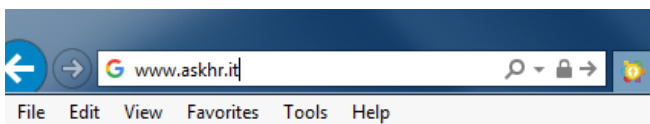**Aberdeenshire** COUNCIL

From mountain to sea

Employee Self-Service (ESS)
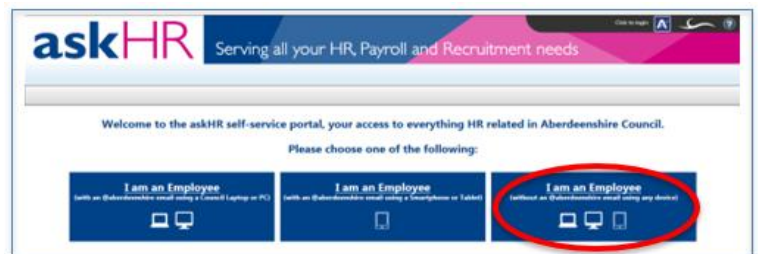## Quick Start Guide – Non Networked employees

Step 1
Open the internet browser on your device.
Enter www.askhr.it into your internet address bar.

Step 2
This will take you to the Council's AskHR site.
Select the option for logging in as an employee <u>without</u> an @aberdeenshire email address.
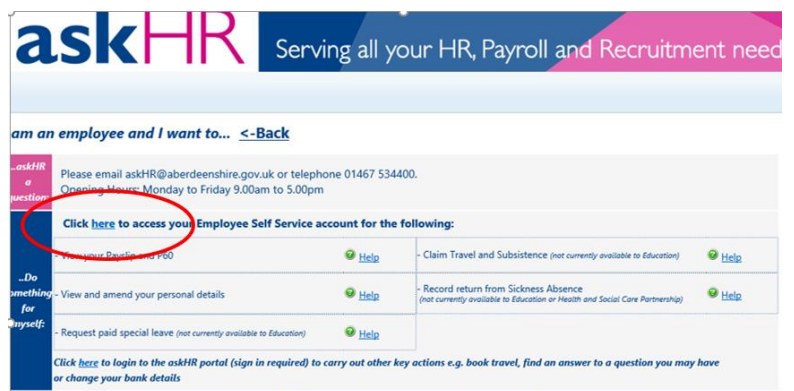
Step 3
The askHR homepage will be displayed where you can access all of the HR tools available to you in one place.

Select 'click here to access your Employee Self Service Account'

Full guidance can be found by selecting the 'help' link beside the action you need to complete eg. View my payslip and P60.

Step 4: Log in to ESS

The above steps will take you to the ESS login page; alternatively you can go direct to the ESS login by clicking here → ESS Login

If you have not already done so, you need to complete the registration process first – see the guidance here.

- On the screen showing the **iTrent** header, enter your email address and password set when you registered then click the **login** button
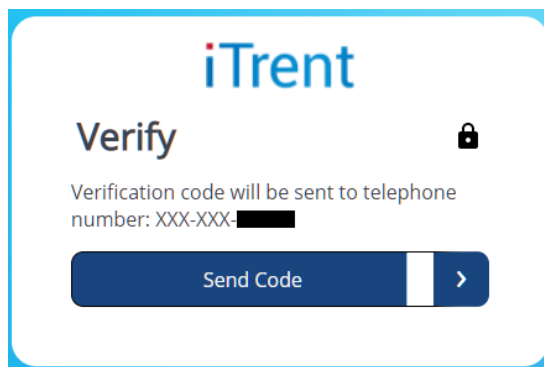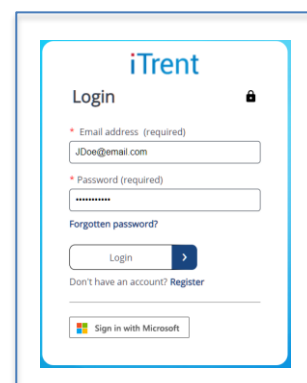
Step 5: Verification code

ESS now uses multi factor authentication as an additional security step to protect your data; this means a 6-digit number code will be sent to you either by a text to your phone or through the authenticator app you registered your account to when multi factor authentication was launched.

Pick how.

If you set up your account to receive verification codes by text:

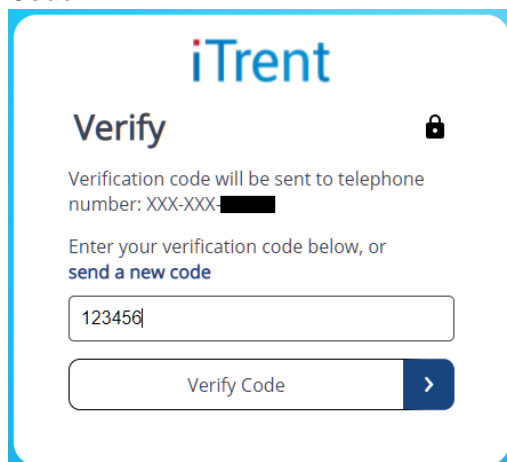the screen will display the message **Verification code will be sent to telephone number: XXX-XXX-#####** Click the **Send Code** button to continue.

You should shortly receive a text in the format **use verification code ##### for itrent-aberdli authentication.**

When you have received the text with your code, enter the code into the text box on screen and click **Verify Code**
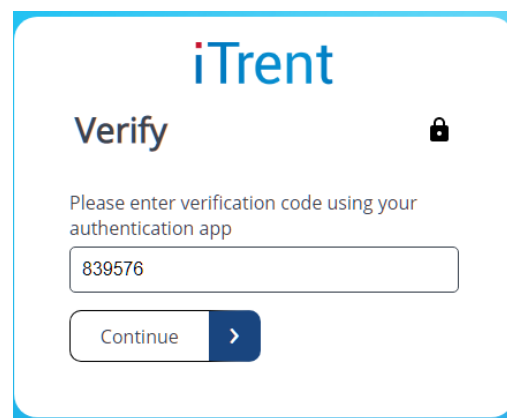

If you chose to verify by app:

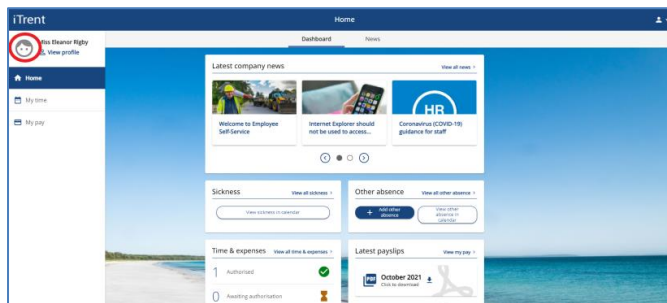The screen should say **Please enter verification code using your authentication app**
Open the app and select the **iTrent** account; when this is selected you should see a **One-time password code**. Enter this code into the text box on the login screen and click **Continue**

Step 6: 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.

You can return to this screen at any time by selecting the home button on the top left of the screen:

Step 7: View Payslips 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 your payslip click on the appropriate payslip and follow prompts in the new window.

Step 8: Logging 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 face in the top right of your ESS account and click 'Logout':