Introduction

This user guide has been designed to help you view your employment details within HR Organiser. It will show you how to:

- View your employment details, including salary
- Update your HESA information

Logging in to HR Organiser

You can log in to HR Organiser here: [https://hrorganiser.essex.ac.uk](https://hrorganiser.essex.ac.uk)

You will need your University username (without the @essex.ac.uk) and your University password. This is the same password you use to log on to the network and your emails.

**Having trouble logging in?** Your password must not contain any of the following characters " £ ¬ ¦ | \ if it does you will need to reset it which can be done here: [https://www.essex.ac.uk/password/login.aspx](https://www.essex.ac.uk/password/login.aspx)

If you are still having problems please contact hrorg@essex.ac.uk.

Please note you can only log in to HR Organiser whilst you have a current contract with the University. If you have left and your contract has ended you will no longer be able to gain access to the system.

You should ensure that you have downloaded and saved all of your payslips and P60’s to your personal PC before your account is closed.
Employment Details

Once you have logged in to HR Organiser select the Employment tab at the top of the main homepage. You will then be presented with the below screen.

Current job

This screen displays the details for your current position. Here you can check your reporting manager, personal reference, start date, working pattern and contractual hours and pro rate salary. It is essential that your working pattern is correct. If it is not you should contact HR immediately (staffing@essex.ac.uk).
Previous job

The details provided for previous positions are position name, department, start and end date, reason for leaving and manager.

Please note information shown here will only date back to April 2011. A 'previous' contract relates to previous positions held at the University, details of which are held on the legacy HR system.

**Previous job details**

- **Job Details**
  - Department: Finance Section - Business Systems

- **Position name**: Data Input Administration Assistant

- **Start date**: 26/11/2014

- **Leaving date**: 25/01/2015

- **Reason for leaving**: Appointment to different post

**HESA**

All universities are required to make an annual staff return to the Higher Education Statistics Agency (HESA) and to publish information about its staff to demonstrate it is meeting its duty under the Equality Act 2010.

HESA is the official agency for the collection, analysis and dissemination of quantitative information about higher education. Your name is not included in the HESA return, all information about staff that is published is anonymised and precautions are taken to minimise the risk of identification of individuals from the published data. See example of HESA Screen below.
When completing the fields if you are unsure of any point then you can click in the field. This will give you additional information that will help you complete the information.

Click **Save** when you are happy with your changes.
Completing fields

Date for new details: If you are a new member of staff enter your start date; if you are updating information please enter the date of the change or today’s date.

Nationality: This field is read only and cannot be amended; if you believe the information that has been recorded to be incorrect please contact Human Resources.

Gender Identity: Please state whether your gender identity is the same as that you were assigned at birth or different to that you were assigned at birth.

Disability: If you consider yourself to have a disability, please give details.

Previous Employment: This field is only required to be completed if you joined the University after 1 August 2012.

Previous HEI: Only required if your previous employment was a Higher Education Institute and you joined the University after 1 August 2012.

Current Academic Discipline: Only required for Academic, Research and other teaching staff (E.g. Part-time Teachers and Graduate Teaching Staff). Please choose up to two subjects that you teach/research from the list.

If you have a query please email staffing@essex.ac.uk

Regulatory Body: You can select up to two items in this field. Only required if applicable.

Activity after Leaving and Location after Leaving: When ceasing your employment with the University please complete both fields before your leaving date.

Highest Qualification Held: Please choose the highest qualification you have been awarded.

Academic Teaching Qualification: Only required for Academic and other teaching staff (E.g. Part-time Teachers and Graduate Teaching Staff). You may enter up to six qualifications, accreditations or recognitions that you hold.

Contact Us

For queries relating to your employment; staffing@essex.ac.uk or ext 3433.
For HR Organiser system queries; hrorg@essex.ac.uk
For more information on HR Organiser; https://www.essex.ac.uk/staff/starting-at-essex/using-hr-organiser