From mountain to sea

Aberdeenshire
C O U N C I L

Employee Self-Service (ESS)
Quick Start Guide - employees with an @aberdeenshire.gov.uk email address

Logging in using a Personal Device or Handheld Council Device

Step 1:

Open the internet browser on your device. Enter www.askhr.it into your internet address bar:
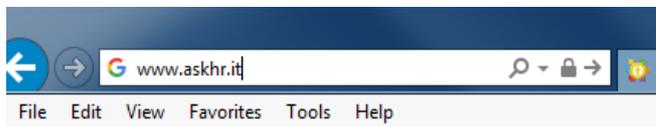
Step 2:
Select the Second option to log in with a Personal device. You should also select this option if you are using a Council issued handheld device or a Shared Council computer.

Step 3:
This will take you to a page containing the HR tools and guidance available to you.

To access your ESS account select the link in 'Click here to access your Employee Self Service Account'
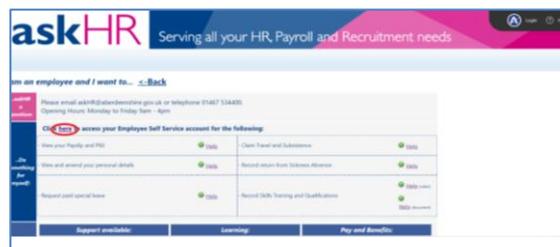
Step 4:
You will then be prompted to select your Login method:

Click the '**Sign in with Microsoft**' button

A Microsoft Sign in will appear prompting for your email.
Enter your **…@aberdeenshire.gov.uk** email address and click **Next**

Password: The same password you use to sign into your Council computer. Click **Sign in.**

You will likely see a **Verify your identity** dialog prompting to select verifying either by a call or text to the phone number. Select an option and verify as you do normally on your work computer.
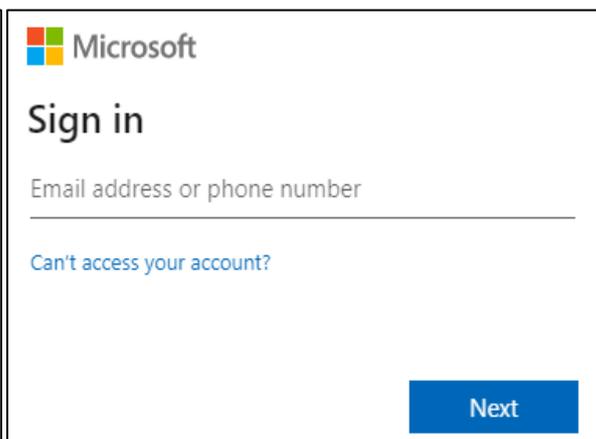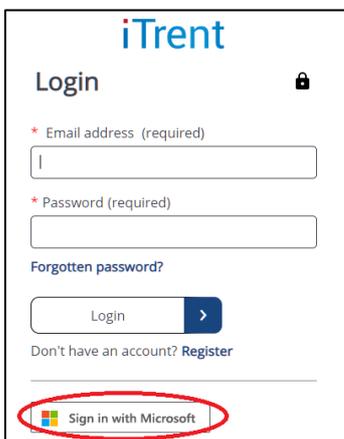
Logging in using Your Council Issued Computer or Laptop

Step 1:

Select askHR from the Quick Links on the Arcadia Homepage.

Select the first 'I am an employee' option to log in using a Council Device

Step 2

Your ESS account is accessed through the link "*Click here to access your Employee Self Service account*".

Step 3

Click the **'Sign in with Microsoft'** button to take you straight in to ESS.
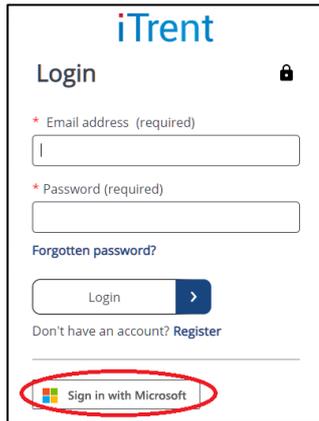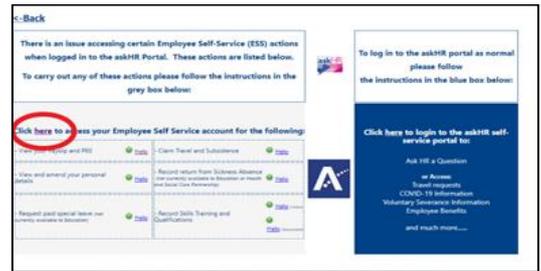
Basic Navigation

The ESS Home page contains quick access to many items as well as Council news articles.

Check all of your details are up to date by selecting

on the menu bar at the top of the screen.

If you are using a smart phone first select 'menu' from the top left then 'Personal'.

You can return to this screen at any time by selecting

the home button on the top left of the screen:

View Payslip and P60

Select 'View my Pay" from the Latest Payslips card at the top of the home screen. A list of Payslips ad P60s will be displayed.
To view, print or download you payslip click on the appropriate payslip and follow prompts in the new window.

Log Off

If you are using ESS on a shared or public computer or mobile device, **you must log out** at the end of your session to secure your personal details - closing the browser will not end your session securely.

To Log off select the person icon in the top right of your ESS account and click 'Sign out'':