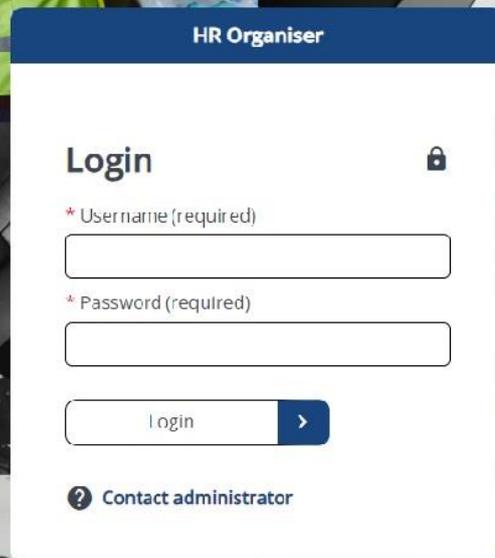


# HR Organiser

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## Pay & Timesheets

[Log in here](#)



HR Organiser

### Login

\* Username (required)

\* Password (required)

Login >

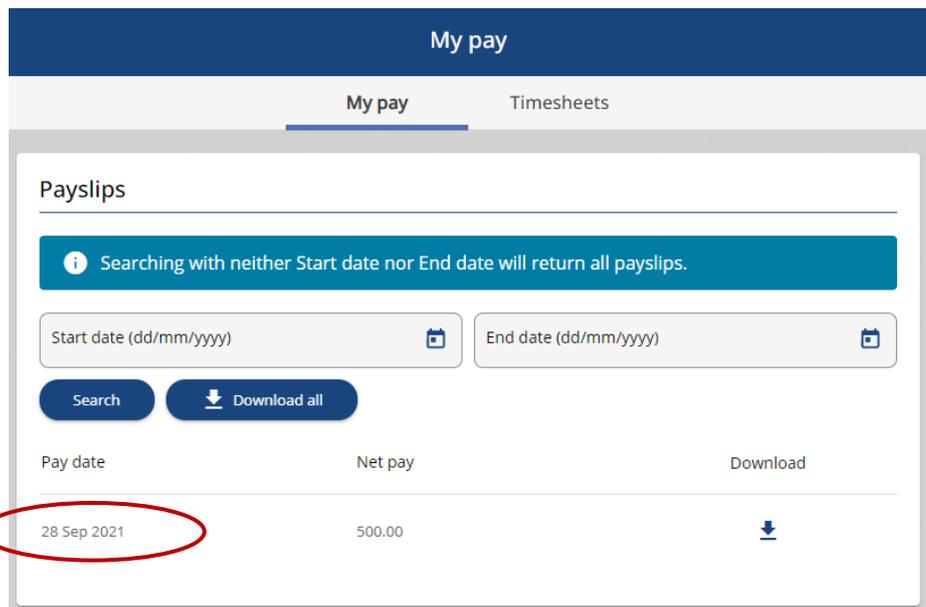
[? Contact administrator](#)

## Table of Contents

|  |   |
|--|---|
| Viewing & Downloading your Payslip ..... | 2 |
| Leaving the University .....             | 3 |
| Entering a Timesheet .....               | 4 |
| Viewing your Timesheets.....             | 5 |
| Contact Us .....                         | 5 |

## Viewing & Downloading your Payslip

To view your payslips, click on the 'My pay' menu. This will display up to 12 months' worth of payslips as standard, but you can use the search criteria to amend this.



Click on any pay date to view your payslip for that period. You can then click on the 'Download' button to open this as a PDF and save a copy elsewhere.

[< Back to My pay](#)

Payslip details: 28 Sep 2021 [Download](#)

|                      |            |                    |                  |
|----------------------|------------|--------------------|------------------|
| <b>Employee Name</b> | Daffy Duck | <b>Tax Period</b>  | 6                |
| <b>Reference No.</b> | 5005618    | <b>Tax Code</b>    | 1257L Cumulative |
|                      |            | <b>NI Number</b>   | AA655432A        |
|                      |            | <b>NI Category</b> | A                |

| Payments |     |      |        | Deductions          |      |      | This Period                  |        |
|----------|-----|------|--------|---------------------|------|------|------------------------------|--------|
| Payment  | U/T | Rate | Cash   | Deduction           | Rate | Cash | Description                  | Value  |
| Add Pay  |     |      | 500.50 | Tax                 |      | 0.00 | Taxable Payments This Period | 500.50 |
|          |     |      |        | NI - A              |      | 0.00 |                              |        |
|          |     |      |        | Donate Your Pennies |      | 0.50 |                              |        |

| Year-to-date    |        |
|-----------------|--------|
| Description     | Value  |
| Taxable Pay YTD | 500.50 |
| Niable Pay YTD  | 500.50 |

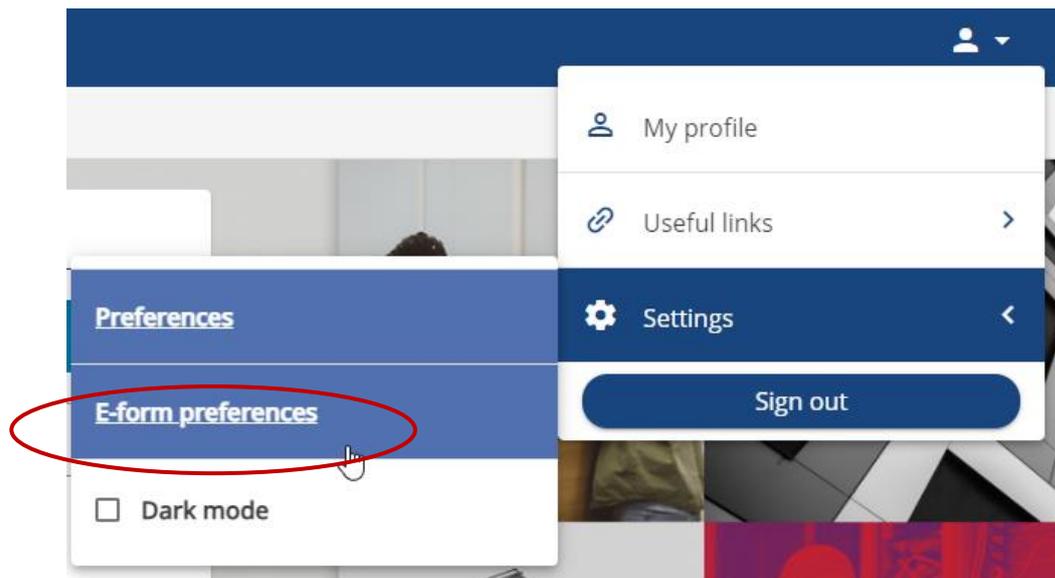
|                       |               |                         |             |                |               |
|-----------------------|---------------|-------------------------|-------------|----------------|---------------|
| <b>Total Payments</b> | <b>500.50</b> | <b>Total Deductions</b> | <b>0.50</b> | <b>NET PAY</b> | <b>500.00</b> |
|-----------------------|---------------|-------------------------|-------------|----------------|---------------|

To download multiple payslips into one file: on the 'My pay' page, use the start and end date to enter the period you wish to download and then click 'Download all'.

## Leaving the University

When you leave the University you will no longer have access to HR Organiser after your last day. You should ensure you download any of your current payslips prior to this.

Your final payslip and P45 will be emailed to you. To ensure this is sent to the correct address, before you leave you need to update your e-form preferences. In HR Organiser click on the person silhouette in the top right -> 'Settings' -> 'E-form preferences'.



Enter your personal (not University) email address and create a password (this password is only for accessing your payslips and is not connected to your usual University password). This will be needed to open your payslip and P45 when it is emailed to you.

### E-form preferences

#### Payslip options

Print payslip

Email payslip

\*Email address (required)

external@gmail.com

\*Password for payslip (required)

.....

\*Confirm password (required)

.....

## Entering a Timesheet

Timesheets can be used by salaried staff to claim overtime or other additional payments and by on-demand staff to claim for their hours worked. To add a new timesheet in HR Organiser, go to 'My pay' and then select the 'Timesheets' tab across the top. Click 'Add claim' to start a new timesheet.

The screenshot shows the 'My pay' interface. At the top, there is a blue header with 'My pay' and a sub-header with 'My pay' and 'Timesheets'. The 'Timesheets' tab is circled in red. Below the header, there is a section titled 'Timesheets' with two buttons: 'In progress' (with a checkmark) and 'Authorised'. Below these are two date pickers: 'Start date (dd/mm/yyyy)' with the value '16/01/2022' and 'End date (dd/mm/yyyy)' with the value '16/02/2022'. There is a 'Search' button and a message that says 'There are no Time & Expenses claims to display'. At the bottom, there is a blue button with a plus sign and the text 'Add claim', which is circled in red.

Enter the start date (this should be the day you are starting your claim), choose the position you wish to claim hours for and then select your required template. This will either be 'UoE – Hourly Paid Staff Standard Timesheet' or 'UoE – Salary Paid Staff Standard Timesheet', unless otherwise specified by your manager. When you have entered the correct details, click 'New'.

Enter the details as appropriate for your claim. You can use the + and – icons to add and remove rows. If you wish to add more to the claim at a later date, click 'Save draft'; this will then show on the main timesheets page and you will be able to continue adding to this as needed. Otherwise, if you are ready to submit, click 'Submit'.

Page 1

- This timesheet is to be used for salary paid staff claiming overtime only. This should be entered as Overtime @1.0 or as per agreed overtime rate.
- Timesheets must be submitted in accordance with the Payroll cut-off dates otherwise you may not be paid until the following month. The cut-off dates for each month can be found here.
- Payments will be made on the 28th day of each month, or previous working day if this falls on a non-working day.
- **Hours should be entered as a decimal** e.g. 1 and half hours should be entered as 1.5. To calculate the decimal divide your minutes worked by 60 or use the online convertor.

| Element       | Date       | Details      | Costing (Office Use Only) | Total Hours Worked |     |
|---------------|------------|--------------|---------------------------|--------------------|-----|
| Overtime @1.0 | 16/02/2022 | Hours worked |                           | 2.00               | + - |
| Overtime @1.0 | 15/02/2022 | More Hours   |                           | 2.00               | + - |
|               |            |              |                           | 4.00               |     |

The screenshot shows the bottom of the form with three buttons: 'Save draft', 'Submit', and 'Print'. The 'Save draft' and 'Submit' buttons are circled in red.

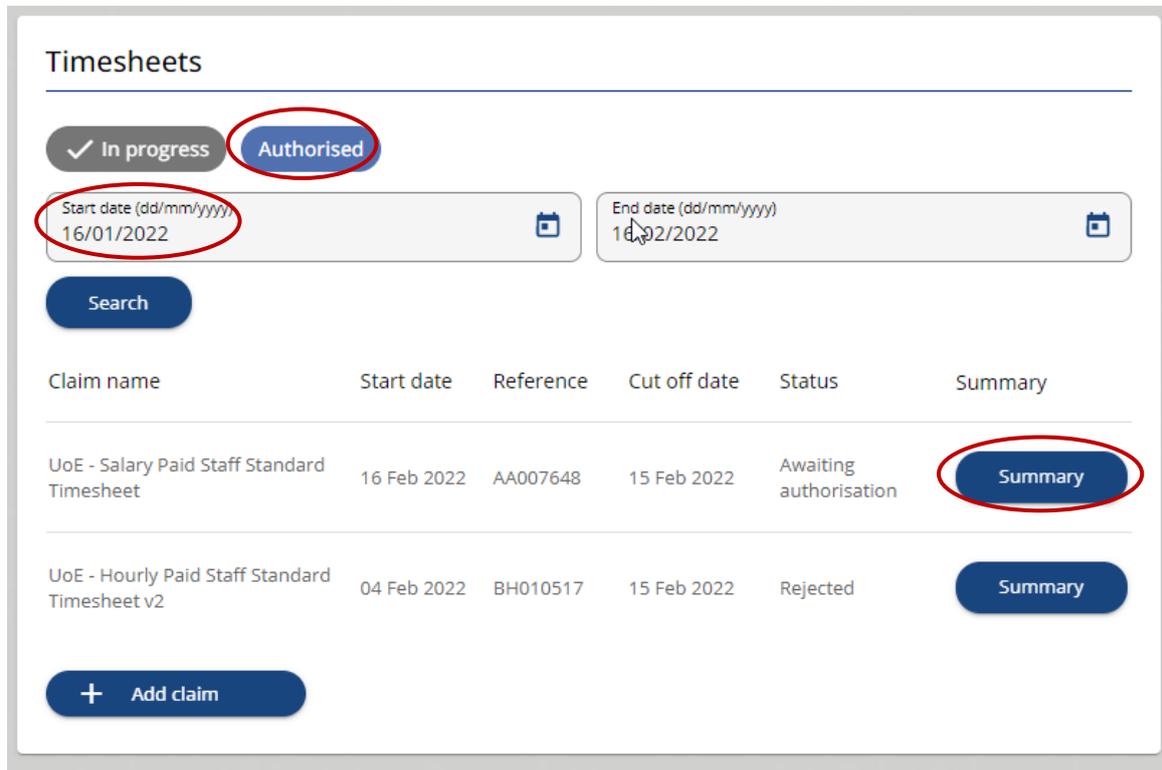
On the next page you will be prompted to enter your password; this is the same password you use to log in to HR Organiser and acts as your signature confirming that the details entered are correct. Finally click 'Submit' again, and this will then notify your manager who will be able to log in and approve or reject the claim before it is added to your pay for that month.

## Viewing your Timesheets

Any timesheets which are in draft or awaiting authorisation between the dates set in the search criteria will show on the main timesheets page. Click on the summary button to view the details, including your pay amounts for these.

To view your authorised timesheets, click on the 'Authorised' button above the search dates.

To view older timesheet claims, amend the start and end dates and click 'Search'.



The screenshot shows the 'Timesheets' interface. At the top, there are two buttons: 'In progress' and 'Authorised'. Below these are two date pickers for 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)'. A 'Search' button is located below the date pickers. The main content is a table with columns: Claim name, Start date, Reference, Cut off date, Status, and Summary. There are two rows of data. The first row is for 'UoE - Salary Paid Staff Standard Timesheet' with status 'Awaiting authorisation' and a 'Summary' button. The second row is for 'UoE - Hourly Paid Staff Standard Timesheet v2' with status 'Rejected' and a 'Summary' button. At the bottom left, there is an '+ Add claim' button.

| Claim name                                    | Start date  | Reference | Cut off date | Status                 | Summary |
|---|-------------|-----------|--------------|------------------------|---------|
| UoE - Salary Paid Staff Standard Timesheet    | 16 Feb 2022 | AA007648  | 15 Feb 2022  | Awaiting authorisation | Summary |
| UoE - Hourly Paid Staff Standard Timesheet v2 | 04 Feb 2022 | BH010517  | 15 Feb 2022  | Rejected               | Summary |

## Contact Us

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

For any questions about your pay please contact [reward@essex.ac.uk](mailto:reward@essex.ac.uk)