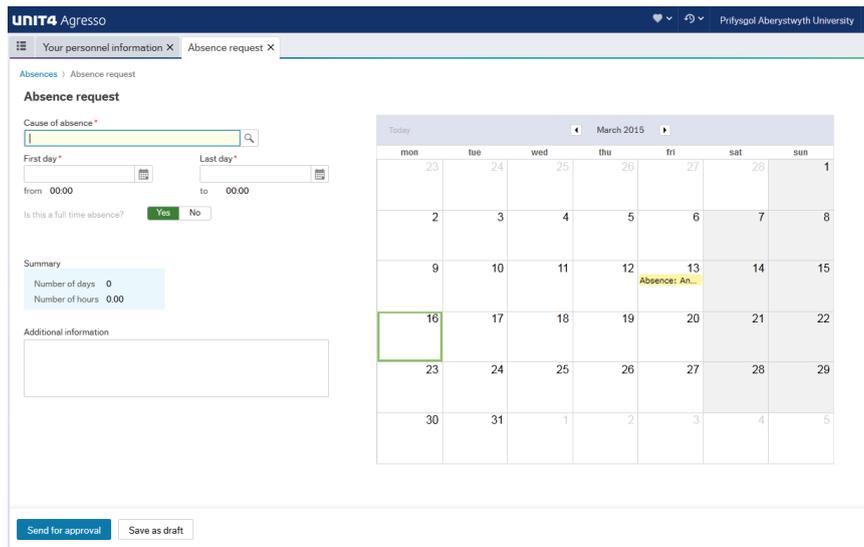
So now let's request a period of annual leave. Annual leave is now calculated in hours and is based on your work schedule. Your schedule has been provided by your department and updated onto the system by HR.

In 'Your Employment', click on "Absences"

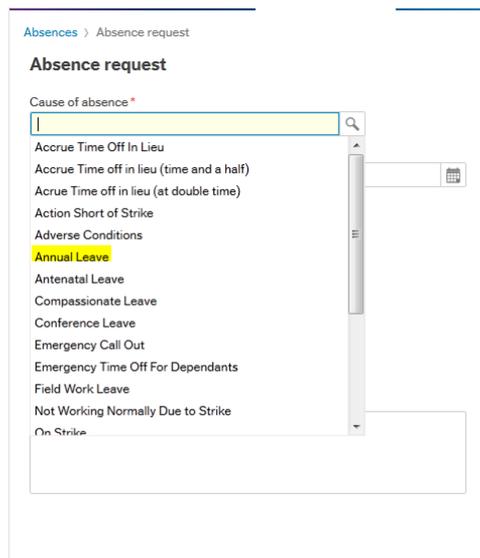


To add an absence, click on the 'Absence request' button.

This is what you will see.



Now go to cause of absence and click in the dropdown box. Now choose the type of absence that you want to log – Annual Leave.



### Booking a full day annual leave

The next box is the day of your annual leave, first day and last day. In this example we are requesting a full day leave on the 14/04/2015

### Absence request

Cause of absence \*  
Annual Leave

First day \*  
14/04/2015

Last day \*  
14/04/2015  
to 17:30

April 2015						
M	T	W	T	F	S	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Yes No

An option is provided to book a half day. You will be prompted to the question “Is this a full time absence” If it is, select yes.

Is this a full time absence?

Once you have confirmed is a full time absence, the summary will show number of days absence and the number of hours. A text box is available to add in further comments to your line manager to support your leave request.

[Absences](#) > Absence request

### Absence request

Cause of absence \*  
Annual Leave

First day \*  
14/04/2015  
from 09:00

Last day \*  
14/04/2015  
to 17:30

Is this a full time absence?

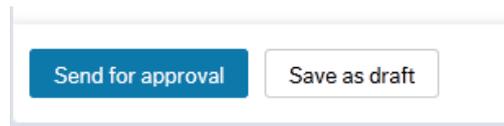
#### Summary

Number of days 1  
Number of hours 7.50

#### Additional information

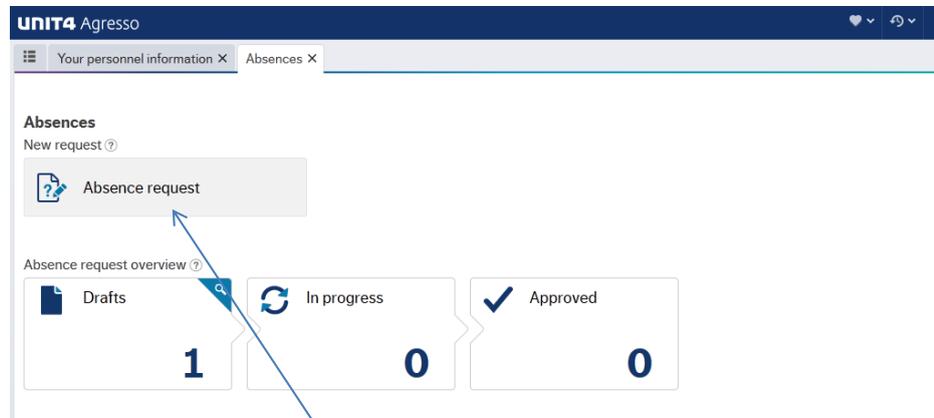
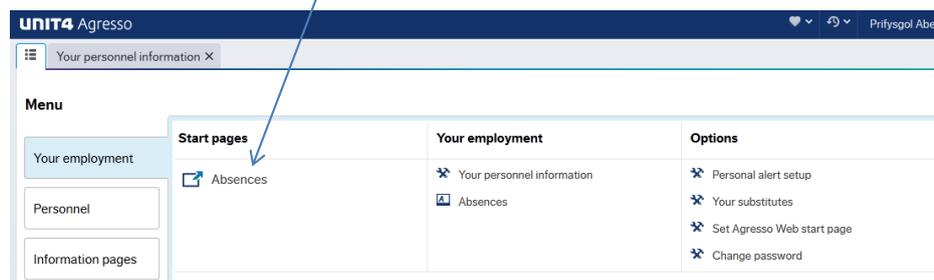
A request for annual leave.

Once you are happy with your leave request, you can send for approval or save as a draft.



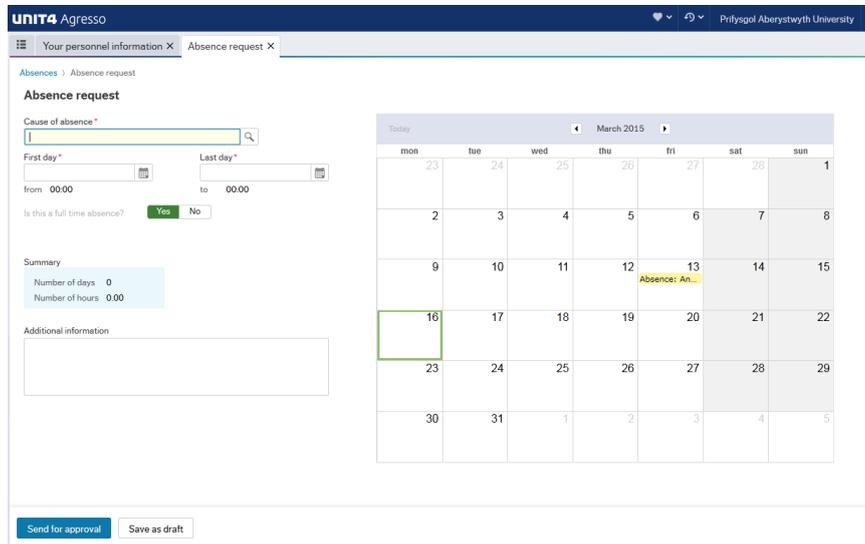
### To book a half day annual leave (in hours or time)

In 'Your Employment', click on "Absences"

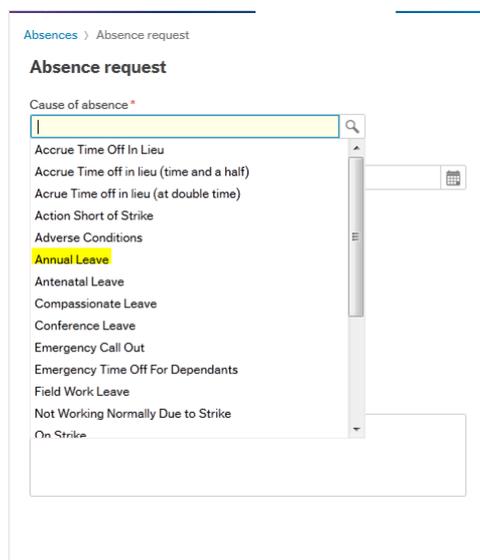


To add an absence, click on the 'Absence request' button.

This is what you will see.



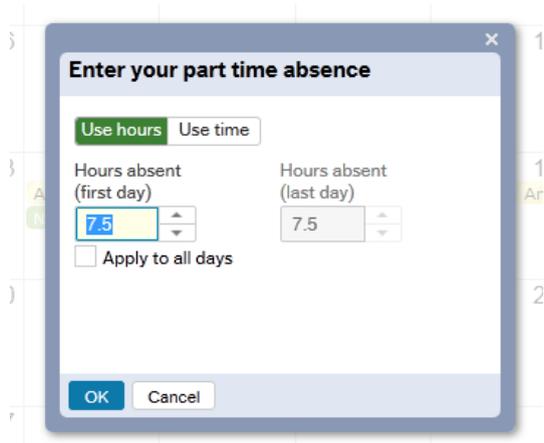
Now go to cause of absence and click in the dropdown box. Now choose the type of absence that you want to log – Annual Leave.



Under is this a full time absence, select No.

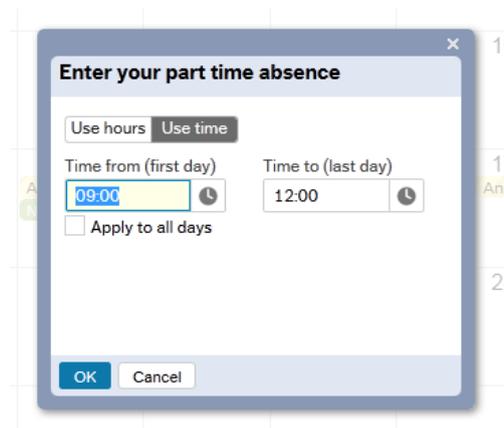
Is this a full time absence?  Yes  No

The following option box will appear, this will allow you to select hours or time. In this example we will use time.



The dialog box is titled "Enter your part time absence" and has a close button (X) in the top right corner. It contains two radio buttons: "Use hours" (which is selected and highlighted in green) and "Use time". Below these are two input fields: "Hours absent (first day)" with a spinner box containing "7.5" and "Hours absent (last day)" with a spinner box containing "7.5". There is a checkbox labeled "Apply to all days" which is currently unchecked. At the bottom, there are "OK" and "Cancel" buttons.

In this example we are taking the hours from 9am to 12noon off as annual leave, then select ok



The dialog box is titled "Enter your part time absence" and has a close button (X) in the top right corner. It contains two radio buttons: "Use hours" and "Use time" (which is selected and highlighted in dark grey). Below these are two input fields: "Time from (first day)" with a time picker showing "09:00" and "Time to (last day)" with a time picker showing "12:00". There is a checkbox labeled "Apply to all days" which is currently unchecked. At the bottom, there are "OK" and "Cancel" buttons.

In the example you can see that the number of days still reflects 1 (as this is 1 absence period) but the hours are 3. Once you are happy with your request, send for approval

[Absences](#) > Absence request

### Absence request

Cause of absence \*

Annual Leave

First day \*

Last day \*

from 09:00 to 12:00

Is this a full time absence?  Yes  No [Edit](#)

Summary

Number of days	1
Number of hours	3.00

Additional information

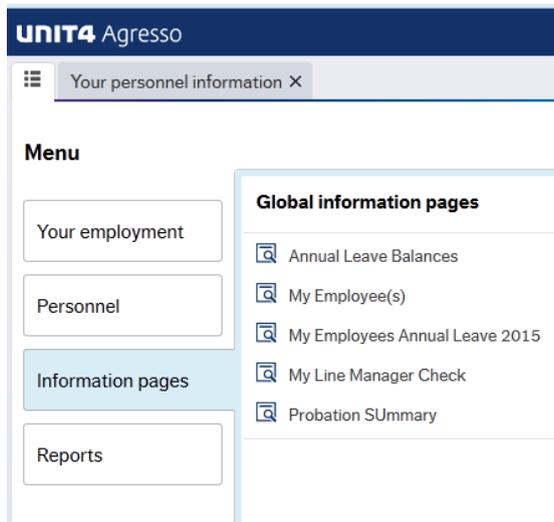
---

The other types of time off – remember some are requests which need approval from your Line Manager and some just Alert your Line Manager that you will be absent such as Antenatal Appointments

## Information Pages

There are currently three Information pages that can be utilised, these are *Annual Leave Balances*, *My Line Manager Check* and *My Employee(s)* that can be quickly viewed using the Information Pages tool.

These pages can be accessed using the *Global Information Pages*



## Annual Leave Balances

This page displays staffs Annual Leave Overall Entitlement, Annual Leave Taken/Booked and Remaining Entitlement. Please note that the Overall Entitlement may not include any holidays brought forward. If you have any queries, please contact HR.

Annual Leave Balances

Selection criteria

ResID like: 59075

Value ref. in list: 'H005';'H006';'H007'

Company like: AB

Search: [ ] Detail level: All levels

Copy to clipboard Rows per page: 50

#	Leave Year	Date from	ResID	ResID (T)	Value ref.	Value ref. (T)	Balance
1	2014	01/01/2014	[REDACTED]	[REDACTED]	[REDACTED]	Overall Entitlement	197.10
2	2014	01/01/2014	[REDACTED]	[REDACTED]	H006	Taken/Booked	196.50
3	2014	01/01/2014	[REDACTED]	[REDACTED]	H007	Remaining Entitlement	0.60
4	2015	01/01/2015	[REDACTED]	[REDACTED]	H005	Overall Entitlement	197.10
5	2015	01/01/2015	[REDACTED]	[REDACTED]	H006	Taken/Booked	50.50
6	2015	01/01/2015	[REDACTED]	[REDACTED]	H007	Remaining Entitlement	146.60
Σ							

## My Employee(s)

This page displays any current staff for which you will have direct line management responsibility. You will receive their Annual Leave notifications. If there are any individuals who appear that you do not believe that you should be line managing, please contact HR.

**HR: My Employee(s)**

*Your search produced no results.*

**Selection criteria**

Line Manager Name like: 59075  
 as of date: [dropdown] Today's date: [dropdown]

S like: N  
 Resource type like: C  
 Position Date to greater than or equal to: 16/03/2015  
 Position Date from less than or equal to: 16/03/2015  
 Company like: AB

Search [input] Detail level: All levels [dropdown]  
 Copy to clipboard [checkbox] Rows per page: 50 [dropdown]

#	Employee Name	Employee Name (T)	Job (T)	Department (Level5) (T)	Hours	FTE%	Terms	Position Date from	Position Date to

### My Line Manager Check

Please use the *Line Manager check* to verify that the Line Manager on the system is your correct Line Manager. If you have any queries, please notify your correct Line Manager and Human Resources.

If you have multiple positions, the system may display a list of Managers against those roles.

**UNIT4 Agresso** Prifysgol Aberystwyth University

Your personnel information x My Line Manager Check x

**HR: My Line Manager**

**Selection criteria**

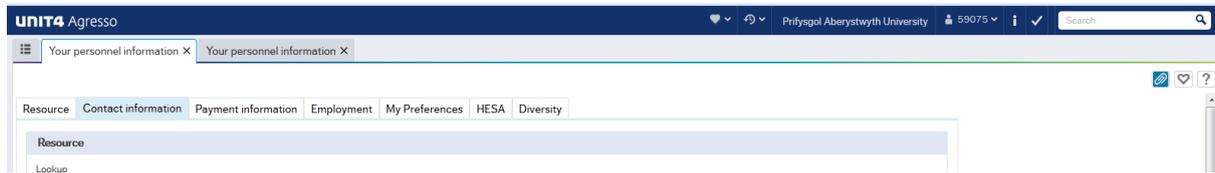
Position Date to greater than or equal to: 16/03/2015  
 Position Date from less than or equal to: 16/03/2015  
 Employee Name like: [redacted]  
 Company like: AB

Search [input] Detail level: All levels [dropdown]  
 Copy to clipboard [checkbox] Rows per page: 50 [dropdown]

#	Employee Name	Employee Name (T)	Job (T)	Line Manager Name (T)	Line Manager Position (T)	Department (Level5) (T)
1	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Human Resources

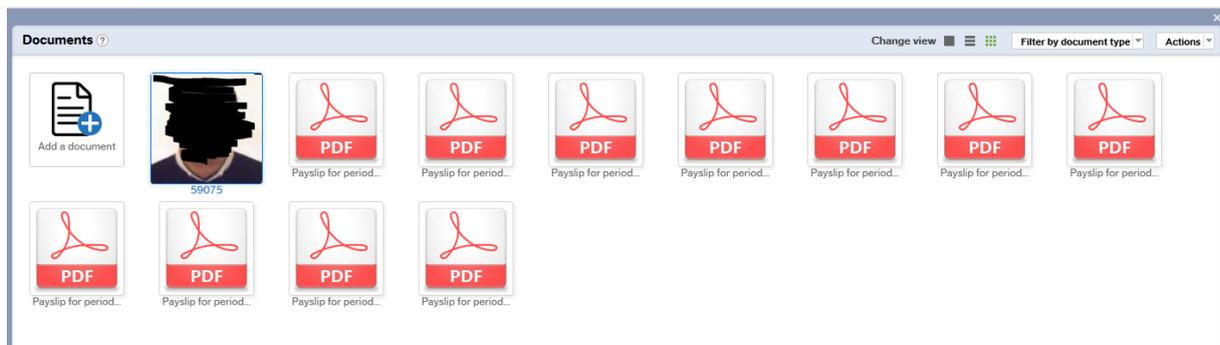
## How to View Your Pay Slip

To view your Payslip, first click in **Your Employment**, then **Your Personnel Information**.



Then double-click on white paper clip in the blue box  at the top of the screen

Your Payslip's will then be displayed.

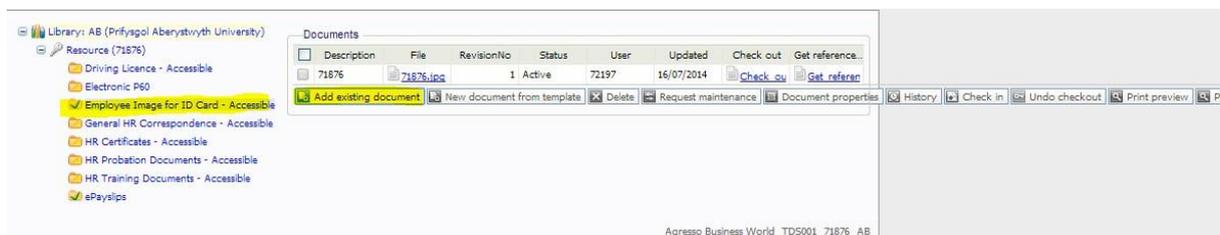


## Employee Image for ID Card

All employees require ID cards for Security & Printing purposes. If you wish to update this image you can change it via Self-Service. To do this login to Self-Service, select **Your Employment** and **Your Personnel Information** then select the *Documents Icon* 

Select the 'Employee Image for ID Card – Accessible' Folder

Select 'Add Existing Document'



(All images are checked for suitability and please note there is a small administration fee to change your Staff Card)

## FAQ's AND OTHER KNOWN ISSUES

- **I hear about data security, will my Payslip be safe?**

*AberPeople's platform 'Agresso Business World', is ISO/IEC 27001 (Data Security) Compliant. Our protocols also mean that your Payslip can ONLY be viewed by yourself due to data control mechanisms. Your Payslip is actually far safer on AberPeople compared to a paper version that could be left in unsupervised office. However, always keep you Username & Password secure!*

- **I cannot see my Payslip?**

*Follow the steps "How to view your Payslip", however, make sure that you have enabled 'Pop-Ups' on your browser.*



- **Can I use Self-Service with any Internet Browser?**

*AberPeople works with most browsers that include Google Chrome, Safari, Firefox and Internet Explorer. However, there is a known bug with Internet Explorer 11 which will not allow the menu to refresh.*

- **Do I have to make changes to my Browsers Settings?**

*Make sure that the Browsers Language is set to "English – United Kingdom". We have noticed an issue that the date format will appear incorrect if "English – United States" is used*

- **I'd like to use Self-Service in Welsh**

*Staff can change their Self-Service language by updating the Preferred Language field on the Resource Tab. Any changes to this field are refreshed every few hours. \* Please note that some users will not be able to change this setting due to back-office permissions.*