Employee Self Service (ESS) User Guide

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Login

You can navigate to Employee Self Service (ESS) from the Human Resources webpage: https://www.maynoothuniversity.ie/human-resources and click through the ESS link.

To login, enter your **system** username and password in the corresponding fields and press enter on your keyboard or click on **Sign In**

Introduction

Your ESS account has two distinct areas: **Employee Dashboard** and **My Profile**.

Throughout your account, across the top of the screen, you will see the **Dashboards** and **User** drop-down menus and your **Name**, your **Job Title** and your **Department** / **Office**.

Employee Dashboard

Once you have successfully logged in you will be brought to your Employee Dashboard page. The Employee Dashboard opens on the **Pay** > **My Payslips** screen.

The menu to the left of page contains links to **Pay**, as future developments are released, for example, **Hourly Timesheets** and **Leave Requests** further links will be added to this menu.

By clicking on the arrow beside **Dashboards** you will see a drop-down menu, click on **Employee Dashboard** and you can return to this page at any time.

My Payslips

To get to the **My Payslips** screen, click on **Pay** on the menu to the left of the page.

On the **My Payslips** screen you will see details of your current and previous Payslips (click on the dates listed), your **Tax Details** (PPS No., PRSI Class, Tax Credits etc.), **Important Dates**, such as the date of the next **Pay Day**, **P60** Certificates and **PRD** Certificates.
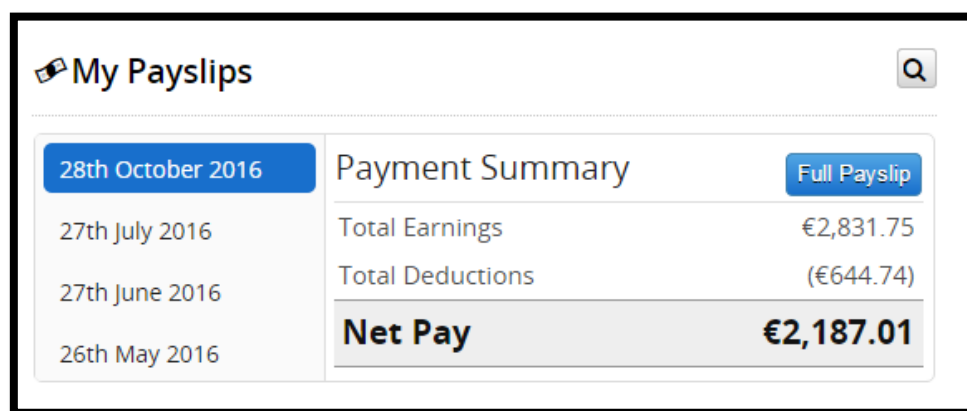
To view your **Payment Summary**, click on **Display Pay Summary**, you will be prompted to enter your **password**:

Once you have entered your **password**, press enter on your keyboard or click on **Confirm**.

Your **Payment Summary**, details will now be displayed:

To view and / or print your Payslip, click on **Full Payslip**.

My Profile

By clicking on the arrow beside your name, in the top right hand corner, you will see a drop-down menu, click on **My Profile** or click on the blue **My Profile** / **Improve** blue button on the **Employee Dashboard** page and you will be brought to your **My Profile** page.

The **My Profile** opens on the **Employee Detail** > **Next of Kin** > **My Next of Kin Details** screen.

The menu to the left of page contains links to **Employee Detail** and **Qualifications**.

Note: as you enter data within the **Employee Detail** area of **My Profile** you will see the percentage of the Profile Completeness increase, each of the three areas of **Employee Detail** i.e. **Next of Kin**, **My Contact Details** and **Dependents**, are valued at 33%.
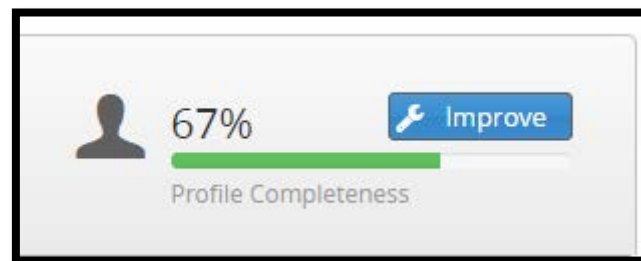
Note: All information entered within the **My Profile** section will form part of your HR Record which is only seen by the Human Resources office.

Employee Detail

The **Employee Detail** menu contains details of **Next of Kin**, **Contacts** and **Dependents**.

Next of Kin

To get to the **My Next of Kin Details** screen, click on **Next of Kin** on the **Employee Detail** menu.
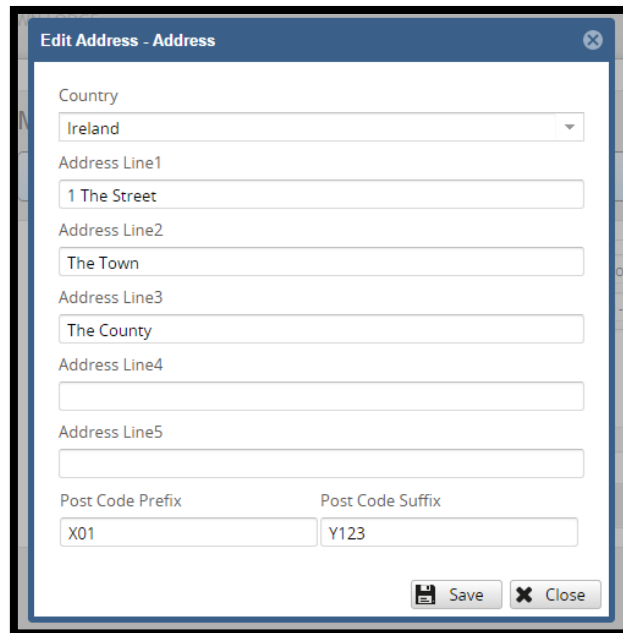

On the **My Next of Kin Details** screen you can enter the **Forename***, **Surname***, the **Relationship*** of your next of kin to you, their **Phone*** number, **Comments**, and their **Address**.

Once you have entered the **Forename**, **Surname**, **Relationship** and **Phone** details and **Comments**, if appropriate, click **Save** to save the details you have entered to date. To edit any of the above, simply over-write the details and click **Save**.
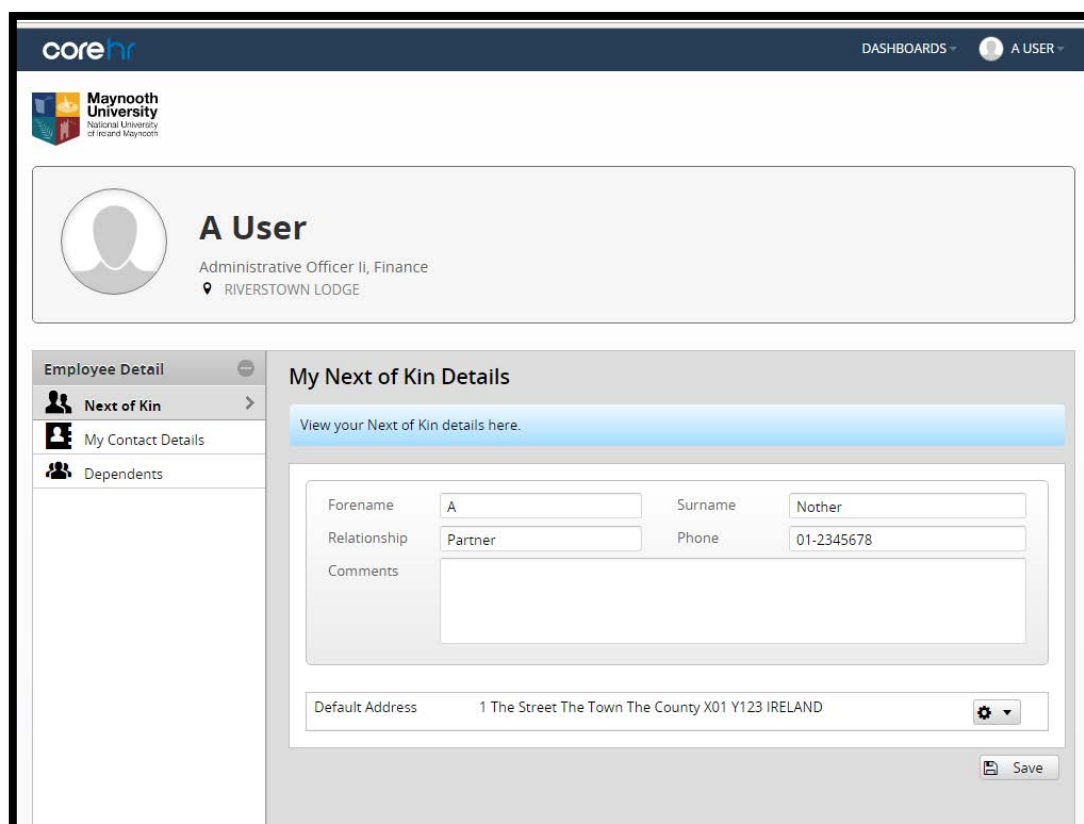
Note: Within comments you may wish to enter instructions to HR on who to contact in the event of an emergency, for example, you may wish to enter an additional contact name or contact number.

* **All data inputs marked with an asterisk are required fields**.

To add / edit your next of kin's address, click on the arrow next to the **Tools** icon and select **Edit Address**. A new window will pop up, enter the address details and click **Save**.

Once you have clicked **Save** you will be brought back to the **My Next of Kin Details** screen, where the details you have entered are displayed.

Contacts

To get to the **My Contact Details** screen, click on **Contacts** on the **Employee Detail** menu.

On the **My Contact Details** screen you can enter and update your **Home Phone No.**, **Mobile Secondary Email** and **Address** details.

To enter or update any of these, click on the arrow next to the **Tools** icon ![tools icon] and select **Click to edit contact details**. A new window will pop up, enter the respective details and click **Save**. (Note, your **Email Address** and **Work Extension** cannot be edited.

Once you have clicked **Save**, you will be brought back to the **My Contact Details** screen, where the details you have entered are displayed.

Dependents

To get to the **My Dependents** screen, click on **Dependents** on the **Employee Detail** menu.

On the **My Dependents** screen you can view the **Name***, **Date of Birth***, **Gender***, the **Relationship*** of your dependent to you, **Country of Birth***, **Nationality*** and **Child No** of all your dependents.

To add a dependent, click on **Add New**.

* **All data inputs marked with an asterisk are required fields**.

You will be brought to a new screen, enter the **Name**, **Gender**, **Date of Birth***, **Relationship**, **Country of Birth**, **Nationality** and **Child No**, click **Save**.

* When entering a **Date** you will be asked to select the Month and Year first. Once you have selected the correct Month and Year, click **OK** and then you can select the Day.

Once you have clicked **Save**, you will be brought back to the **My Dependents** screen, where the details you have entered are displayed.

To edit the details of an existing dependent click on the arrow next to the **Tools** icon and select **View/Edit**.

Qualifications

The **Qualifications** menu contains details of **Qualifications**.

Qualifications

To get to the **Qualifications** screen, click on **Qualifications** on the **Qualifications** menu.

To add a qualification, click on **Add Qualification** on the **Qualifications** screen.

On the **Qualifications** screen you can enter **Basic Details** and **Course Details** of your qualifications.

Basic Details:

- Select your qualification i.e. Diploma, PhD etc. from the **Qualification** drop-down menu.
- Select the level of your qualification i.e. NFQ (National Framework of Qualifications*) Level 07 etc. Enter the course name of your qualification i.e. Computer Science, in the **Course Name** free-text box.
- Enter the result you achieved i.e. 2.1 etc. in the **Result** free-text box.
- Select the Higher Education Institute you attended from the **University** drop-down menu.
- Select the Country of the Higher Education Institute you attended from the **Country** drop-down menu.
- Select your Academic Disciplines from the **Academic Disc. 1** and **Academic Disc. 2** drop-down menus.
- Select your awarding body from the **Awarding Body** drop-down menu.
- Please ignore the **N/A** field as this is a further field under development.

Note: Where a drop-down menu has many entries, you can enter the first letter of the item you are searching for and you will be brought the first alphabetical entry for that letter, i.e. entering 'I' in the Country drop-down menu will allow you to find Ireland more quickly *or* you can also use the % functionality to enter part or all of a word contained in the item you are searching for, i.e. entering '%oxford' in the University drop-down menu will allow you to find University of Oxford more quickly.

* Appendix 1 illustrates the National Framework of Qualifications which may help you with this field.

Note: If your **University**, **Academic Discipline** or **Awarding Body** are not listed, please contact the HR Office at essqueries@mu.ie and the list will be amended.
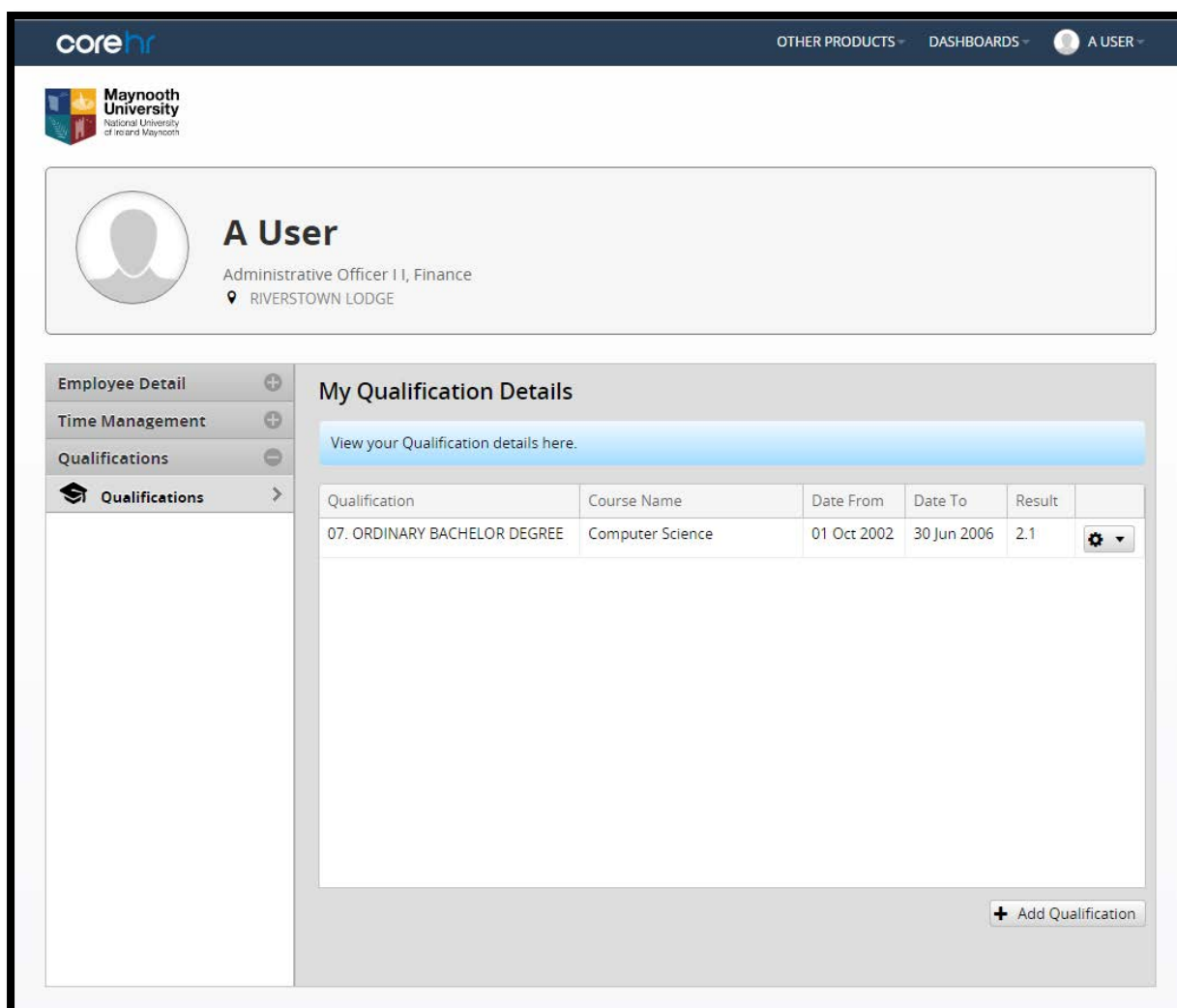
Course Details:

- Select the **Date From** and **Date To** of your course from the **Date** icon ▦ .
- Select the **Duration** of your course in **Days**, **Months**, **Years**.
- Select your **Conferral Date** and **Graduation Date** of the course from the **Date** icon ▦ .

You can also add specific **Subjects** which you studied either in **First Year** or **Final Year**, by selecting a subject from the **Subject** drop-down menu, clicking the tick-box for **First Year** or **Final Year** and clicking on **Add Subject**.

Once you have entered your data, click **Save**.

Once you have clicked **Save**, you will be brought back to the **My Qualifications** screen, where the details you have entered and displayed.

You can edit or delete your **Qualification** by clicking on the **Tools** icon ⚙▾ and selecting **edit qualification details** or **edit qualification details**.

You can add further **Qualifications** by clicking on **Add Qualification** and repeating the previous steps outlined.

Appendices

Appendix 1: Irish National Framework of Qualifications