Introduction

This user guide has been designed to help you use HR Organiser on your mobile device. It will show you how to;

- Navigate to and around HR Organiser
- Set a quick link to HR Organiser from your home page (iOS).

Logging in to HR Organiser

In your phones internet browser type hrorganiser.essex.ac.uk in to the web address bar

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

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.
Navigating in HR Organiser

All of the same information can be accessed using the mobile version of HR Organiser and navigation between the screens is very similar. The screenshots below highlight the differences.

The menu displays the tab options shown across the top when accessed on your PC.

Scroll down to see more from the information carousel or click to view more details.

Returns you to the homepage

Tap 'More links from self service' to view the quick links.
Booking Annual Leave

To book annual leave click on the + button, this will open up the normal holiday booking page.

Select the face icon to log out or set your e-form preferences.
Adding to your homepage - ios

You can add a link to HR Organiser from your homepage so that you can access the website like an app. In Safari select the ‘Central Actions’ button and then ‘add to homescreen’.

Click ‘Add’ again when prompted. This will then be showing on your phone as an app and can be used to quickly access the log in page for HR Organiser.
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