Introduction

This user guide has been designed to help you view and edit your personal details using HR Organiser. It will show you how to:

- View your personal details
- Update your sensitive information
- Update your contact information
- Update your emergency contacts

Logging in to HR Organiser

You can log in to HR Organiser here: 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

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

- **Your contact details including address, email, telephone and mobile number**
- **Your personal details including official name and date of birth**
- **Your sensitive information including marital status, religion, ethnic origin, sexual orientation and disability**
- **Your emergency contact details**
- **Add additional emergency contacts**
- **Close the window and return to main homepage**
When you click on **Personal Details** you will get the below screen. Here you can view your personal details. You cannot edit this screen yourself. If the details are wrong you will need to contact HR at staffing@essex.ac.uk to ask for them to be amended.

If you are requesting a change you will be required to provide supporting documentation as evidence of the change. You must provide the original documentation. For more information please contact HR directly.

### Sensitive information

This screen allows you to enter your sensitive information. The University is using this information to monitor the diversity of staff. Monitoring the diversity of staff enables the University to understand the effect of our activities on different groups of people. The anonymised data will be used to inform internal policies, procedures, strategic planning and the allocation of resources. Data provided by some staff may also be used in the Research Framework (REF) return, this will also be anonymised.

You can be assured that the information you provide will be held securely and treated as strictly confidential in accordance with the requirements of the Data Protection Act.
Once you have updated the necessary information click Save.
Contact information

Here you can update the contact information held for you within the system. By clicking on the relevant information box you can update the details inside it.

Address details

This form allows you to correct your current address information. If your address has changed please use the add address details option.

- **Address type**: Contact Address
- **Mailing address**

- **Post Code**

- **House name**

- **Number/Street**
  - 1 Example Road

- **Local area**
  - Example Village

- **Post town**
  - EXAMPLE TOWN

- **County**

- **Country**
  - United Kingdom
If you want to add additional contact details you can do this by clicking on the **Add** button in the contact details section.

You can have more than one address in HR Organiser. There are two options for address type: they are primary address and secondary address. Your primary address should also be your mailing address, you can set this by using the tick box below the address type.

Please note you can only save one entry for each type of address (primary address and secondary address) for example you cannot save two primary addresses. If you do this it will overwrite the other with the most recent address you have put in. Any changes you make to the addresses will take immediate effect.

To add/amend another contact detail you simply need to follow the same processes as above. If you need to delete a contact detail or your address details then select the **Delete** button when you are in the details page.

**Emergency contacts**

This part of the screen allows you to maintain your emergency contacts held in HR Organiser. To update an emergency contact, click on their details.

You can now change their details such as telephone number and address.

You can add additional emergency contacts by clicking on the **Add emergency contact** button. You can only set one of your emergency contacts as your primary contact. You can do this by selecting the tick box.

If you tick the **Use my home address** tick box then your address details will be automatically populated in the address details of your emergency contact.

If you need to delete an emergency contact then click the **Delete** button at the bottom of the page. Remember the **Cancel** button only closes your current window, you need to press delete to remove the contact.

**Contact Us**

If changes to your personal details are required; staffing@essex.ac.uk
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