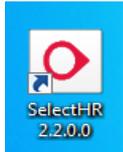


## SelectHR Self Service Information Sheet

Use the SelectHR Icon on the desktop & log in using your username and password

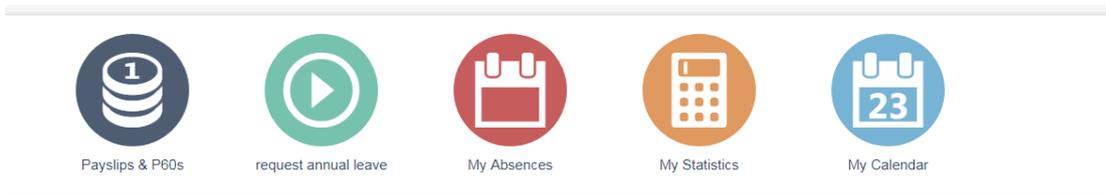
A login form with a white background and a grey border. It contains two input fields: 'User Name' and 'Password'. Below the 'Password' field is a link that says 'I can't remember my password'. To the right of the form is a green 'Login' button. An arrow points from the 'Login' button to the 'I can't remember my password' link.

If you have forgotten your password please click 'I can't remember my password'. SelectHR will then send an email to your LOROS email address with a link to reset it. This may take a few minutes to come through or may go into your junk mail.

Passwords need to be 8+ characters, include upper case, lower case, a number and an alphanumeric character (i.e. !?£\$%&\*+ #)

Your password will expire every 90 days.

The front screen shows most commonly used tabs:

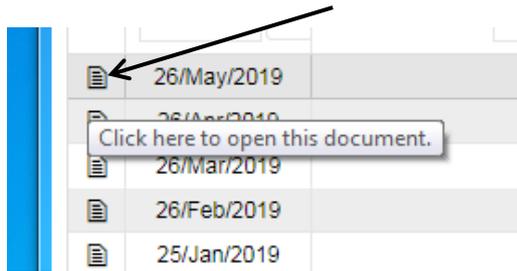


Please note the Home icon in the top left hand corner of the screen will take you back to the front screen of Self Service.

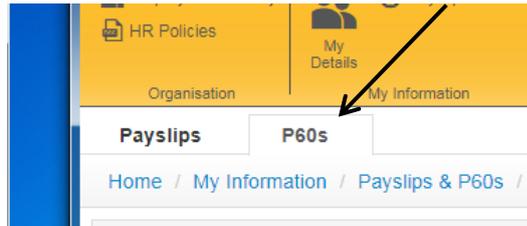


## **Payslips & P60s**

Use tabs next to each pay date to open and view payslips



P60s can be found in the P60s tab and can be opened in the same way as above



If the payslip does not open straight away please check the following:

- Ensure you are using Google Chrome as your internet browser
- Check that pop up blockers have been disabled (check with IT if you are unsure how to do this)

## **Request Annual Leave**

Tick 'Annual Leave' option, click continue. Enter annual leave start and end dates and times/number of hours, click save and continue. This request will go your manager for approval and you will be emailed when it has been approved.

If when booking leave you see these boxes you will need to type in the correct amount of hours you are booking as annual leave and enter a zero for any non-working days. Please see example below:

Monday - 17/Feb/2020	
Shop Manager	<input type="text" value="7.50"/>
Tuesday - 18/Feb/2020	
Shop Manager	<input type="text" value="7.50"/>
Wednesday - 19/Feb/2020	
Shop Manager	<input type="text" value="0.00"/>
Thursday - 20/Feb/2020	
Shop Manager	<input type="text" value="7.50"/>

## **labelling Annual Leave**

If you wish to cancel annual leave and it has already been approved by your line manager, you can do this via the 'My booked absence' tab. Select the dates you wish to cancel and click 'request cancellation' button on right hand side. Your manager will need to approve this cancellation. You cannot cancel if the date has already passed (please contact HR if you need to do this).

If the leave has not already been approved you can cancel via the 'Awaiting authorisation' tab.

The screenshot shows the 'My Booked Absence' interface. At the top, there are navigation links: Home / Absence / My Booked Absence. Below this is a filter section with 'Options' and 'Not Filtered'. A search bar contains 'All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. A yellow bar prompts the user to 'Drag a column header and drop it here to group by that column'. Below this is a table with columns: Workflow, Absence Star..., Absence End..., Absence Note, Total Days, and Total Hours. The table contains two rows of data. To the right of the table are two green buttons: 'Request Cancellation' and 'Request Amendment'. A grey box below the buttons says 'Click any text on a row to view more information.'

Workflow	Absence Star...	Absence End...	Absence Note	Total Days	Total Hours
<input checked="" type="checkbox"/>	25/Sep/2019	25/Sep/2019		1.0000	7.5000
<input type="checkbox"/>	06/Nov/2019	06/Nov/2019		0.6000	4.5000

## **My Absences**

This is a list of all 'absences' including annual leave, sickness, compassionate leave etc.

## **My Statistics**

The screenshot shows the 'My Statistics' interface. The title is 'Holiday Statistics - Other Absence & Carry Over (if applicable)'. Below this is a table with the following data:

Year	2019	
Holiday Year Start	01/Apr/2019	
Holiday Year End	31/Mar/2020	
Year End Entitlement	236.50	
Year End Holiday Remaining	60.25	
YTD Holiday Entitlement	236.50	
YTD Holiday Taken	48.75	
YTD Holiday Booked	127.50	
YTD Holiday Remaining	60.25	

Annotations on the right side of the table:

- ← Total years entitlement in hours
- ← Past leave taken
- ← Future leave booked
- ← Remaining leave to take

## **My Details**

The screenshot shows the 'My Details' tab in the HR system. The interface is divided into two main sections: 'Organisation' and 'My Information'. The 'Organisation' section includes 'Employee Directory' and 'HR Policies'. The 'My Information' section includes 'My Details' and 'Payslips & P60s'. A red arrow points to the 'My Details' icon.

It is important to check this tab as there may be out of date information i.e. phone numbers, email addresses etc. if there are any amendments please email HR and we will update this.

## HR Policies



HR Policies are stored in this folder. You can view them and then mark that you have read them using the 'Policy Read' buttons in the far right column.

Home / Organisation / HR Policies

Options Not Filtered All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z << < > >>

Drag a column header and drop it here to group by that column

	Policy Name	Latest Ver...	Last Upda...	Last Updated By	Policy Read
<input type="checkbox"/>	4.0 Health & Safety at Work	1.0	29/Jan/2020	Gould, Emma	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4.10 Moving and Handling	1.0	29/Jan/2020	Gould, Emma	<input type="checkbox"/>
<input type="checkbox"/>	4.19 Road & Vehicle Safety (Driving at Work)	1.0	29/Jan/2020	Gould, Emma	<input type="checkbox"/>
<input type="checkbox"/>	4.26 Security of Property	1.0	29/Jan/2020	Gould, Emma	<input type="checkbox"/>
<input type="checkbox"/>	4.3 Fire Policy	1.0	29/Jan/2020	Gould, Emma	<input type="checkbox"/>
<input type="checkbox"/>	4.5 Personal Safety at Work	1.0	29/Jan/2020	Gould, Emma	<input type="checkbox"/>
<input type="checkbox"/>	4.9 Smoking and Use of Electronic Cigarettes	1.0	29/Jan/2020	Gould, Emma	<input type="checkbox"/>
<input type="checkbox"/>	5.12 Whistleblowing	1.0	29/Jan/2020	Gould, Emma	<input type="checkbox"/>
<input type="checkbox"/>	5.13 Bullying and Harassment	1.0	29/Jan/2020	Gould, Emma	<input type="checkbox"/>
<input type="checkbox"/>	5.17 Special Leave	1.0	29/Jan/2020	Gould, Emma	<input type="checkbox"/>
<input type="checkbox"/>	5.3 Confidentiality Required of Staff & Volunteers	1.0	29/Jan/2020	Gould, Emma	<input type="checkbox"/>

## Logging on at home

If you wish to access SelectHR on your home computer please use this website and log in the usual way:

<https://selecthr.accesscloud.com/HR20393/SelectHR/Login.aspx?>

**If you are encountering problems or require any assistance  
please email [personnel@loros.co.uk](mailto:personnel@loros.co.uk)**