

MyWorkplace Quick Reference Card – Employee Self-Service

Logging in



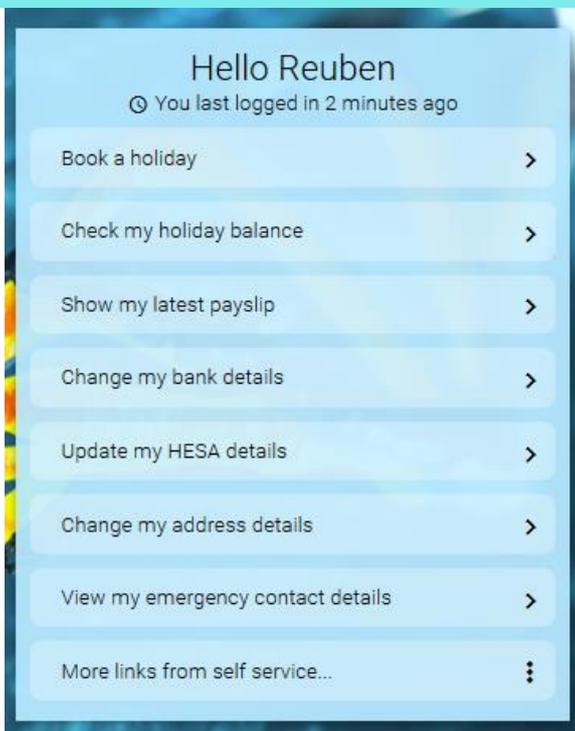
The 'My Workplace' system can be accessed from the portal by clicking on this icon that can be found on your desktop.

Home screen



On the welcome page you will see a horizontal tool bar and a blue panel on the right hand side to gain access to Quick Links to carry out frequent tasks.

Quick Link Panel



Clicking a link leads you to your most common tasks.

Toolbar - MyWorkplace

MyWorkplace



Always click here to return to the home screen.

Toolbar - MyWorkplace

Personal

Click here to turn over Personal details, contact details, to update sensitive information.

Personal



My personal details

Personal details [edit icon]

Sensitive information [edit icon]

Select this card to view or amend your sensitive information

Contact information

+ Add

Home - Mailing address [edit icon]

Contact details [edit icon]

LDAP Email Address

Contact details [edit icon]

Work Email Address

Friends & Family

+ Add

No friends and family details have been added yet

Bank details

[edit icon]

Private vehicles

+ Add vehicle

Toolbar - MyWorkplace

Absence



Click here to view and enter Absences.

Absence



Holidays

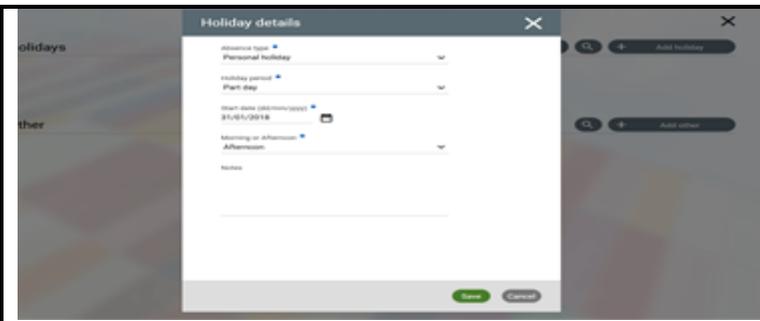
My calendar [search icon] + Add holiday

No holiday details have been added yet

Other

[search icon] + Add other

No other absence details have been added yet



To book leave, just choose your dates, or if absent for part of a day, enter the times and number of hours you are actually absent and press save.

Toolbar - MyWorkplace

Pay & Benefits



Click Pay & Benefits to review, print or download payslips from 6th April.



Toolbar - MyWorkplace

Employment



Click Employment to view your job details and update your HESA Record.

