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

3. 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)**
4. The home Employee Self Service Screen will be displayed.

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

5. 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.

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

5. Type the new details and click on **Save**
6. Confirmation will be displayed.

Contact details

Changes have been saved.

7. Select Employment to view position and HESA information.

My profile

My employment

<table>
<thead>
<tr>
<th>Period of employment</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Oct 2020 - present</td>
<td>Training Coordinator</td>
<td>Department of Plant Sciences</td>
</tr>
</tbody>
</table>

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 Payslip](image)

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

- 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.

   ![Payslip and P60]

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

   ![Download button]

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

<table>
<thead>
<tr>
<th>Tax year to 5 April</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer PAYE reference</td>
<td>126 / U100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay and Income Tax details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax deducted</td>
<td></td>
</tr>
<tr>
<td>if refund mark 'R'</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td>DEWHURST</td>
</tr>
<tr>
<td>Forenames</td>
<td>Eric</td>
</tr>
<tr>
<td>National Insurance number</td>
<td>AB 12 34 56 C</td>
</tr>
</tbody>
</table>

| In previous employment(s) |  
|---------------------------|---|
| Pay | £0.00 |
| Tax deducted | £0.00 |
| Total for year | £17,521.63 |
| In this employment |  
| Pay | £17,521.63 |
| Tax deducted | £990.40 |
| Total for year | £17,521.63 |

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

| Statutory payments included in the pay 'In this employment' figure above |  
|---------------------------------------------------------------|---|
| Statutory Maternity Pay | £ 0.00 |
| Statutory Paternity Pay | £ 0.00 |
| Statutory Shared Parental Pay | £ 0.00 |
| Statutory Adoption Pay | £ 0.00 |

Employer's full name and address

University of Cambridge
Greenwich House Madingley Rise
Madingley Road CAMBRIDGE CB3 0TX
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

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

- **Type**
  - All

- **Status**
  - Not refused

- **Start date (dd/mm/yyyy)**
  - 04 Jan 2021

- **End date (dd/mm/yyyy)**
  - 18 Jan 2021
  - Sickness Scheme
  - Not applicable

- **Start date (dd/mm/yyyy)**
  - 20 Jan 2020

- **End date (dd/mm/yyyy)**
  - 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.

- **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.

![Image of iTrent calendar with February 2022 view, showing sick leave entries for 15th February marked as sick]
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.

   ![Holiday Table]

<table>
<thead>
<tr>
<th>Holiday details</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Absence type (required)</em></td>
</tr>
<tr>
<td>Annual Leave</td>
</tr>
<tr>
<td><em>Holiday period (required)</em></td>
</tr>
<tr>
<td>Please choose</td>
</tr>
<tr>
<td>Part day</td>
</tr>
<tr>
<td>Full day</td>
</tr>
<tr>
<td>More than one day</td>
</tr>
</tbody>
</table>

2. Select whether Part Day, Full Day or More than one day
3. Enter the date(s)

   - **Holiday period (required)**
     
     More than one day

   - **Start date (dd/mm/yyyy) (required)**
     
     28/02/2022

   - **Full or part day (required)**
     
     Full day

   - **End date (dd/mm/yyyy) (required)**
     
     02/03/2022

   - **Full or part day (required)**
     
     Full day

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.