HR Organiser

Logging in & Main Page
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.
Main homepage

**Personal:** this area contains all of your personal details including sensitive information, contact details and emergency contact details.

**Absence:** here you can view your annual leave entitlement, see which dates you have booked and book additional annual leave.

**Pay & Benefits:** here all of your payslips and P60’s are listed.

**Employment:** this area lists your current and previous positions within the University. The HESA details can also be found here.

**Professional Development:** this area lists your current and previous learning activities within the University.

**Quick links:** giving you easy access to common areas of HR Organiser.

Here you can LOGOUT or set your e-form preferences.
Useful Information

Here you can find more details about HR Organiser including system tips, user guides, news from HR or upcoming key dates.

Contact Us

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