

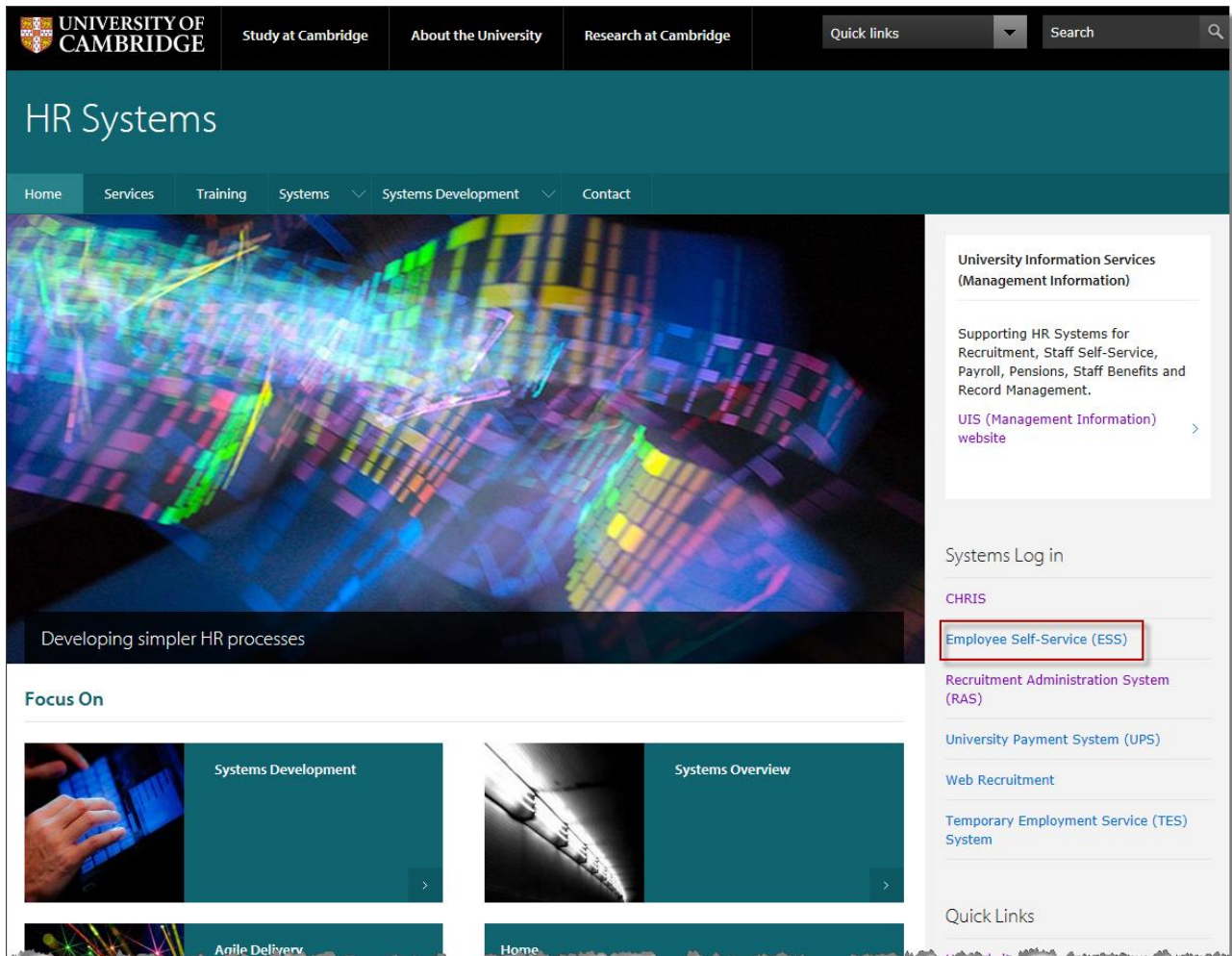
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## 1. Log-in

1. To access Employee Self Service click on the link from the HR Systems Home Page:

<http://www.hrsystems.admin.cam.ac.uk/>



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## HR Systems

Home Services Training Systems Systems Development Contact

Developing simpler HR processes

### Focus On

- Systems Development
- Systems Overview
- Agile Delivery
- Home

### Systems Log in

- CHRIS
- Employee Self-Service (ESS)**
- Recruitment Administration System (RAS)
- University Payment System (UPS)
- Web Recruitment
- Temporary Employment Service (TES) System

Quick Links

- The following screen will be displayed:  
Click the **Click here to log in to Employee Self-Service** link

Home Services Training Systems Systems Development Contact

## Employee Self-Service (ESS)

HR Systems

Systems

**Employee Self-Service**

- > Email formats
- > Withdrawal of the old ESS system
- > Frequently Asked Questions

[CHRIS HR System](#)

[Recruitment Administration System](#)

[University Payment System](#)

[Web Recruitment System](#)

[Staff Review and Development \(SRD\)](#)

[Temporary Employment Service \(TES\)](#)

### Welcome to Employee Self-Service

Self-service gives you direct access to some of your data held in the University HR/Payroll system. Please review your data periodically to keep it up to date.

#### New way to log into ESS

Since 3 February 2022, the Employee Self-Service (ESS) system has used Microsoft Azure Authentication. This increases security by adding multi-factor authentication (MFA). [More information and guidance is available.](#)

[Click here to log in to Employee Self-Service](#)

A [User manual](#) is available.

#### Features:

Employee Self-service lets you:

- Supply and update HESA personal data
- Add or amend your address, phone numbers and email addresses
- Add or amend emergency contact details

- Login using Multi Factor Authentication  
Further information is available here:

[Employee Self Service \(ESS\) and CHRIS: new way to log in from 3 February 2022 | IT Help and Support \(cam.ac.uk\)](#)

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## Sign in

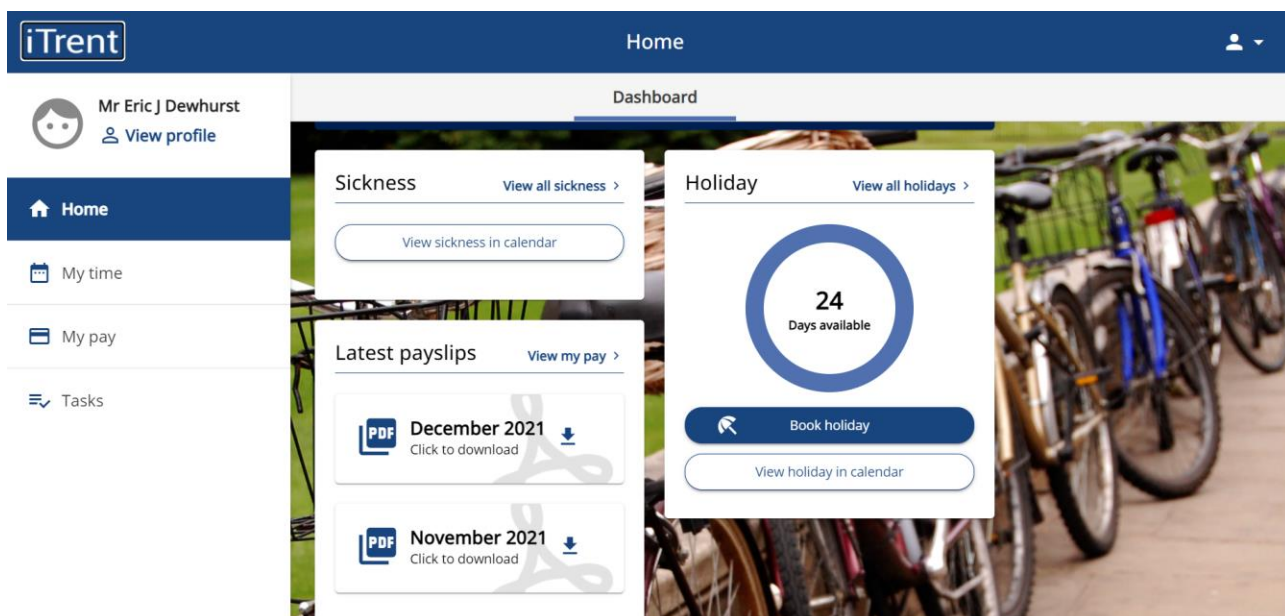
CRSid@cam.ac.uk or CRSid@cantab.ac.uk

[Can't access your account?](#)

[Next](#)

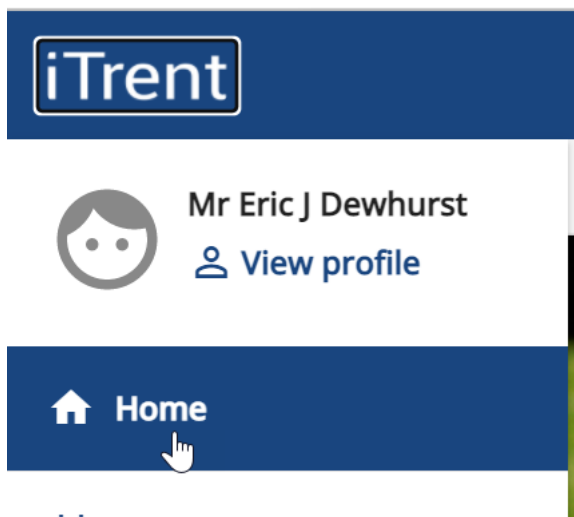
For help, please contact the UIS Service Desk at [servicedesk@uis.cam.ac.uk](mailto:servicedesk@uis.cam.ac.uk), by phone at +44 (1223) (3)32999 or visit the website at <https://help.uis.cam.ac.uk/>

- The home Employee Self Service Screen will be displayed.



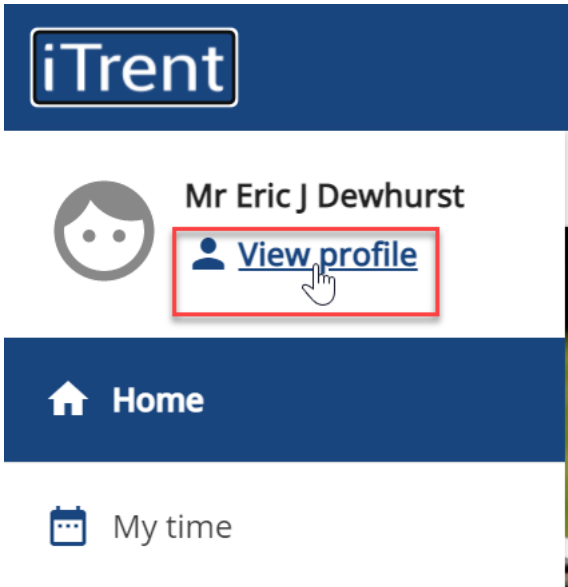
Please note: NOT ALL USERS WILL HAVE THE OPTION TO VIEW AND BOOK HOLIDAY

- To return to the ESS Home screen at any time click on **Home** from the navigation bar.

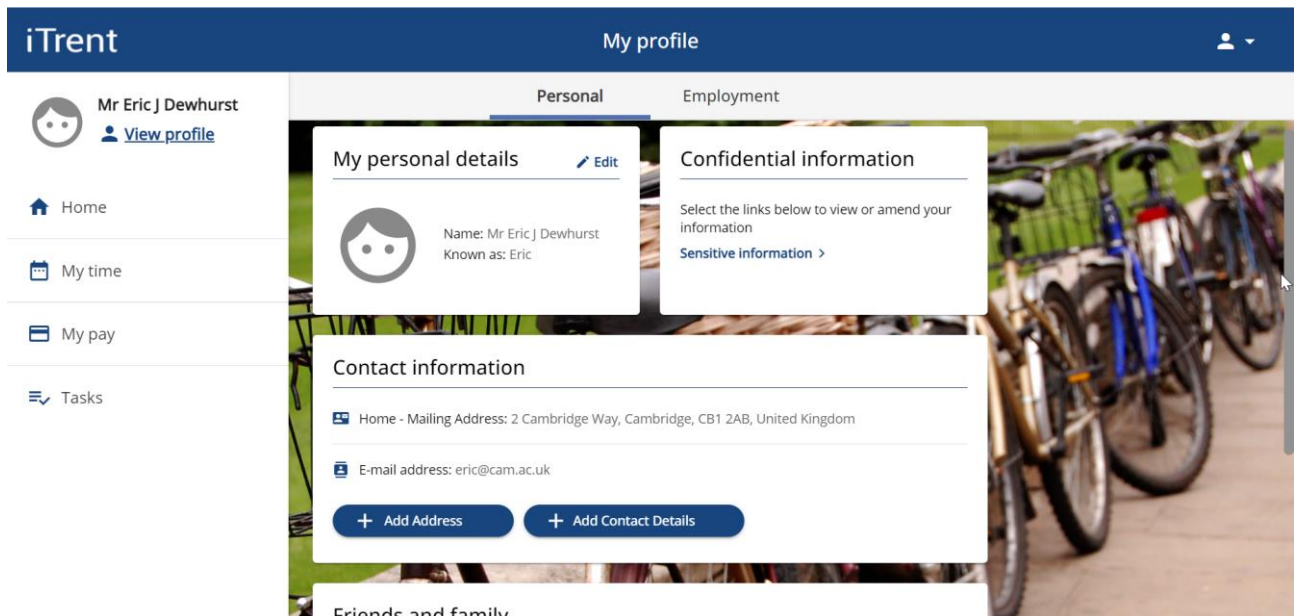


### 3. Viewing/Amending Details

1. Select **View Profile** from the navigation bar.



2. Personal details, confidential information, contact information and emergency contact information will be displayed.



3. Click on an item to view or correct current information.

[< Back to Personal](#)

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Contact details

\* Contact type (required)

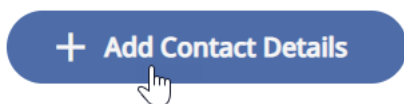
Mobile telephone ✕ ▾

\* Contact at (required)

07998877665

[Save](#) [Cancel](#) [+ Add Contact Details](#)

4. Use the **Add** button to add additional Information



5. Type the new details and click on **Save**

Contact details

\* Contact type (required)

Home telephone ✕ ▾

\* Contact at (required)

01223 3344556

[Save](#) [Cancel](#) [+ Add Contact Details](#)

6. Confirmation will be displayed.

### Contact details

**i** Changes have been saved.

7. Select Employment to view position and HESA information.

**My profile**

Personal **Employment**

#### My employment

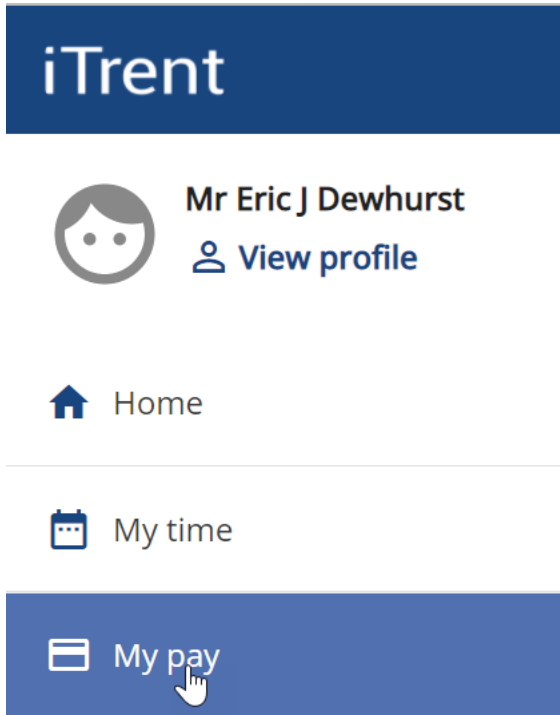
Period of employment	Position	Department
01 Oct 2020 - present	Training Coordinator	Department of Plant Sciences

#### Additional employment information

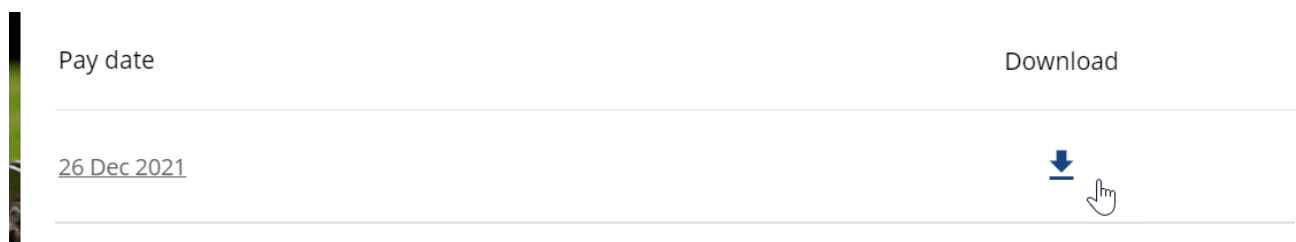
HESA details: Last updated on 20 Feb 2022 [View or amend HESA details >](#)

## 4. Viewing a Payslip

1. Select the **My pay** option from the navigation bar




2. Payslip and P60 information will be displayed.
3. Select the **'Download'** option to the right hand side of the Payslip you wish to view





Select 'Open File' when prompted.

The selected Payslip will be displayed.



## UNIVERSITY OF CAMBRIDGE

Mr E J Dewhurst  
Department of Plant Sciences  
Downing Site  
Downing Street  
CAMBRIDGE  
CB2 3EA

**PRIVATE AND CONFIDENTIAL**

Students
Week/Month 31/12/2021

Name <b>Mr E J Dewhurst</b>	Reference No.	Tax Period 9 Tax Code NT N.I. Number N.I. Code X
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PAYMENTS				DEDUCTIONS		THIS PERIOD	
Description	U/T	Rate	Cash	Description	Cash	Description	Cash
Studentship			1,300.75	NI (IOM)	0.00		
				Tax (IOM)	0.00		

4. The Payslip can be printed or saved.
5. ESS will automatically display the last 12 months payslips. To view Payslips from more than a year ago enter the date range.

### Payslips

i Searching with neither Start date nor End date will return all payslips.

Start date (dd/mm/yyyy) 📅

End date (dd/mm/yyyy) 📅

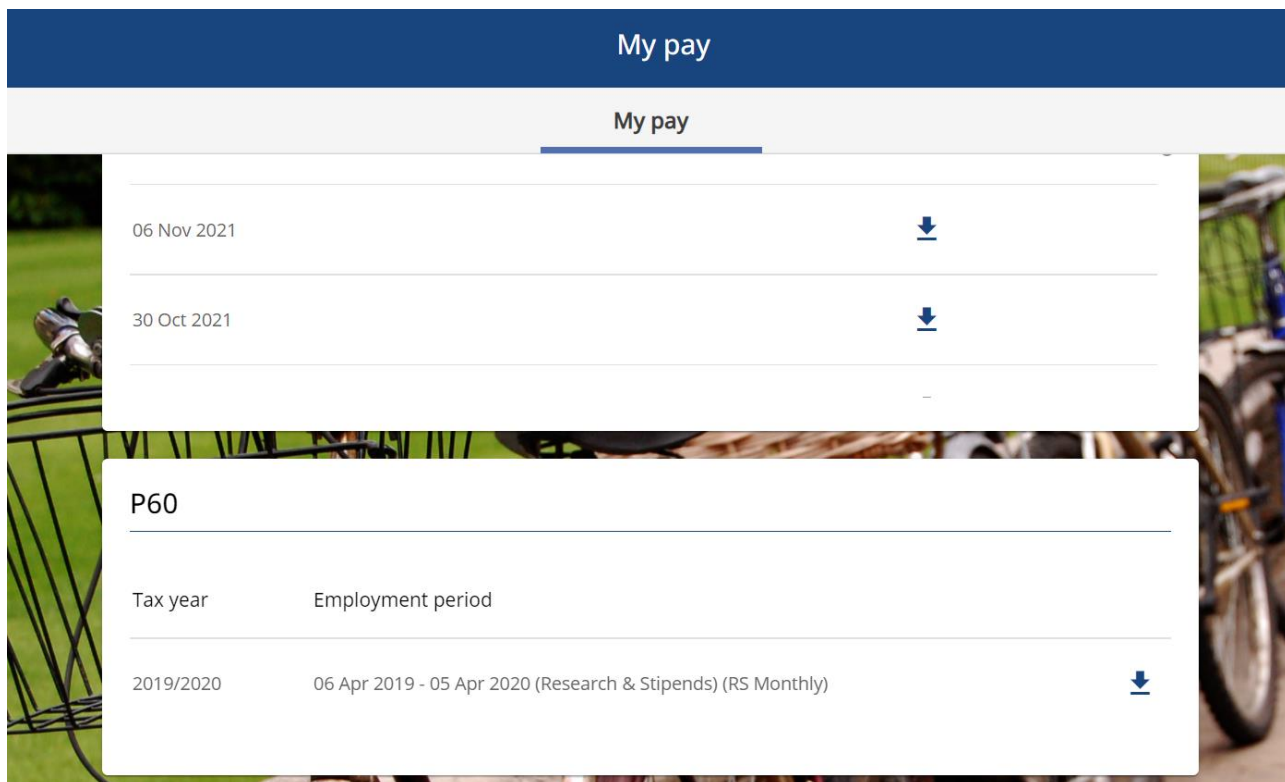
Search

↓ Download all

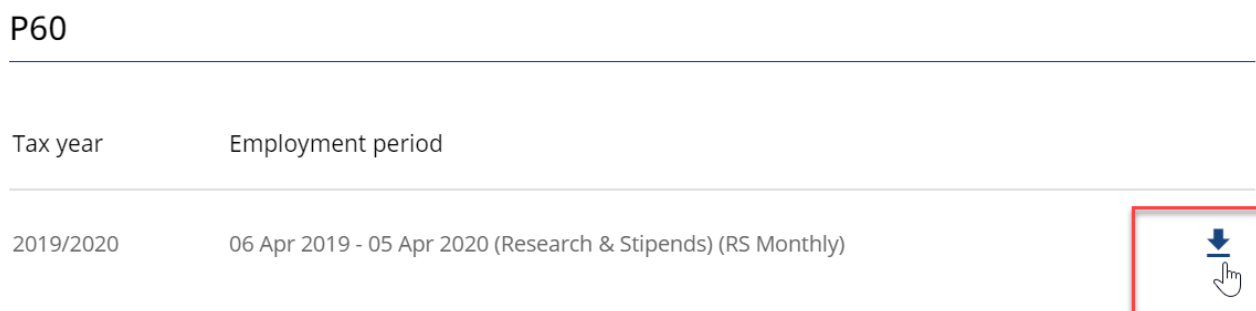
Where you require multiple payslips, we suggest downloading in batches of 6 months at once.

# 1. Viewing a P60

- 1. Scroll down past the payslip information to view P60 information.



- 2. Click on the download button to the right of the P60 you wish to view.



- 3. Select to Open the file when prompted.

- 4. The P60 will be displayed:

**P60 End of Year Certificate** This is a printed copy of an eP60

Tax year to 5 April	<b>2020</b>	Employer PAYE reference	<b>126 / U100</b>
---------------------	-------------	-------------------------	-------------------

Pay and Income Tax details	Employee's details
----------------------------	--------------------

In previous employment(s)	Pay <b>£0.00</b>	Tax deducted <b>£0.00</b>	Surname	<b>DEWHURST</b>
		<small>if refund mark 'R'</small>	Forenames	<b>Eric</b>
In this employment	* <b>£17,521.63</b>	* <b>£990.40</b>	Works / payroll number	
Total for year	<b>£17,521.63</b>	<b>£990.40</b>	National Insurance number	<b>AB 12 34 56 C</b>

The figures marked \* should be used for your tax return, if you get one

Final tax code **1256L**

National Insurance contributions in this employment

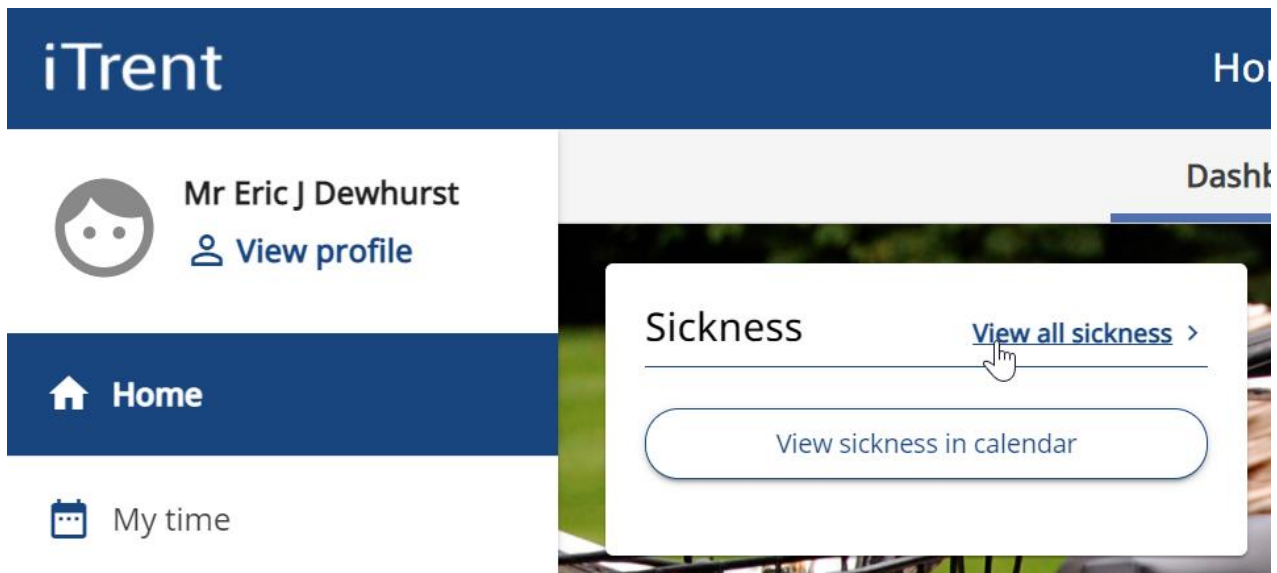
NIC table letter	Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL).	Earnings above the LEL, up to and including the Primary Threshold (PT)	Earnings above the PT, up to and including the Upper Earnings Limit (UEL)	Employee's contributions due on all earnings above the PT
	£	£	£	£ p
A	<b>5,120</b>	<b>2,070</b>	<b>10,619</b>	<b>1,274.33</b>

Statutory payments included in the pay 'In this employment' figure above	Employer's full name and address
--	----------------------------------

Statutory Maternity Pay	Statutory Paternity Pay	Statutory Shared Parental Pay	Statutory Adoption Pay	University of Cambridge Greenwich House Madingley Rise Madingley Road CAMBRIDGE CB3 0TX
£ p <b>0.00</b>	£ p <b>0.00</b>	£ p <b>0.00</b>	£ p <b>0.00</b>	

## 6. Absence

1. To view absences in Employee Self Service select the **Sickness** option from the Home Page.



2. **View all sickness** will display a list of previous sickness absence.

## Absence records

**i** Searching with neither Start date nor End date will return all absences.

**All** **Holiday** **✓ Sickness**

Type: All | Status: Not refused

Start date (dd/mm/yyyy) | End date (dd/mm/yyyy)

**Search**

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
04 Jan 2021	18 Jan 2021		Sickness Scheme		Not applicable	
20 Jan 2020	03 Feb 2020		Sickness Scheme		Not applicable	

3. To view details select the record for the absence you wish to view. Absence details will be displayed.

[← Back to Absence records](#)

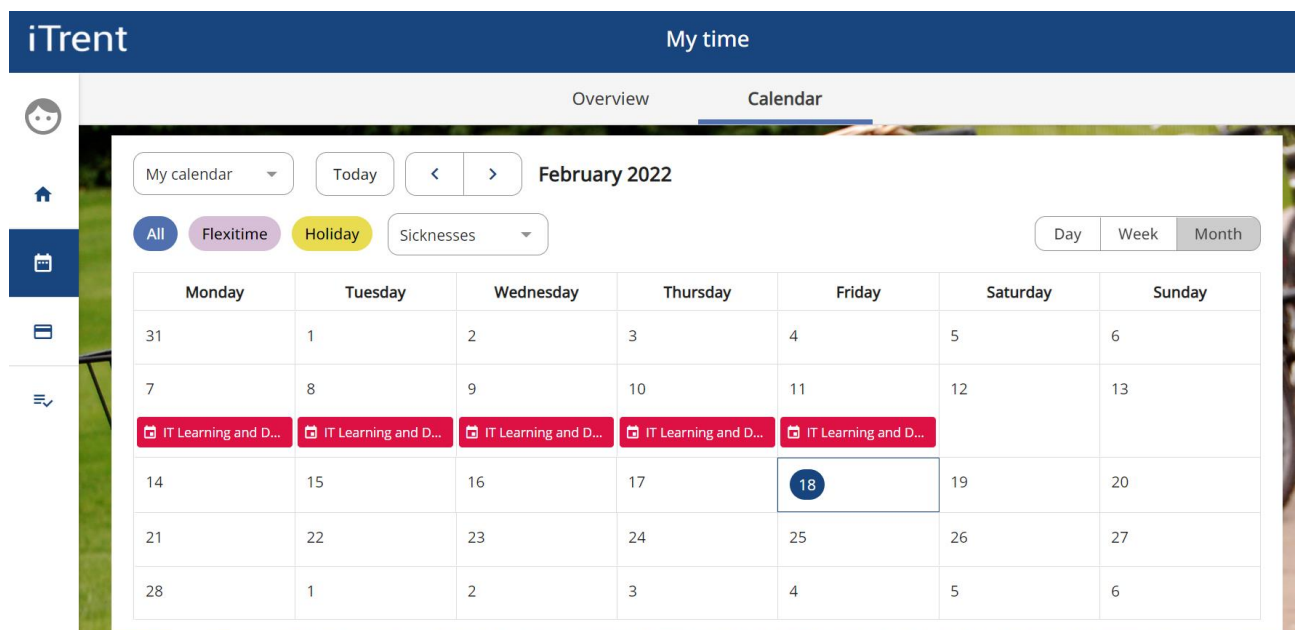
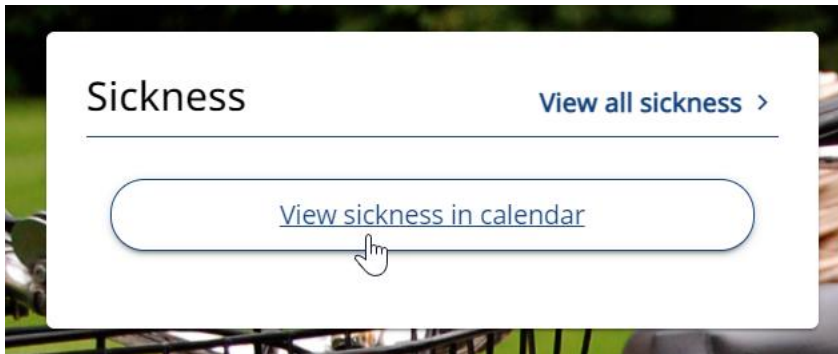
### Sickness details

**\* Absence type (required)**  
Sickness Scheme

**\* Absence reason (required)**  
Injury

**\* Sickness period (required)**  
More than one day

4. Details can also be viewed in the calendar.

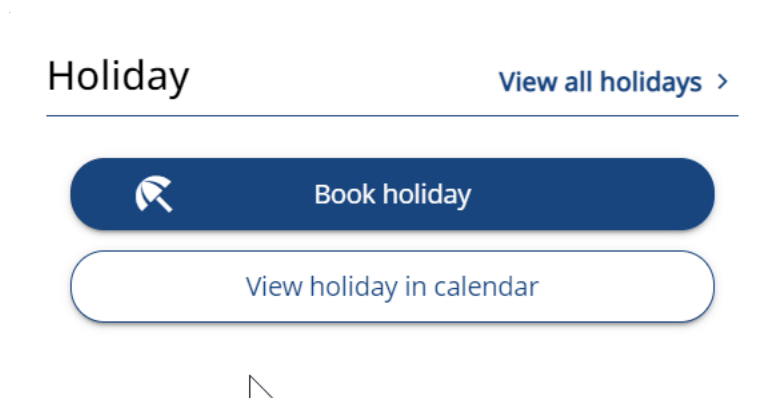


## 5. Holiday

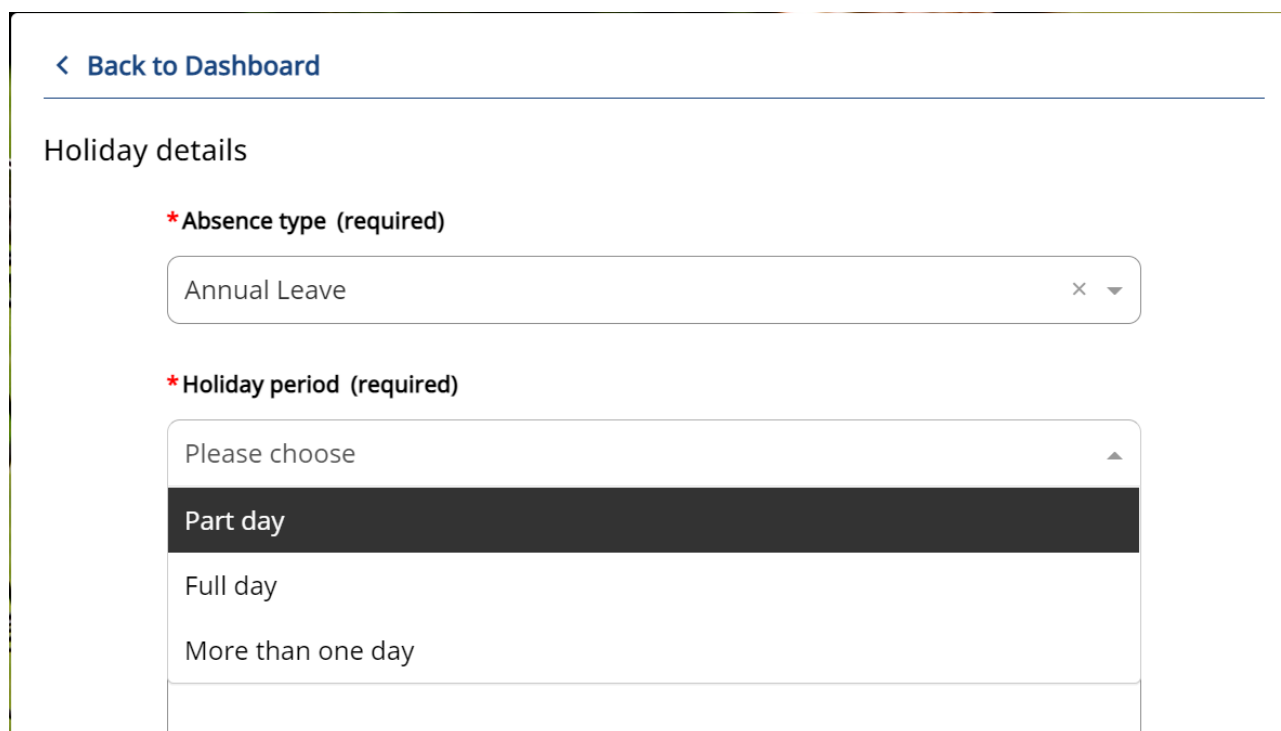
Please note, **not all users** have the functionality to book holiday via ESS.

These instructions **only apply to users** in Departments that currently have this functionality.

1. Select **Book Holiday** from the Home Page.



2. Select whether Part Day, Full Day or More than one day



3. Enter the date(s)

\* Holiday period (required)

\* Start date (dd/mm/yyyy) (required)

\* Full or part day (required)

\* End date (dd/mm/yyyy) (required)

\* Full or part day (required)

4. Click on the Save button

5. Holidays can also be viewed in the calendar

6. Holiday requests will be authorised by your Reporting Manager



## 7. Logging Out

To logout from Employee Self Service select the drop-down arrow to the left of the person icon in the top right hand corner of the screen and select Sign out.

