Document Purpose

This guide shows you how to check your details in the Employee Self-Service system and change them if necessary.

What is Employee Self-Service?

Employee Self-Service allows you to see and, where appropriate, change some of your personal and employment details. This enables you to ensure that the information held about you by the Division of Human Resources (HR) is accurate and complete.

Check your personal information

This is your information and you must ensure it is correct and complete. If any information needs updating, you may be able to change it yourself, or you may need to ask HR to change it for you.

Currently you can only use Employee Self-Service on-campus, but in future you will also be able to use it off-campus. To check your personal information:

1. Go to the Employee Self-Service website www.le.ac.uk/hr-ess.
2. Click the Employee Self-Service button:
3. Log in with your normal University IT account username and password.
4. You will see the Employee Self-Service screen. From here, you can check your personal information and see your payslips.

www.le.ac.uk/hr-ess
5. To check your personal information, click on **Personal Profile**. Make sure the information on each part of the Personal Profile section is correct. In particular, you should check the following:
   a. Address
   b. Teaching qualifications
   c. Equalities details, such as disability, ethnicity etc

**Change your personal information**

If you need to update any of the information held about you, you may be able to change it yourself or HR may need to change it for you. To change your information:

1. Click on the **Full details...** link in the section where you need to make changes:
   ![Full details](image)

2. You can only change the information in the white boxes. For example in the screen below you could change your preferred names and religion, but not your legal names:

   ![Personal Profile](image)

3. Change the details as necessary. When you have made your changes, click **Save and Back** to save the changes and return to the previous screen. If you change your mind, click **Cancel** to return to the previous screen without saving your changes.

**When you have finished**

1. If you want to go back to the first Employee Self-Service screen, for example to see your payslips, click on the **Employee Self-Service** button at the top of the page

   ![Employee Self-Service](image)

2. When you have finished using Employee Self-Service, click the **Log Off** link in the top right of the screen and then close the browser window. This will prevent other people being able to access your personal information.

**Ask HR to change your personal information**

If any of your personal information needs updating and you can’t do this yourself, for example your Legal Names or Birth Date, you should email Human Resources on **hradvice@le.ac.uk** and ask them to change the information for you. In some cases, HR may ask you to provide evidence such as a marriage certificate or birth certificate.

See the Employee Self-Service website **www.le.ac.uk/hr-ess** for further help and information.