

## Aston Staff Portal Full Profile Overview

### Accessing your Profile

Once you have logged in to Aston Staff Portal you will be taken to your **Employee Dashboard** (unless you are a manager, then you will enter on the **Manager Dashboard** and need to switch to the Employee Dashboard).

From the employee dashboard you can access your Profile where you can update your personal details and view your appointment (job) history

If you are a manager, click the CoreHR symbol to switch to your Employee Dashboard **OR** search for the Employee Dashboard in the Quick Jump box

To view your Profile from the Employee Dashboard, either click on your name and then 'My Profile' **OR** click the My profile button

The screenshot shows the top navigation bar of the Aston Staff Portal. The 'corehr' logo is on the left. To its right is a 'Quick Jump' dropdown menu with the text '(select or search for your dashboard options)'. Below this menu are three buttons: 'Employee Dashboard' (with a person icon), 'Manager Dashboard' (with a group of people icon), and 'Administrator Dashboard' (with a hierarchy icon). A green box highlights the 'Employee Dashboard' button. Below the navigation bar, the user's profile is visible for 'James Butcher', Hr And Training Officer, Human Resources. There are also buttons for 'My Team', 'Team Scheduler', and 'Approvals'.

The screenshot shows the 'My Profile' page for 'Clare Powell', Hr Administrator, Human Resources. The user's name 'CLARE POWELL' is in the top right corner. Below it is a dropdown menu with options: 'My Profile', 'Upload My Photo', 'Account Security', 'Log Out', and a highlighted 'My Profile' button. The profile shows a 'Profile Completeness' of 100%. Below the profile information is a 'My Week' summary for '19 Jun 2017 - 25 Jun 2017'. The week summary is a table with columns for each day and a 'Filter' button.

Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24	Sun 25
7.3	7.3	7.3	7.3	7.3	Resting	Resting

Below the week summary is a 'My Contracts' section.

## My Profile Overview

**Diversity**  
You can view and amend:

- Background (gender, sexuality, origin, religion etc...)
- Disability

**Contract**  
These details are read only:

- Contract
- Salary

**Time Management**  
These details are read only:

- Balance Information
- Leave Requests

**Learning & Development**  
These details are read only:

- Training Details

**Other Information**  
You can view and amend your vehicle details for car parking scheme purposes

**Employee Details**  
You can view and amend all of these personal details:

- Emergency Contact (view and amend)
- Contacts (view and amend)
- Documents (view only)
- Bank Detail (view and amend, refer to the Viewing Payment Details guidance)

**Clare Powell**  
Hr Administrator, Human Resources

**My Emergency Contact Details**

Forename	Surname
<input type="text" value="Margery"/>	<input type="text" value="Powell"/>
Relationship	Phone
<input type="text" value="Mother"/>	<input type="text" value="0121 123 4567"/>
Comments	
<input type="text" value="Mobile 07712 345678"/>	

Type	Line1	
Address	You have not yet provided address information	...

## View, Add or Amend an Emergency Contact

### To Add an emergency contact

Type your emergency contact details in each of the boxes.

### To Amend an emergency contact

Overtyping the existing contact details in each of the boxes

Click the Save button to save your changes.

Employee Detail

Emergency Contact

Contacts

Documents

Bank Detail

+ Diversity

+ Contract

+ Time Management

+ Learning and Development

+ Other Information

### My Emergency Contact Details

Forename: Margery

Surname: Powell

Relationship: Mother

Phone: 0121 123 4567

Comments: Mobile 07712 345678

Type	Line1
Address	You have not yet provided address information

Save

## View, Add or Amend your Contact Details

Name	Text	Action
Other Email Address	clairepowell@internet.co.uk	...
Personal Mobile Number		...
Work Email Address	c.powell@aston.ac.uk	...
Work Mobile Number		...

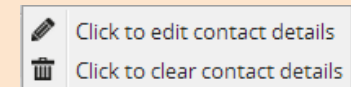
Type	Line1	Action
Home Address	1 High Street Halesowen West Midlands B62 1AB UNITED KINGDOM	...

You can add or amend the following contacts:

- Home phone number
- Other email address (personal email)
- Personal Mobile Number
- Work Mobile Number
  
- Home address

You **will not** be able to amend your work email address. If you believe your work email address is wrong, please contact [astonstaffportal@aston.ac.uk](mailto:astonstaffportal@aston.ac.uk)

To add or amend, click on the **action icon** and choose whether to **edit** (add or amend) or **clear** (delete) the details



Edit your details and then click **Save**

Edit Contact Info

Personal Mobile Number  
07712 345678

Save

## Viewing Documents

You can view any documents your manager has uploaded against your record.

Select Documents and then click on the magnifier.

The screenshot shows the 'Employee Documents' page. On the left is a navigation menu with items: Employee Detail, Emergency Contact, Contacts, Documents (highlighted with an orange box), Bank Detail, Diversity, Contract, Time Management, Learning and Development, and Other Information. The main content area has a search bar and an 'Upload Document' button. Below is a table with columns: Document Name, Last Viewed, and Viewed. A row is visible for 'Pdr 16-17 : Good Performance' with 'Alice Fisher Pdr' in the Document Name column and 'No' in the Viewed column. A magnifying glass icon is highlighted with an orange box in the Viewed column. At the bottom, there is a pagination bar showing 'Page 1 of 1' and 'Displaying 1 - 1 of 1'.

Document Name	Last Viewed	Viewed
- Pdr 16-17 : Good Performance		
Alice Fisher Pdr		No

## Viewing and Amending your Diversity Details

There are two tabs to the Diversity screens:

- Background (gender, sexuality, origin, religion etc...)
- Disability

The screenshot shows a user interface for editing diversity details. On the left is a navigation menu with the following items: Employee Detail, Diversity (expanded), Background (selected), Disability, Contract, Time Management, Learning and Development, and Other Information. The main content area is titled 'Background' and contains a blue banner with the text 'View or update your diversity details here.' Below this is a 'Personal Details' section with the following fields: Gender (Female), Gender Identity (Yes (Same As Gender At Birth)), Sexual Orientation (Heterosexual), Date of Birth (03/04/96), and Previous Surname (empty). The 'Diversity' section is partially visible at the bottom, showing 'Country of Origin' and 'Nationality'.

To **edit** any of your details, simply click on the drop down boxes and select your new detail.

You also have the option to add notes if you need to clarify anything. These will be visible to HR only.

Scroll down to the bottom of the screen and **Save**

This close-up screenshot shows the 'Identity Details' form. The 'Country of Origin' is set to 'United Kingdom' and 'Citizenship' is also 'United Kingdom'. The 'Ethnic Details' dropdown is set to 'White - British'. The 'Religion' dropdown menu is open, showing options: 'Any Other Religion Or Belief' (highlighted), 'Buddhist', 'Christian', 'Hindu', 'Jewish', 'Muslim', 'No Religion', 'Prefer Not To Say/Information Refused', 'Sikh', and 'Spiritual'. A 'Save' button is visible at the bottom right of the form.

## Viewing your Contract Details

From the Full Profile, click on Contract.

You can view details of your current Contract/s (job/s) as held by HR here.

### A note on effective dates

The effective date shown is the date of the last change to your contract (job), not your continuous service date which may be different.

### A note on job titles

You may have two different job titles visible here – a generic job title (at the top) which is a broad description of the work you do and a specific job title (below), which is the work you specifically do.

For example, your generic job title may be Lecturer, Administrator or Cleaner, whereas your specific job title may be Lecturer in Photonics, Marketing Administrator or

**My Contract**

503690-6      Hr Administrator

Human Resources Department      1 FTE      01 Mar 2017 Effective Date

**Hr Administrator**

**HR Administrator**

- 01 Mar 2017 Effective Date
- 1 FTE
- Human Resources Department
- Permanent Status
- JB James Butcher Reporting To
- Default Location Location
- Grade 06 Point 17
- None Entered Increment Due
- A NI Letter

Employee Detail  
Diversity  
Contract  
Contract  
Salary  
Time Management  
Learning and Development  
Other Information

## Viewing your Salary details

You can view your Salary details for your Contract/s (job/s) at Aston.

Going forward, any changes to your salary will also be listed.

For example, if you receive an increment or change your hours, these details will be available to view in your salary history.

Any allowances that are deducted from your salary, such as Pension or Car Parking will be shown here

**My Salary**

503690-6 Hr Administrator

Human Resources Department 1 FTE 01 Mar 2017 Effective Date

**Salary History**

Effective From	Reason	Grade	Point	Multiplier	Rate Type	Salary
01-Mar-2017	New Starter	Grade 06	17	1	Annual	£ 21,843.00

**Allowances History**

Effective From	Effective To	Allowance Detail	Annual Value
01-Mar-2017		Aups Flexi-Benefit	£ -420.00
01-Mar-2017		Flexi Scheme Car Park	£ -462.84



## Viewing your Time Management details

### Balance Information

This shows that for this year the employee has an **Allowance** of 25 days.

This employee has **Taken** 5 days leave, this means their balance is still 20 days.

They also have 3 days leave **Booked** in the future, so they have 17 days left that they can book (**Available Balance** column).

### Transactions

This shows more detail, including:

- The Annual Entitlement.
- Any adjustments for starting part way through the year or working part time.
- Any rounding applied (we always round up to the nearest half day).
- A list of leave dates taken.

### Leave Requests

This shows any leave requests submitted and the status of the request, i.e. whether it has been approved or rejected.

Balance Information							
Balances for Employee							
Balance	Appointment	Allowanc...	Carried Ove...	Take...	Balanc...	Booke...	Available balanc...
Annual Leave ...		25.00	0.00	5.00	20.00	3.00	17.00
Sickness (Day...		0.00	0.00	0.00	0.00	0.00	0.00
Sickness (Hou...		0.00	0.00	0.00	0.00	0.00	0.00

Transactions for Annual Leave (April in Days) 01-Apr-2017 to 31-Mar-2018							
Date	Description	Reserv...	Annu...	Accru...	Carrie...	Taken	Balance
01/04/2017	Open	0.00	25.00	0.00	0.00	0.00	0.00
17/04/2017	Annual Leave					1.00	
18/04/2017	Annual Leave					1.00	
19/04/2017	Annual Leave					1.00	

Leave Requests						
Appointment ID	Leave Type	Start Date	End Date	Duration	Status	
503690-6	Annual Leave	Mon 24th Jul 20...	Wed 26th Jul 20...	3 Day(s)	Approved	...
503690-6	Annual Leave	Mon 17th Apr 2...	Fri 21st Apr 2017	5 Day(s)	Approved	...

## Viewing your Learning and Development details

### Learning & Development

These details are read only:

- Training Details

This is where you can view courses you are booked onto, on a waiting list for, have completed or have cancelled

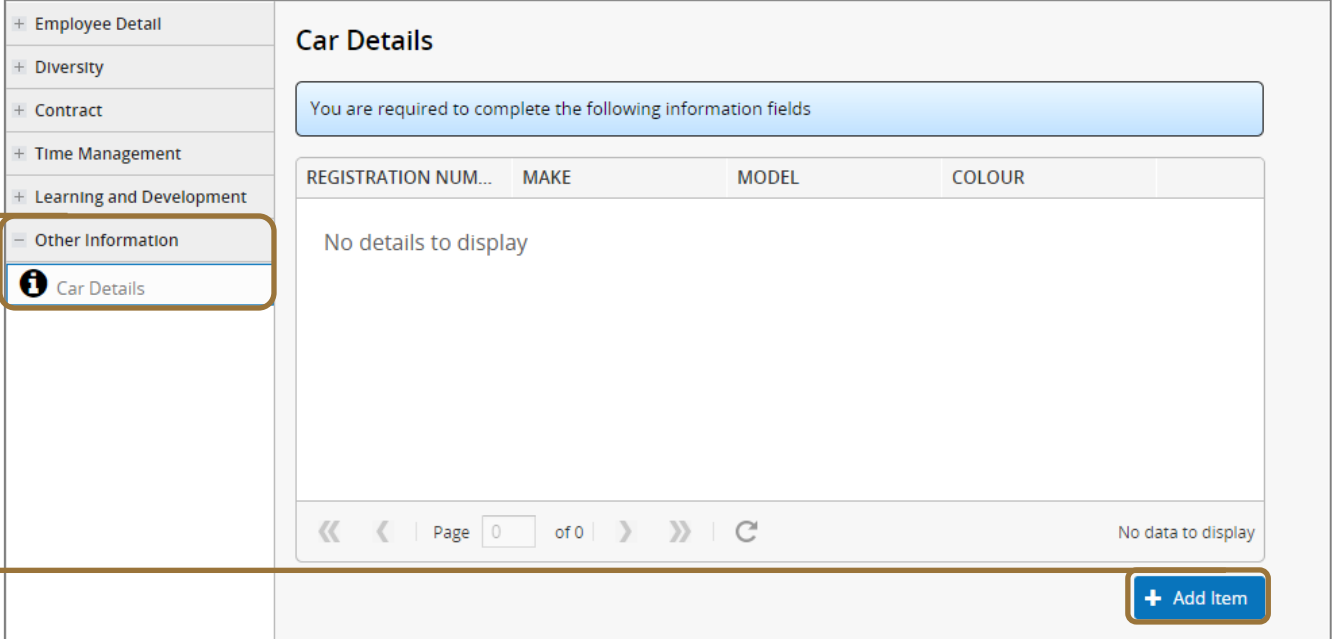
+ Employee Detail	<h3>Training Details</h3> <table border="1"><thead><tr><th>Course Id</th><th>Course Name</th><th>Category</th><th>Start Date</th><th>End Date</th><th>Status</th></tr></thead><tbody><tr><td>2571</td><td>Disability Discrimination Awar...</td><td>ARCHIVED C...</td><td>27 Sep 2012</td><td>27 Sep 2012</td><td>Completed</td></tr><tr><td>2559</td><td>Fire Warden Training</td><td>AWARENESS ...</td><td>17 Sep 2012</td><td>17 Sep 2012</td><td>Completed</td></tr><tr><td>2564</td><td>Evacuation Chair</td><td>ARCHIVED C...</td><td>17 Sep 2012</td><td>17 Sep 2012</td><td>Completed</td></tr><tr><td>1030</td><td>Display Screen Equipment</td><td>ARCHIVED C...</td><td>15 Jul 2009</td><td>15 Jul 2009</td><td>Completed</td></tr><tr><td>968</td><td>Health &amp; Safety Awareness</td><td>ARCHIVED C...</td><td>06 Jul 2009</td><td>06 Jul 2009</td><td>Completed</td></tr><tr><td>724</td><td>Fire Safety Awareness</td><td>ARCHIVED C...</td><td>24 Jul 2008</td><td>24 Jul 2008</td><td>Completed</td></tr></tbody></table>	Course Id	Course Name	Category	Start Date	End Date	Status	2571	Disability Discrimination Awar...	ARCHIVED C...	27 Sep 2012	27 Sep 2012	Completed	2559	Fire Warden Training	AWARENESS ...	17 Sep 2012	17 Sep 2012	Completed	2564	Evacuation Chair	ARCHIVED C...	17 Sep 2012	17 Sep 2012	Completed	1030	Display Screen Equipment	ARCHIVED C...	15 Jul 2009	15 Jul 2009	Completed	968	Health & Safety Awareness	ARCHIVED C...	06 Jul 2009	06 Jul 2009	Completed	724	Fire Safety Awareness	ARCHIVED C...	24 Jul 2008	24 Jul 2008	Completed
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## Viewing your Other Information details

**Other Information**  
You can view and amend your vehicle details for car parking purposes:

- Car Details

To **add** another vehicle if you have access to more than one car, simply click **Add Item**.



Once you have entered the details, click **Save**.

