

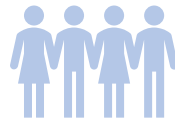
# CoreHR guide – My Profile

This guide will provide you with the instructions on how to view and amend your details in the CoreHR system.

The **My Profile** section contains the following areas. Click on the icon for more information.



**Employee Detail**



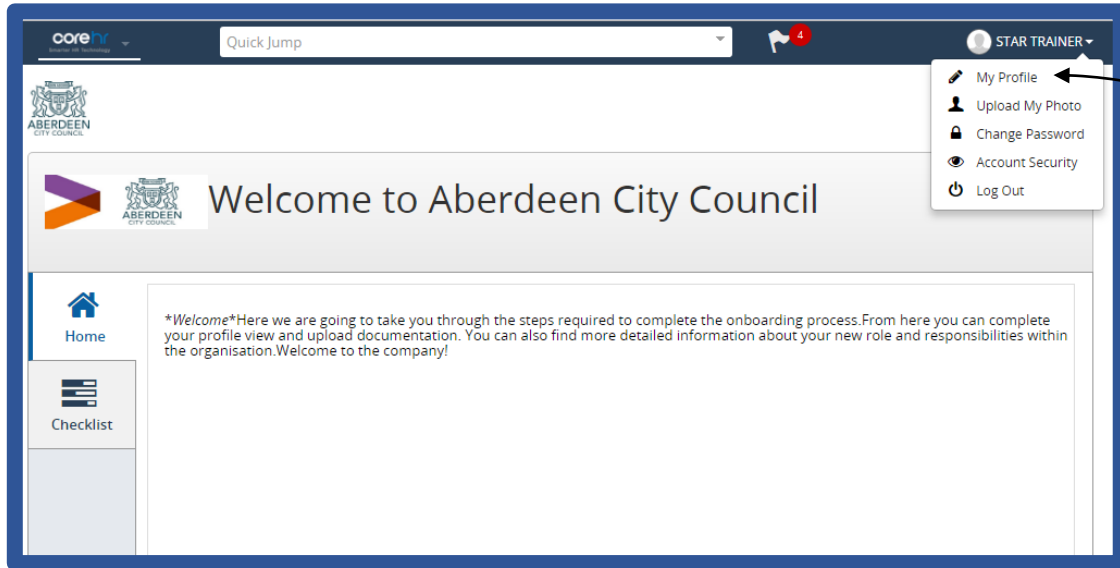
**Diversity**



**Contract**



**Time  
Management**



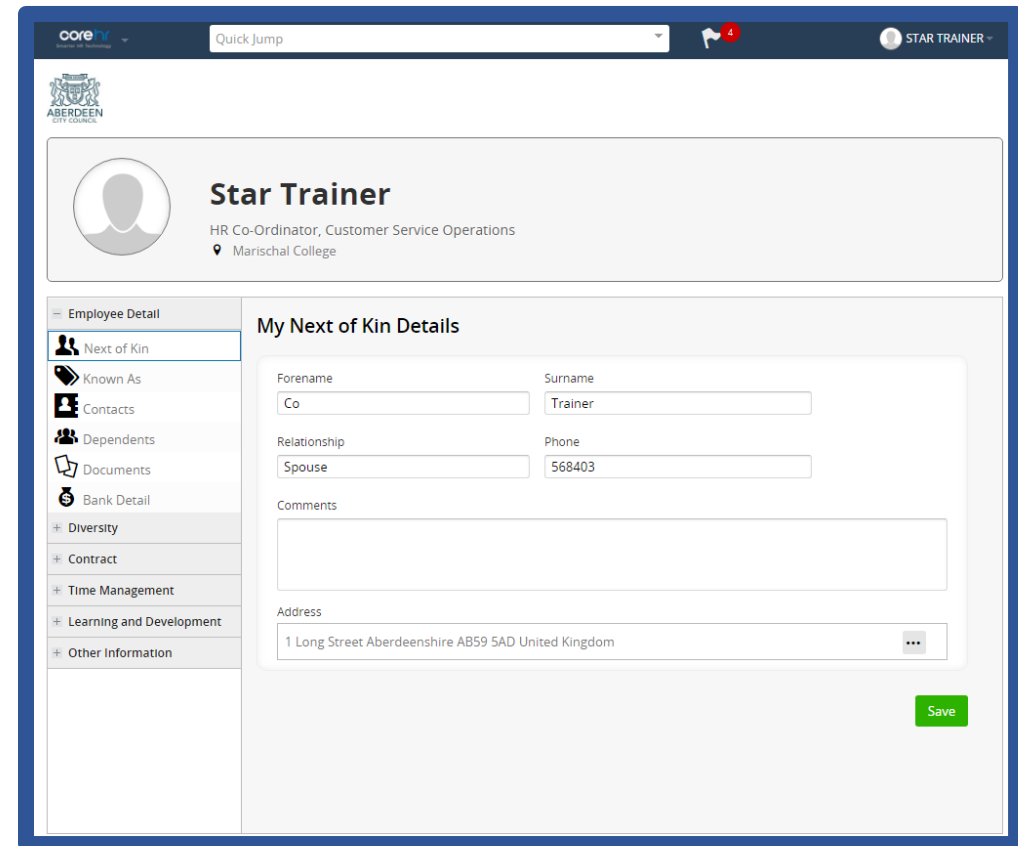
Once you are logged into the system, click on the drop down tab beneath your name and select **My Profile**.

The following screen will appear allowing you to view your information.

Please note that some of the information on this page can also be viewed by your manager and they can also make changes on your behalf. This will **not** include **Bank Details** Field.

Please note that your manager will receive a notification when any of the details are changed. We will now explore all the different sections on the left hand side.

**Please note – if any of your pay information is incorrect, please contact [AskHR@aberdeencity.gov.uk](mailto:AskHR@aberdeencity.gov.uk)**



Main screen

# Employee Detail

Anything listed under this section is available for you to view and edit.

The screenshot shows a user profile for 'Star Trainer', HR Co-Ordinator at Marischal College. A sidebar on the left lists navigation options: Employee Detail, Next of Kin, Known As, Contacts, Documents, Bank Detail, Diversity, Contract, Time Management, Learning and Development, and Other Information. The main content area is titled 'My Next of Kin Details' and contains a form with the following fields:

Forename	Surname
<input type="text" value="Co"/>	<input type="text" value="Trainer"/>
Relationship	Phone
<input type="text" value="Spouse"/>	<input type="text" value="568403"/>
Comments	
<input type="text"/>	
Address	
<input type="text" value="1 Long Street Aberdeenshire AB59 5AD United Kingdom"/>	

A green 'Save' button is located at the bottom right of the form.

## Next of Kin Details

You will be able to view and amend your next of kin details in this section. Your manager will also be able to do this.

## Known As

This screen will allow you to update your name. Your manager will receive a notification of this change.

## Contacts

This section allows you and your manager to view and edit your contact information.

## Documents

This section allows you to upload key documents which will form part of your HR personal file which will be accessible by the HR Service Centre. This is currently under development.

## Bank Detail

Allows you to amend your bank details which will feed directly to payroll.

[Main screen](#)

# Diversity – View and edit

The screenshot shows a user profile for 'Star Trainer', HR Co-Ordinator at Marischal College. The 'Diversity' section is expanded, showing options for Background, Disability, Contract, Time Management, Learning and Development, and Other Information. The 'My Documents' area contains a search bar, an 'Upload Document' button, and a table with columns for Document Name, Last Viewed, and Viewed. The table is currently empty, displaying 'No data to display'.

Document Name	Last Viewed	Viewed
No data to display		

## Background

You can view and update your diversity details in this section. This information is used for statistical and monitoring purposes which can only be viewed and updated by yourself and cannot be accessed by your manager.

## Disability

If you have a disability and you choose to disclose this, this section allows you to record this information and any reasonable adjustments that are in place to support you. Please note that your manager will be able to access this information.

# Contract – view only

All of this can be viewed by you and also your manager.

**Star Trainer**  
HR Co-Ordinator, Customer Service Operations  
Marischal College

**My Contract**

502239-5 HR Co-Ordinator

Customer Service Operations Department 1 FTE 01 Aug 2018 Start Date

**HR Co-Ordinator**

No job description.

01 Aug 2018 Started  
Permanent Status  
Local Gov G12 Point 1

1 FTE  
Co Trainer Reporting To  
None Entered Increment Due

Customer Service Ope... Department  
Marischal College Location  
A NI Letter

## My Contract

This section allows you to view information about your current job role.

## Salary

This section gives you information on your salary and any allowances where applicable.

## Certificate of Sponsorship

This section holds your right to work document information.

Main screen

# Time Management

Please note that not everything listed in this section will apply to all staff groups and can be viewed by you and your manager as read-only.

The screenshot shows the 'Star Trainer' HR system interface. The user profile is 'Star Trainer', HR Co-Ordinator, Customer Service Operations, Marischal College. The 'Time Management' section is expanded, showing 'Balance Information' selected. Below this, there are two tables: 'Balances for Employee' and 'Transactions for Annual Leave Days 01-Jan-2018 to 31-Dec-2018'.

Balance	Appointment	Allowanc...	Carried Ove...	Take...	Balanc...	Booke...	Balance + Booke...
Annual Leave Da		11.50	0.00	0.00	11.50	0.00	11.50
Annual Leave Ho		68.28	0.00	0.00	68.28	0.00	68.28

Date	Description	Reserv...	Floati...	Accru...	Carrie...	Taken	Balance	
01/01/2018	Opening Values	0.00	27.00	0.00	0.00	0.00	0.00	🔍
01/01/2018	FTE Adjustment		-15.68					🔍
01/01/2018	Rounding		0.18					🔍

## Balance Information

This section will give you a summary of your annual leave and a list of any leave booked.

## Clocking Details

This provides you a summary of the times you clocked in and out of work.

## Attendance Details

This section details your attendance.

## Leave Requests

This section lists all your leave requests and allows you to see whether they have been approved or not.

Main screen