

## Subject: Dear Colleague – We Need You!

We need you to check some information through the Employee Self-Service portal (known as ESS) **as a high priority**, particularly in relation to the University's statutory HESA return.

### Why is this important?

- To ensure accurate information is used by league table compilers
- To ensure the University receives the correct HEFCE funding
- To meet the requirements of statutory bodies such as HESA, and the Equality and Human Rights Commission

Please help us to achieve these important goals by [logging into ESS](#), on campus, as soon as you are able to, and taking a few minutes to look at the information the University holds about you. We will be undertaking an initial review of the University's overall data in early August, so any changes that **all** staff can make before then would be very helpful.

You should add anything that is missing, or update other important items, **particularly** in relation to academic teaching qualifications and equalities-related details, even if that is just to state that you don't have any teaching qualifications, and/or that you would prefer not to reveal your equalities information.

You can [access ESS](#), and find more information, in [a dedicated section on the HR website](#). We have also included some key points about ESS and HESA below.

Please allow me to take the opportunity to thank you for your attention on this matter.

*With best wishes,  
Alun Reynolds, Director  
Division of Human Resources*

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### Why is ESS being used to gather this information?

ESS is being used because it is a secure way for you to look at your own information, and for the University to then use that information, in anonymous form, within the statutory returns it must make.

### How will my information be used?

**Every** university in the UK is required, by law, to collect information for statistical purposes about the profile of its workforce, and to provide **anonymous** data to a number of external organisations, including HESA. The University is now required to provide additional equalities profile information to HESA. The information is also used within the University to monitor its performance in relation to complying with equalities legislation. The information is only available internally to a small group of nominated staff, and is **never** used in a way that is directly attributable to individuals, either internally or externally. The University's [Equalities Unit website](#) provides more information.

### What is the HESA return?

The HESA return is an annual submission of information about the University's workforce. The amount of money that the University of Leicester receives from the Higher Education Funding Council for England (HEFCE) depends on information that is included in the HESA return, so it is **vital** that all information is

correct and complete. The University's league table positions can also be affected by the information in the return. You can find more information about the [annual staff HESA return](#) on the HR website, or by visiting [HESA's own website](#).

## I've already used ESS – do I need to check my details again?

Yes. From this year, UK universities are also required to provide information to HESA about the [teaching qualifications](#) of its teaching staff. HESA require this information for **all** staff involved in teaching students or teaching-related activity, such as supervision or marking, not just those whose position is Lecturer, Senior Lecturer or Professor. HESA **cannot** identify individuals from the return as we do not give them any personal identification data. The University is keen to collect the information for all staff who have an appropriate qualification, rather than only those who are recognised as teaching professionals.

The HR Division has been working with IT to provide additional features in ESS so that the collection and updating of the information we need to hold is more accessible and convenient to you.

## What else is ESS for?

For colleagues who haven't yet looked at ESS, you can make changes to your preferred forename and surname (rather than your legal names), home address, telephone numbers and other contact details. You can also add your photograph to your staff record.

You can view and check your employee number, legal names, National Insurance number, nationality, bank name and sort code, grade, spine point and next increment date. You cannot change these, but if they are incorrect, please [contact HR](#) who will make the changes for you. In some cases, we may need additional documentation to support the required changes.