

Supply Update Procedure

Login to HR21

Click the link from the mail to open the following page in your web browser.

- Staff Number: Enter your staff number (this is shown on the email). This should be 6 numbers long. (If less, prefix with 0) e.g. 005462
- Password: This has been reset to your surname, starting with a capital letter, all remaining letters in lower case (e.g. Smith or Mcdonald).
- The system will then prompt you to change your password:
- Enter existing password in pink field
- Enter new password in the other field

Click the Enter button to login

HR²¹
Employee and Manager
Self Service

Welcome to the Frontier Software Employee and Manager Self Service

Login

Staff Number

Password

Enter

Welcome to HR21 - HR Payroll On-line.

When you log into HR21 you can review the personal details, address and contact information held about you on the HR Payroll system and update them where the information displayed is out of date or missing. You can also view your payslips and details of your salary, allowances, deductions, tax and pension information.

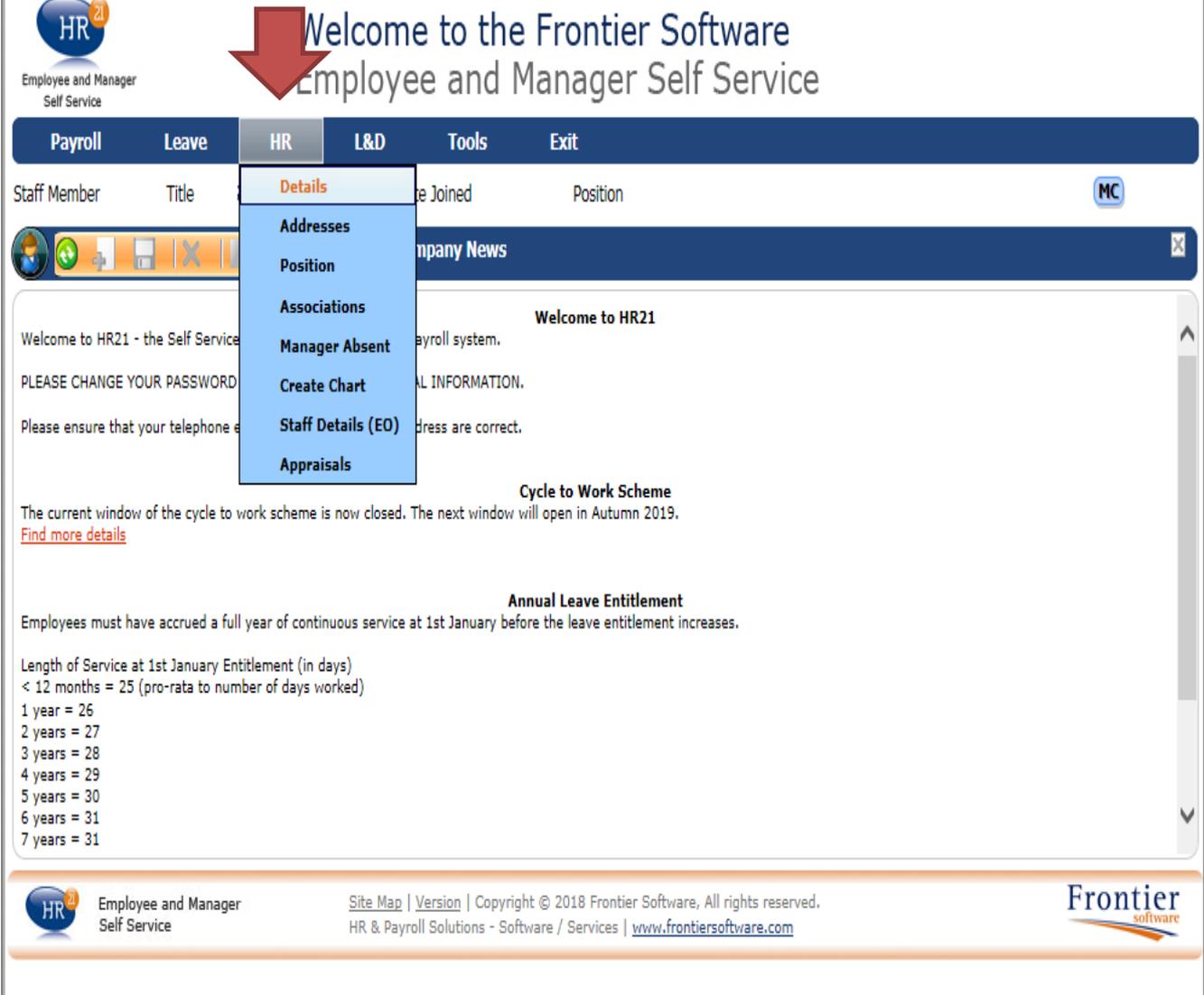
Log in to HR21

- Staff Number: Enter your staff number (this is printed on your payslip). This should be 6 numbers long. (If less, prefix with 0) e.g. 005462
- Password: Enter your date of birth (ddmmYYYY) Do not enter slashes to separate the day, month and year.
- Change your password
- Enter existing password in pink field
- Enter new password in following field

If you have any problems with accessing HR21 or in using the system please contact the ICT Service Desk on 2345. You may be asked for additional information to verify your identity.

To Remain or Be Removed from Supply Register

From the welcome page click on the HR menu heading and select the Details option from the drop down



Welcome to the Frontier Software
Employee and Manager Self Service

Payroll Leave **HR** L&D Tools Exit

Staff Member Title Details Address Joined Position MC

Addresses
Position
Associations
Manager Absent
Create Chart
Staff Details (EO)
Appraisals

Welcome to HR21 - the Self Service
PLEASE CHANGE YOUR PASSWORD
Please ensure that your telephone e

Welcome to HR21
payroll system.
AL INFORMATION.
address are correct.

Cycle to Work Scheme
The current window of the cycle to work scheme is now closed. The next window will open in Autumn 2019.
[Find more details](#)

Annual Leave Entitlement
Employees must have accrued a full year of continuous service at 1st January before the leave entitlement increases.

Length of Service at 1st January Entitlement (in days)
< 12 months = 25 (pro-rata to number of days worked)

1 year =	26
2 years =	27
3 years =	28
4 years =	29
5 years =	30
6 years =	31
7 years =	31

Employee and Manager Self Service

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The following page should now appear with your own information showing



Employee and Manager
Self Service

Welcome to the Frontier Software Employee and Manager Self Service

Payroll **Leave** **HR** **L&D** **Tools** **Exit**

Staff Member Title Surname & Initials Date Joined Position **MC**

         **Details** 

First Name *

Second Name

Surname *

Preferred Name

Birth Date * Previous Surname

Joined *

Phone Extension

Work Email Address

NI Number

Country/Citizen

Marital/Civil Status Change of Status Date

Supply/Sessional Supply/Sess Last Updated

Vol/Reg Resrv/Former Armed Serv

 Employee and Manager
Self Service [Site Map](#) | [Version](#) | Copyright © 2018 Frontier Software, All rights reserved.
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At the bottom of this page at Supply/Sessional select the box to open the drop down menu

Select the appropriate option:

Yes - to remain on the supply/sessional register for the next school year

No - to be removed from the supply/sessional register

HR 21
Employee and Manager
Self Service

Welcome to the Frontier Software Employee and Manager Self Service

Payroll Leave HR L&D Tools Exit

Staff Member	Title	Surname & Initials	Date Joined	Position
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MC

Details

First Name *

Second Name

Surname *

Preferred Name

Birth Date * Previous Surname

Joined *

Phone Extension

Work Email Address

NI Number

Country/Citizen

Marital/Civil Status Change of Status Date

Supply/Sessional Supply/Sess Last Updated

Vol/Reg Resrv/Former A

Yes
No

HR 21 Employee and Manager Self Service

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At Supply/Sess Last Updated enter the current date that you are updating your details on or select it from the calendar option (date format must be dd/mm/yyyy)

HR
Employee and Manager Self Service

Welcome to the Frontier Software Employee and Manager Self Service

Payroll Leave HR L&D Tools Exit

Staff Member Title Surname & Initials Date Joined Position **MC**

Details

First Name *
Second Name
Surname *
Preferred Name
Birth Date * Previous Surname
Joined *
Phone Extension
Work Email Address
NI Number
Country/Citizen
Marital/Civil Status Change of Status Date
Supply/Sessional Supply/Sess Last Updated
Vol/Reg Resrv/Formar Armed Serv

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Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Important – Before leaving this page click the Save button from the tool bar to save the details entered above.

HR Employee and Manager Self Service

Welcome to the Frontier Software Employee and Manager Self Service

Payroll HR L&D Tools Exit

Staff Member Title Surname & Initials Date Joined Position MC

Details

First Name

Second Name

Surname

Preferred Name

Birth Date Previous Surname

Joined

Phone Extension

Work Email Address

NI Number

Country/Citizen

Marital/Civil Status Change of Status Date

Supply/Sessional Supply/Sess Last Updated

Vol/Reg Resrv/Former Armed Serv

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To Check Your Contact Details

Click on the HR menu heading and select the Addresses option from the drop down

Welcome to the Frontier Software
Employee and Manager Self Service

Payroll Leave **HR** L&D Tools Exit

Staff Member Title **Details** Date Joined Position **MC**

Addresses

Position

Associations

Manager Absent

Create Chart

Staff Details (EO)

Appraisals

First Name *

Second Name

Surname *

Preferred Name

Birth Date *

Joined *

Phone Extension

Work Email Address

NI Number

Country/Citizen

Marital/Civil Status

Previous Surname

Change of Status Date

Supply/Sessional

Supply/Sess Last Updated

Vol/Reg Resrv/Former Armed Serv

Employee and Manager Self Service

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At the bottom of this page make sure home address is highlighted

You can now check and update the contact details that appear on this page as required

Please check:

- Address
- Phone No.
- Mobile No.
- Email Address.

To update please over type the information shown in the boxes

HR
Employee and Manager Self Service

Welcome to the Frontier Software
Employee and Manager Self Service

Payroll Leave HR L&D Tools Exit

Staff Member Title Surname & Initials Date Joined Position MC

Addresses

Address Type * HOME ADDRESS Home Address Updated

Address Line 1
Address Line 2
Address Line 3
Address Line 4

Post / Zip Code *
Country

Phone
Mobile Fax Number
Email

Emergency Contact
Surname
Given Name
Relationship
Telephone

Search:

Address Type	Address Line 1	Address Line 2	Address Line 4	Phone
HOME ADDRESS				
In an Emergency				

1 Page 1 of 1 (2 items)

Important – Before leaving this page click the Save button from the tool bar to save any changes made

HR
Employee and Manager Self Service

Welcome to the Frontier Software Employee and Manager Self Service

Payroll Leave HR L&D Tools Exit

Staff Member Title Surname & Initials Date Joined Position **MC**

Addresses

Address Type * HOME ADDRESS Home Address Updated

Address Line 1
Address Line 2
Address Line 3
Address Line 4

Post / Zip Code *
Country
Phone
Mobile Fax Number
Email

Emergency Contact

Surname
Given Name
Relationship
Telephone

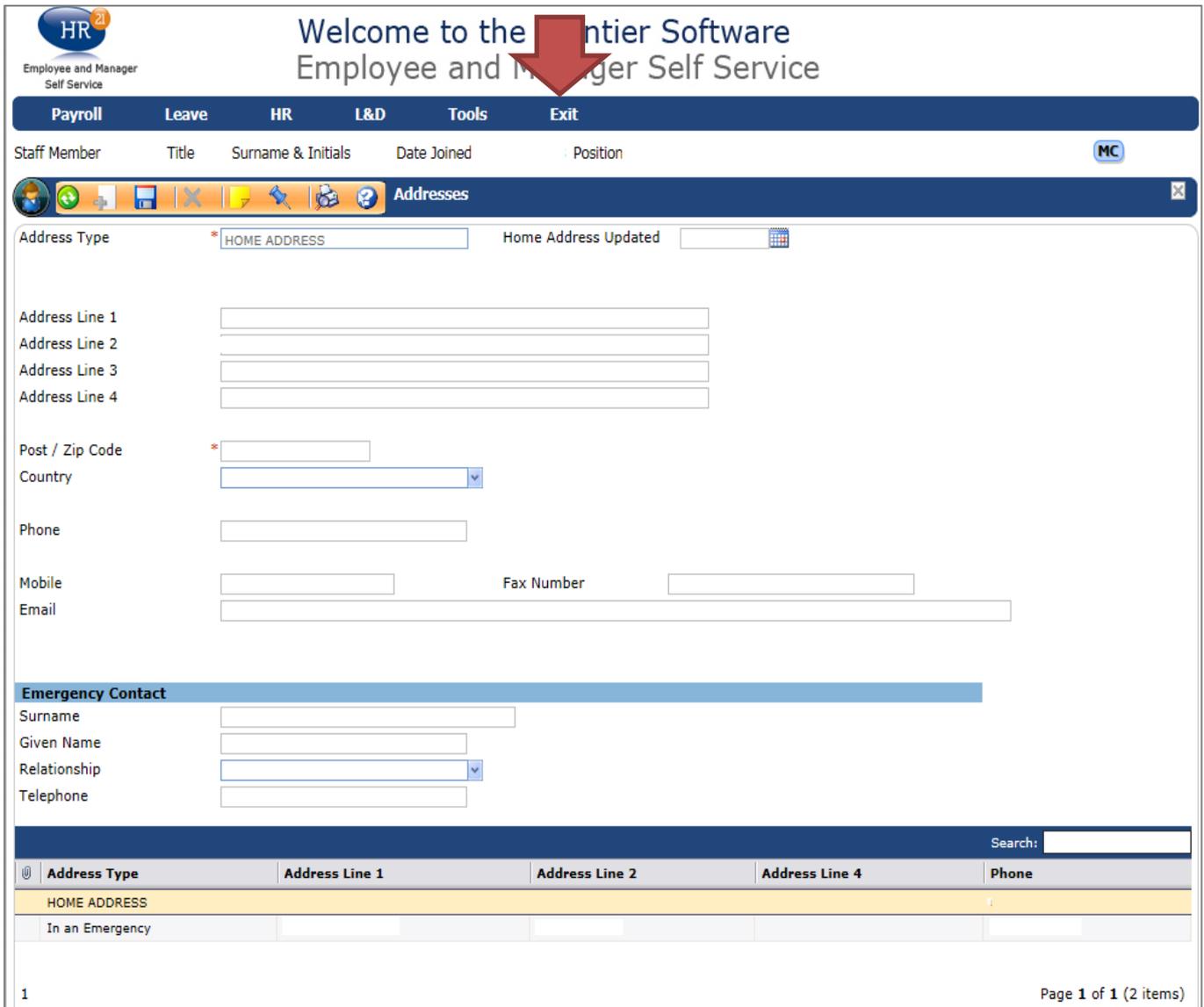
Address Type	Address Line 1	Address Line 2	Address Line 4	Phone
HOME ADDRESS				
In an Emergency				

1 Page 1 of 1 (2 items)

To Logout

After confirming you either do wish or do not wish to remain on the supply register and have checked and update your contact details select the Exit heading from the menu bar this will end the session.

We will use the information that you have provided to update our systems. You do not need to do anything else.



The screenshot shows the HR Self Service portal interface. At the top, there is a navigation bar with buttons for Payroll, Leave, HR, L&D, Tools, and Exit. A red arrow points to the 'Exit' button. Below the navigation bar, there is a search bar and a list of menu items: Staff Member, Title, Surname & Initials, Date Joined, and Position. The main content area is titled 'Addresses' and contains a form for entering address details. The form includes fields for Address Type (set to HOME ADDRESS), Address Line 1-4, Post / Zip Code, Country, Phone, Mobile, Fax Number, and Email. Below the address form is an 'Emergency Contact' section with fields for Surname, Given Name, Relationship, and Telephone. At the bottom, there is a table listing the address details.

Address Type	Address Line 1	Address Line 2	Address Line 4	Phone
HOME ADDRESS				
In an Emergency				

Page 1 of 1 (2 items)

Data Protection: Inverclyde Council is obliged to comply with current Data Protection Laws and will use this information for the purposes of processing your personal information for the performance of a contract with you and related purposes.

Further information can be found at www.inverclyde.gov.uk/privacy