



From mountain to sea

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 <u>www.askhr.it</u> into your internet address bar:



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 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 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.

iTrent	Microsoft	
Email address (required)	Sign in	Aberdeenshire Image: Council @aberdeenshire.gov.uk
* Password (required)	Email address or phone number	Approve sign-in request
Forgotten password?	Can't access your account?	We're calling your phone. Please answer it to continue.
Login		Having trouble? Sign in another way
Don't have an account? Register		More information
Sign in with Microsoft	Next	

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 <u>here</u> to access your Employee Self Service account*".

Step 3

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

when logged in to the To carry out any of the	ing certai askHR Po se actions	n Employee Self-Service (ES) Intal. These actions are listed please follow the instructio	actions t below.	Tol	og in to the askHR portal as normal please follow
lick here to a ses your I	Employee	Self Service account for the	following:		ick here to login to the askHR self- service portal to:
Ves per report and PES	e pete	Care Tevel and Subserve Accord return from Schweis Athenese in schweig wester in Schweis Athenese in Schweig wester in Schweiser in Heathenese in Schweiser Schweiser	•=	X	Auk 11E a Querchion er Accesse Danni mispansts criterity, sti bakens einer
View and amend your personal letable					CONTRACTOR INCOMPANY

iTrent
Login 🔒
* Email address (required)
1
* Password (required)
Forgotten password?
Login >
Don't have an account? Register
Sign in with Microsoft

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":

