

Thinking Personnel
HR Self Service Portal
Guidance Notes

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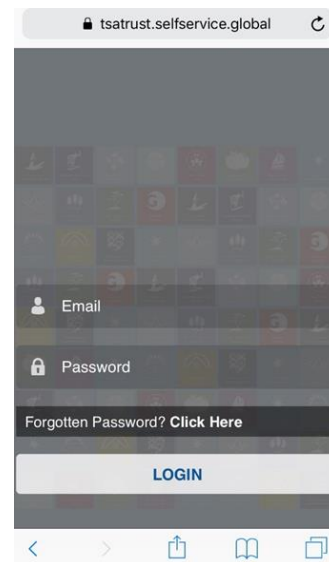
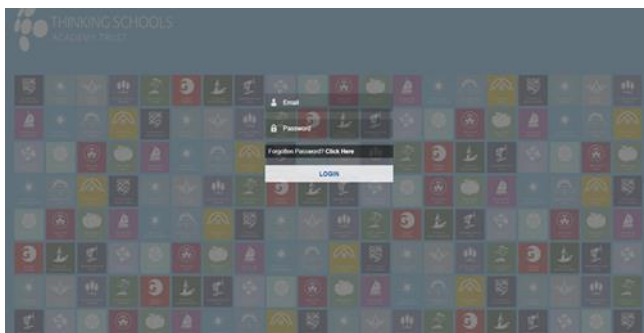
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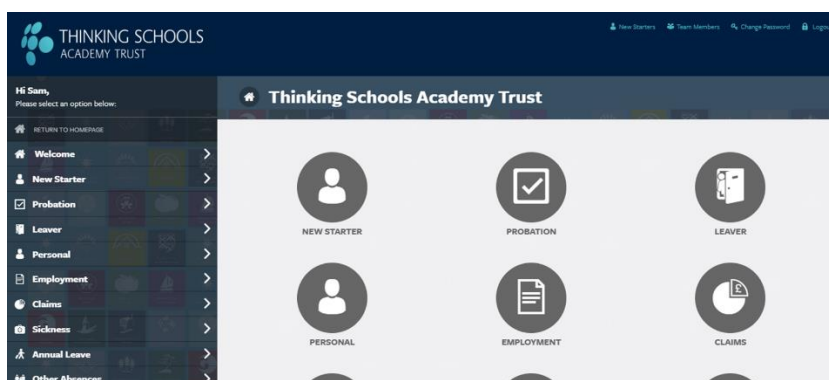
Login Page

This guidance document will explain how to access the HR Self-Service Portal and use some of the key features that you may find useful when using the system day-to-day.



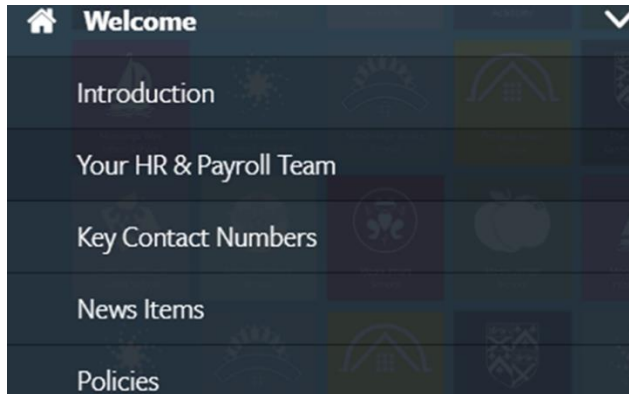
When logging into the system your username will be your email address and your password will be your National Insurance number. You will be able to access the system remotely and from a laptop, tablet or smartphone as well as in school.

HR Portal Menu



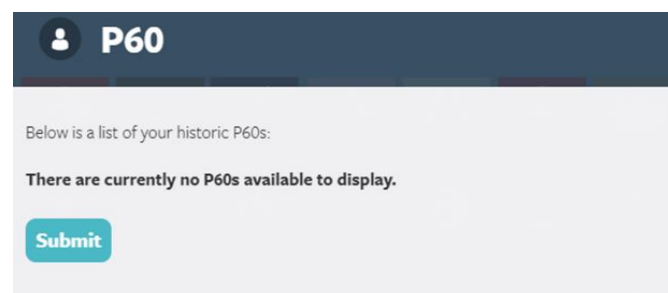
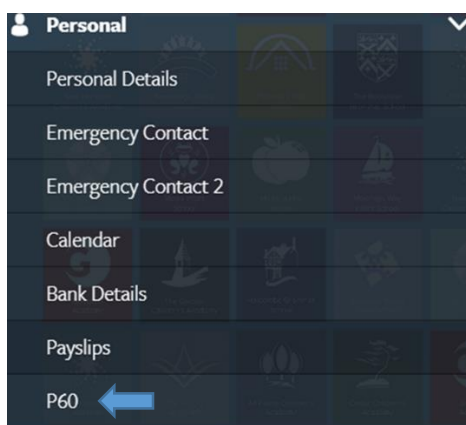
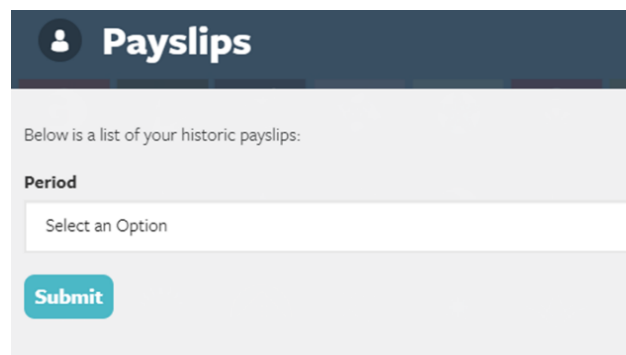
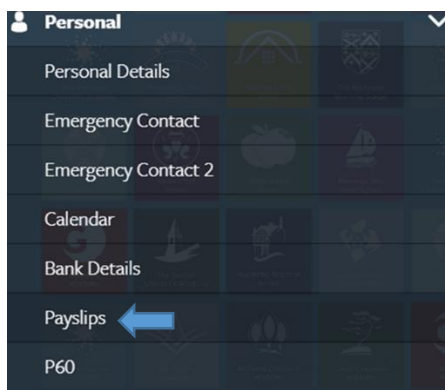
Once you log into the HR Portal Menu you will be able to see the above screen. This will give you a range of options.

Welcome Page



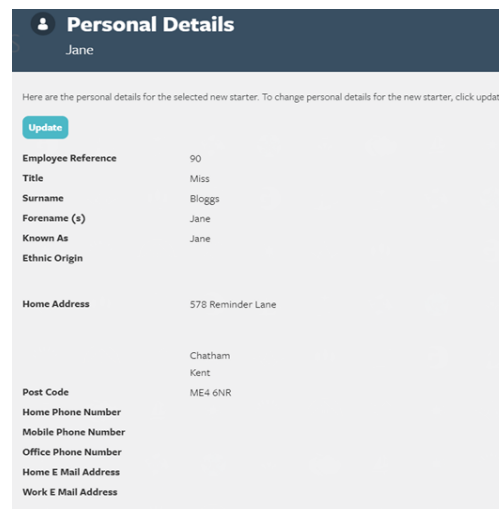
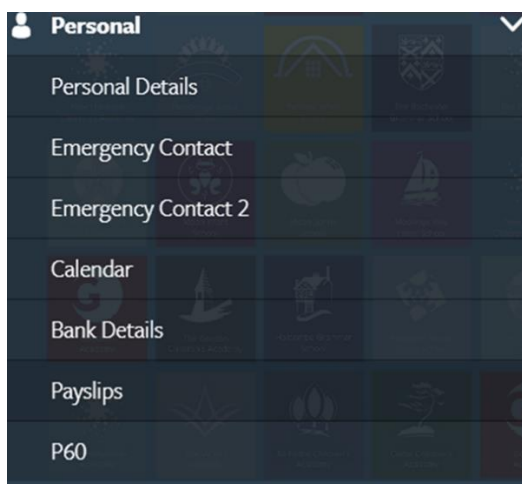
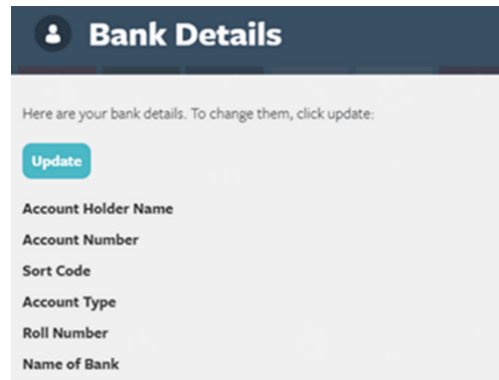
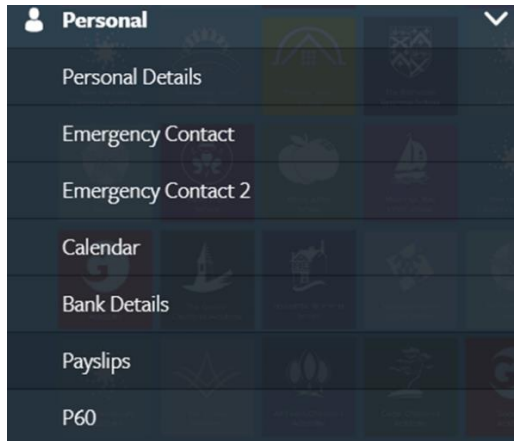
The 'Welcome' tab shows a drop down menu with a range of guidance, news items, key information and contact details. If you have any questions on this, please do not hesitate to contact a member of the HR Team.

Accessing Payslips & P60s



Within your 'Personal' drop down menu, you will be able to access and download your payslips and these can be printed or saved to your computer or personal device.

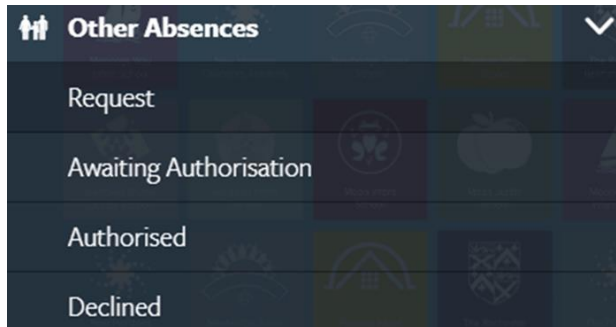
Bank Details & Personal Details



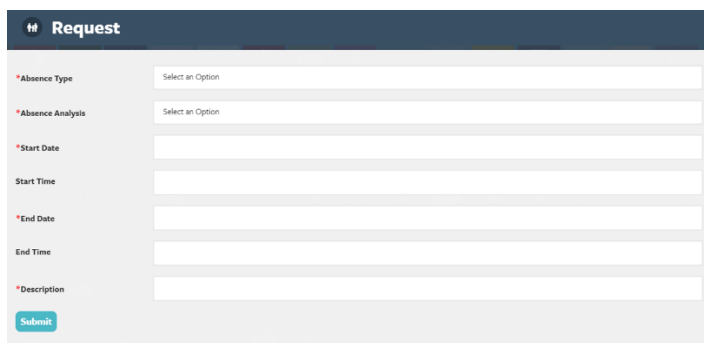
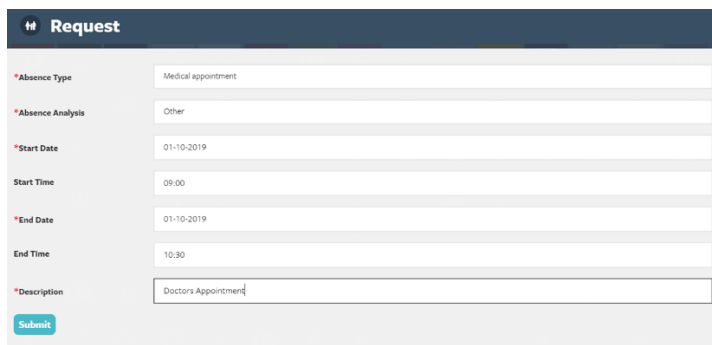
Under the 'Personal' tab you will be able to change and update your bank details and personal details via the HR self-service portal. Please be advised that any changes to your bank details after the 7th of each month, will be effective the following month.

When you first log in, please ensure that all of your personal information is current and up-to-date.

Other Absences



You can also request 'Other Absences' on the portal. This could be for absences related to parental leave, medical appointments, unpaid leave or compassionate leave, for example.

The online form is simple and easy to complete and you are able to select the relevant absence type from the drop down menu. You can provide further details of your absence in the free text box. In the 'start time' and 'end time' fields, please enter your normal start and finish times if your absence will be for a full day.

For all year round staff, you will be able to request annual leave via the annual leave drop down menu.

Sickness Self-Certification

Self Certification

Below are sickness records which require you to self certify.

Please click on the record and fill out the form:

< Attachments

Search:

Absence Analysis	Description	Start Date	Last Day of Sickness
Cold	Cold	21/08/2019	

Sickness Certification ✕

Absence Analysis

Cold

Description

Cold

Start Date

21/08/2019

End Date

Submit

If you are absent due to sickness you will be required to self-certify on the system. You will receive an automated email alert to do this on your first day back after any absence. To self-certify, you will simply need to log in to the system and check the details of your absence are correct before clicking submit.