



University of Essex

HR Organiser

Overview

[Log in here](#)

HR Organiser

Login

* Username (required)

* Password (required)

>

[? Contact administrator](#)

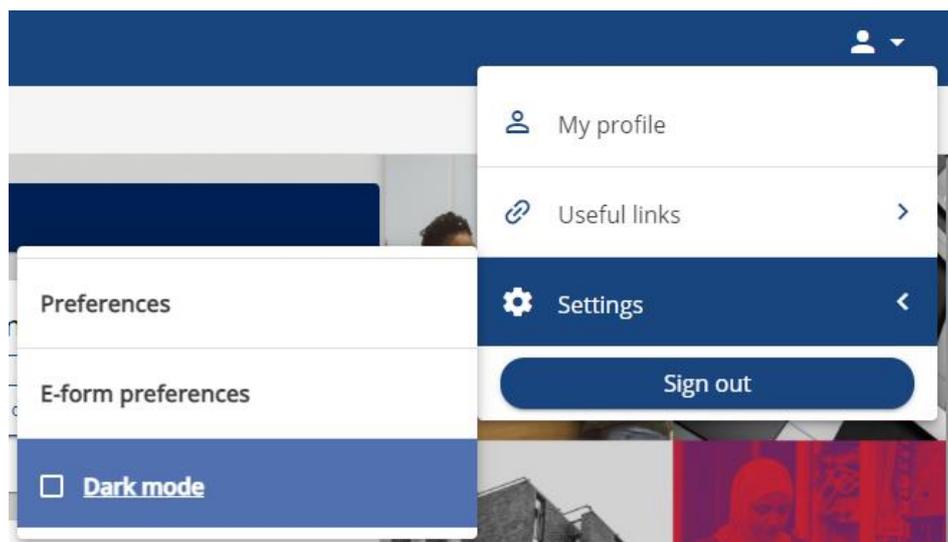
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Preferences & Settings

Dark Mode

To turn on 'Dark Mode', click the person silhouette in the top right, select 'Settings' and then click the selection box next to 'Dark mode'.



E-form Preferences

To turn on emailed payslips and to update where your final payslip and P45 will be emailed, select 'E-form preferences' from the 'Settings' menu.

Tick 'Email payslip' under 'Payslip options' to receive your payslips via email, and then enter your email address and password in the boxes below. This password is a separate password just for accessing your payslips and is not linked to your university ID, so it will only change when updated in this screen (and not when you change your usual university password).

Please note, when you click 'Save', the password will no longer show on the screen, either as text or dots; this is for security purposes and your details will still have saved correctly.

The payslip/P60 passwords can only use the characters A-Z, a-z, 0-9, or ! " \$ % ^ & * () - _ + [] { } ? , . ; : @ # ~ / | \ < > ` ' : .

Payslip options

Print payslip

Email payslip

*Email address (required)

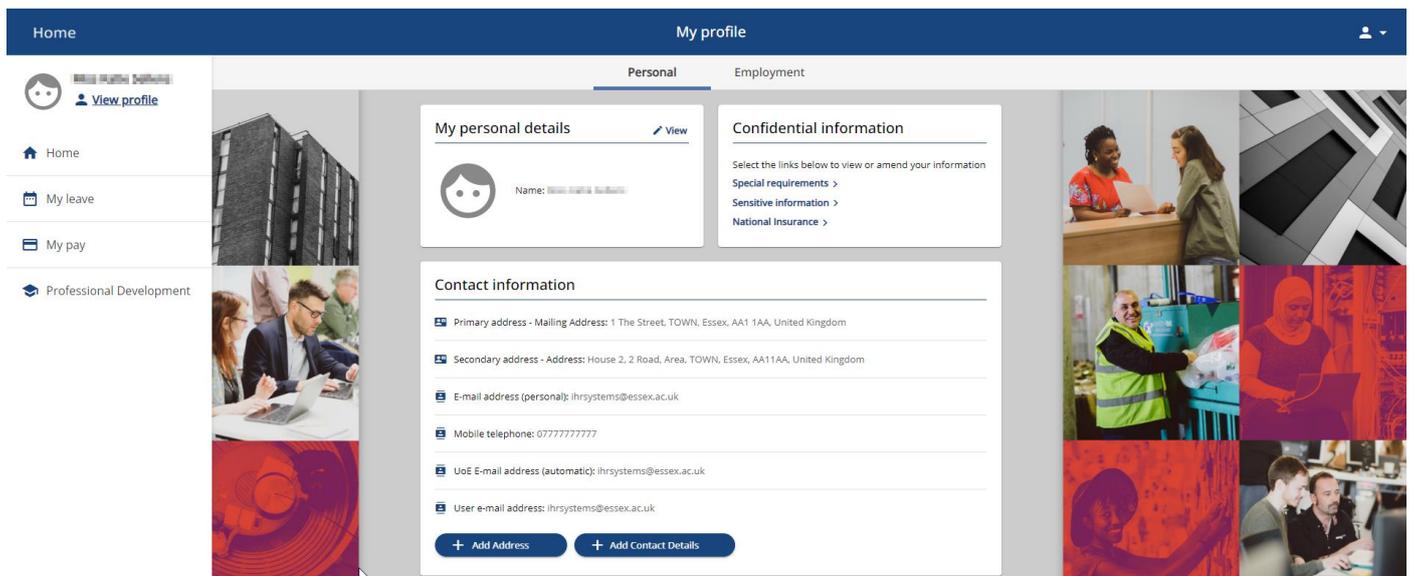
*Password for payslip (required)

*Confirm password (required)

Personal Details

Your personal details can be accessed under the 'View profile' link under your name in the top left-hand corner. Here you are able to view the personal details held for you as well as update your address, contact information and emergency contact.

When you have changed either your address or contact information this should be added as a new address rather than overwriting the existing details. This ensures a correct history is kept against your record.



Employment Details

Employment information can be accessed by clicking on the 'Employment' tab, to the right of the 'Personal' tab along the middle top of the screen after selecting the 'View profile' link.

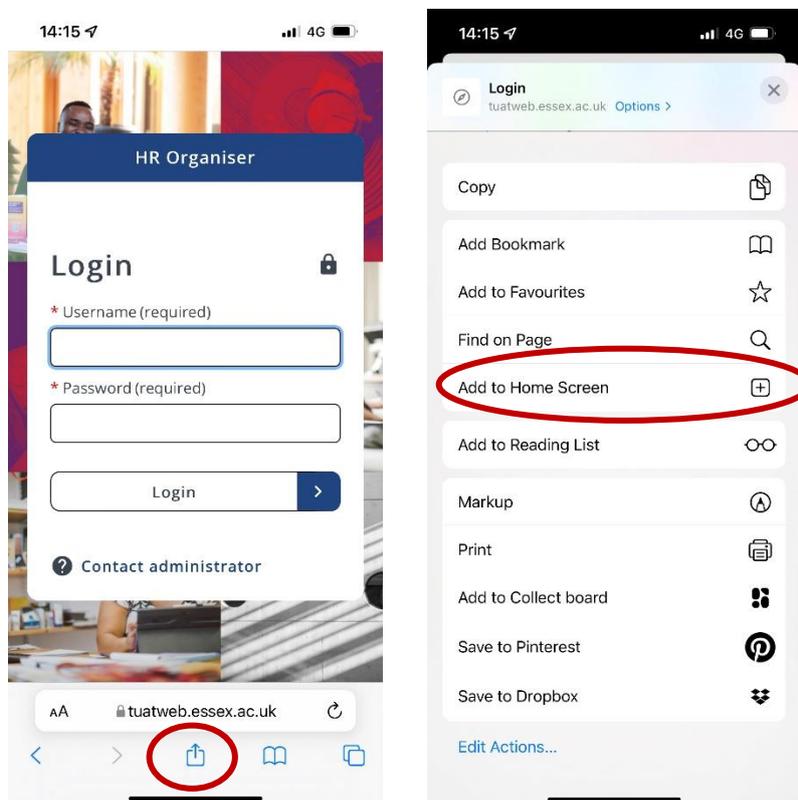
Your employment history will show on this page as well as information about your current role, including your working pattern and reporting manager. You can also update your HESA information on this page: this includes sensitive information such as any disabilities or parental leave, previous employment, and qualifications.

Mobile Devices

HR Organiser is fully mobile accessible, and you can add a quick link on your device to access this quickly.

iOS devices

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 like an app.

Contact Us

For general HR Organiser queries please contact the [Commercial Applications Helpdesk](#)

For any questions about the personal or employment details held for you contact staffing@essex.ac.uk