Self-Service Portal Guide

Welcome to your personal self-service portal. The portal puts you in control of your employee record, allowing you to:

- Change your contact details
- Update your bank details
- View and print your payslips and P60s
- View your sickness absence
- View company documentation, policies and procedures

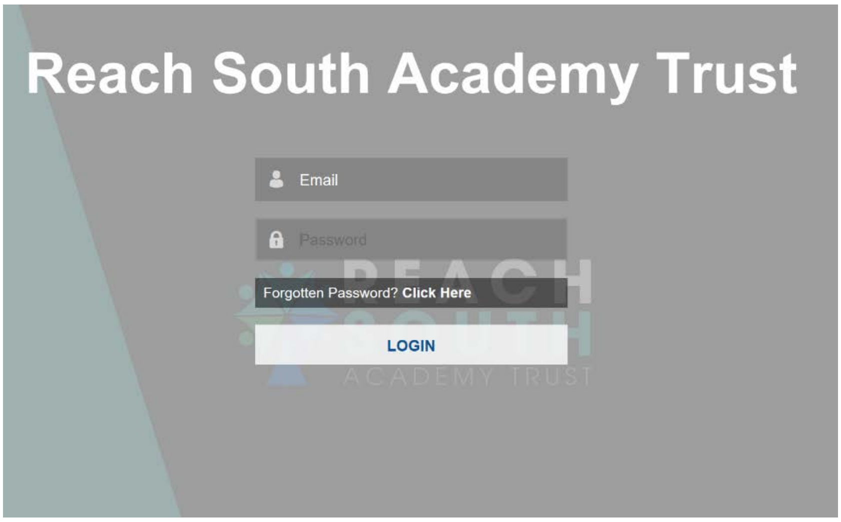
The portal is here for your information and benefit. We are always striving to improve access to information for all employees. If you have any comments or suggested improvements, please contact the HR Team at hr@reachsouth.org

The Reach South Academy Trust self-service portal is designed to be intuitive and self-explanatory. However, we recognise that this is a new system and some staff may require additional support.

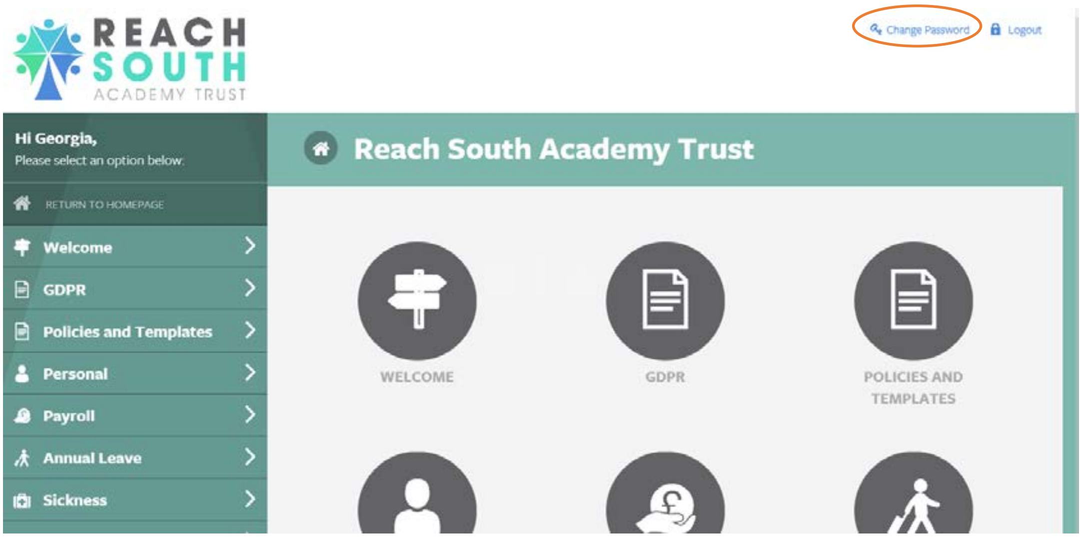
To access the Self-Service Portal please click here or paste the url https://reachsat.selfservice.global/login into your web browser.

The portal is supported by all web browers and can be used on a smartphone, tablet or laptop.

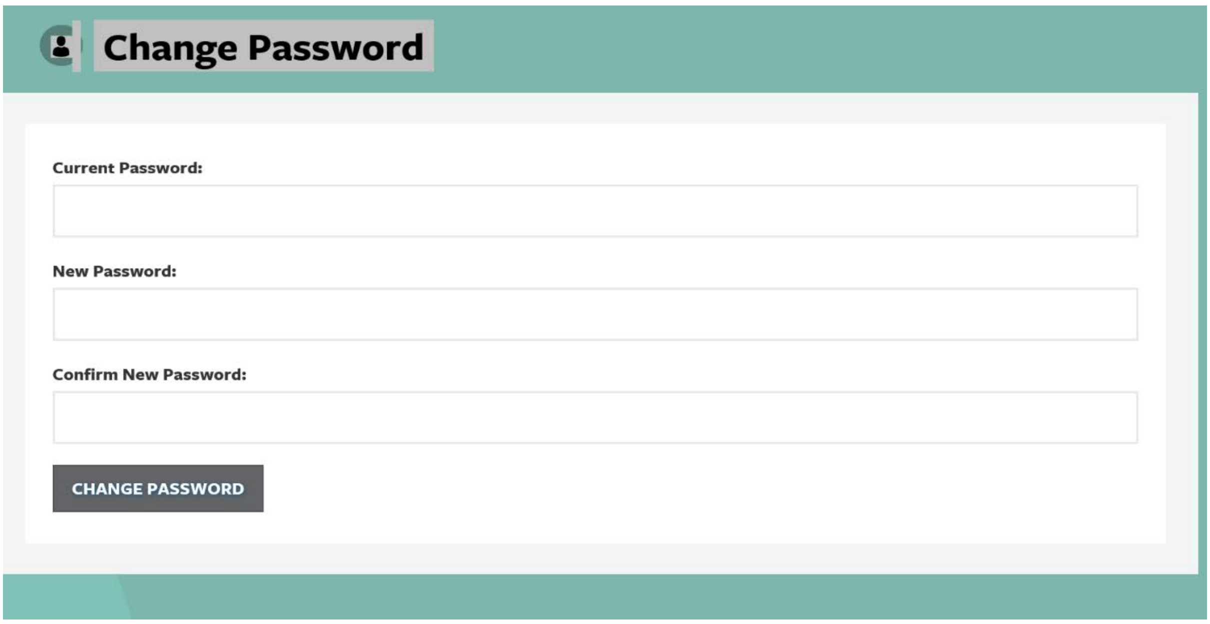
1. When logging in for the first time you will need the email address you currently use to receive your payslip. The password is your national insurance number (CAPITAL LETTERS).



2. Portal users can change their own login password by logging into the portal and selecting *Change Password* on the quick access menu at the top of the screen.

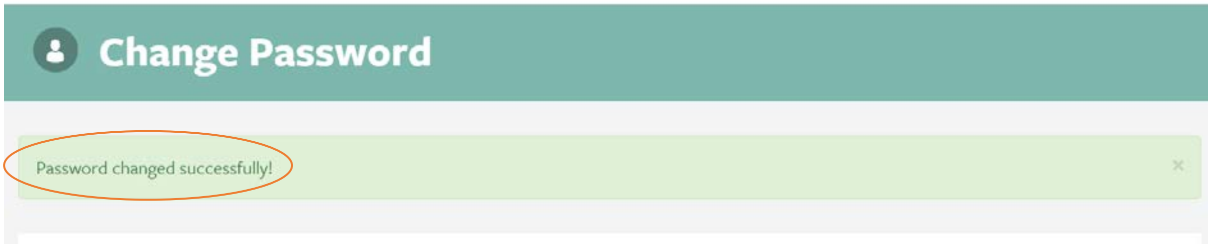


3. Clicking this will bring up the following page where you are asked to enter your current password (which you used to login to the portal), the new password you wish to use to login to the portal and a confirmation of this new password:



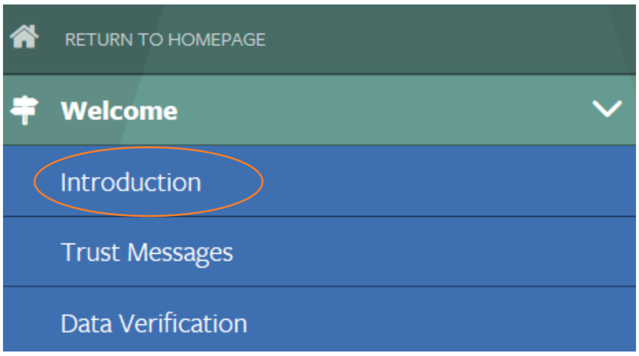
4. We recommend that you change your password to one of your own choice once you have logged in for the first time. Please ensure this is a strong password and is a combination of letters, numbers and special characters. It is the individuals responsibility to keep their password secure.

5. If successful, you will see the folllowing:

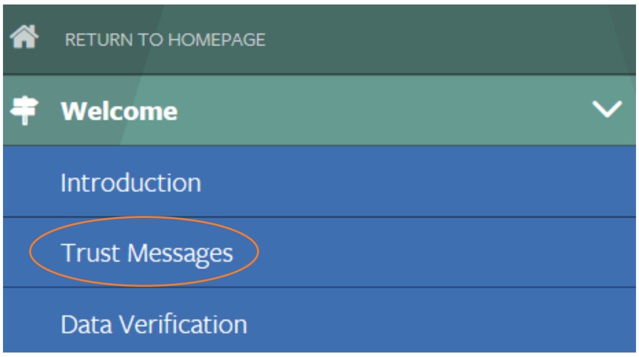


6. On the left hand side of the page you will see a number of menu options.

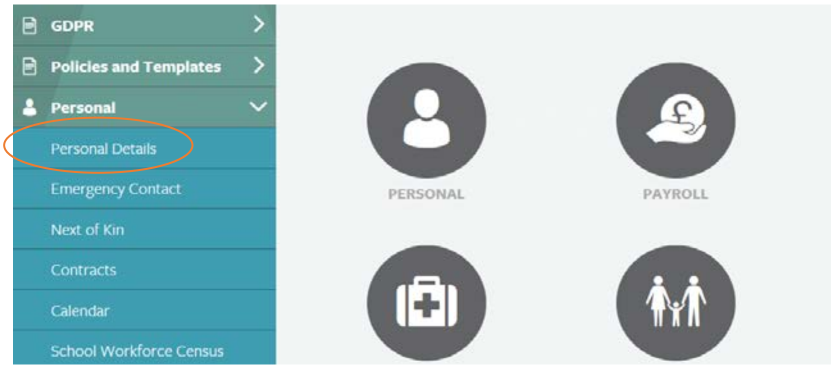
7. Click on the **Welcome** menu option. Here you will see three sub-menu options. Click on the sub-menu **Introduction**. Please read the entirety of this page.



8. Click on the **Welcome** menu option again. Click on the sub-menu **Trust Messages**. This page will be updated with information such as pay dates, Christmas pay date changes, etc. to be coming soon.

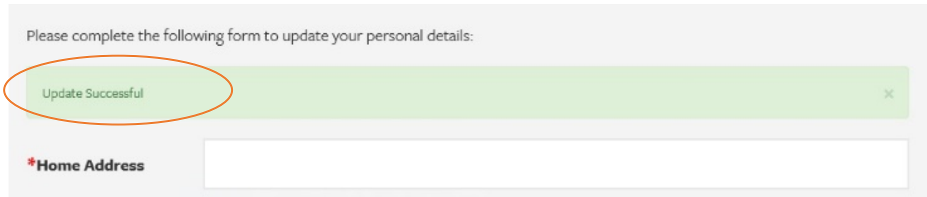


9. Go into the **Personal** page. Choose the **Personal Details** sub-menu.



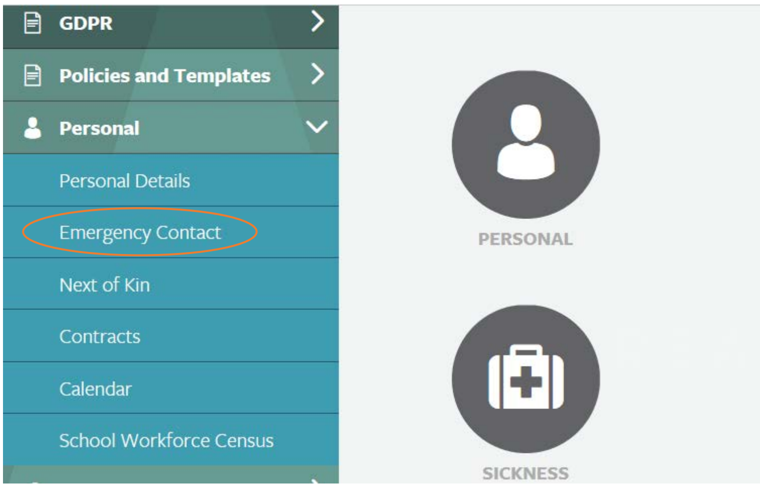
10. Check that all information shown in **Personal Details** is accurate. If anything is inaccurate, missing or unapplicable, click the *Update* button at the top of the page to change any information.

11. Once you have input all the information you would like to add or change, click *Submit*. All mandatory fields must be completed to submit. It will state *Update Successful* at the top of the page in green when saved.

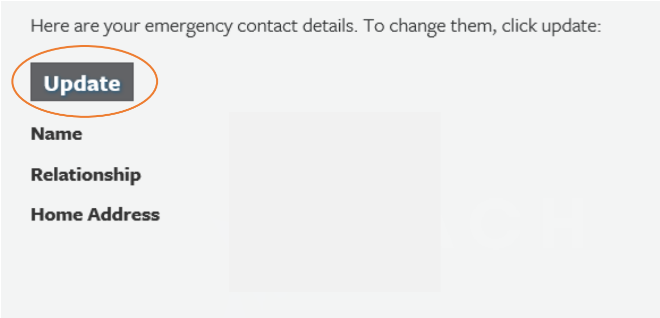


12. Please be aware, if you change your email address, you will need to use this email address when logging into the system in the future.

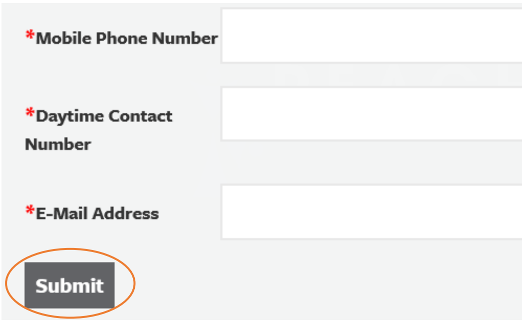
13. Next, go into the **Personal** page and choose sub-category **Emergency Contact**.

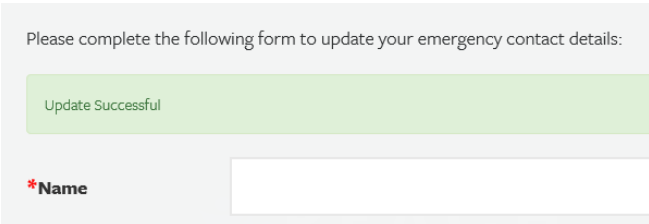


14. Check that all information shown in **Emergency Contact** is accurate. If anything is inaccurate, missing or unapplicable, click update to change/add any information.



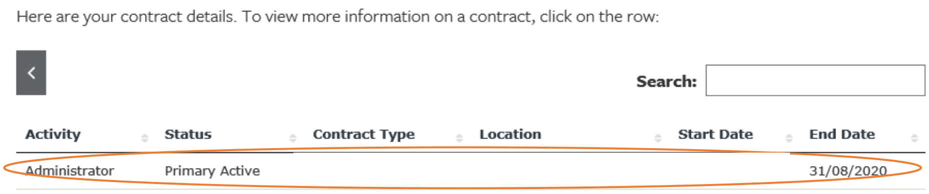
15. Once you have input all information you would like to add or change, click submit. All mandatory fields must be complete to submit. It will state *Update Successful* at the top of the page in green when saved.





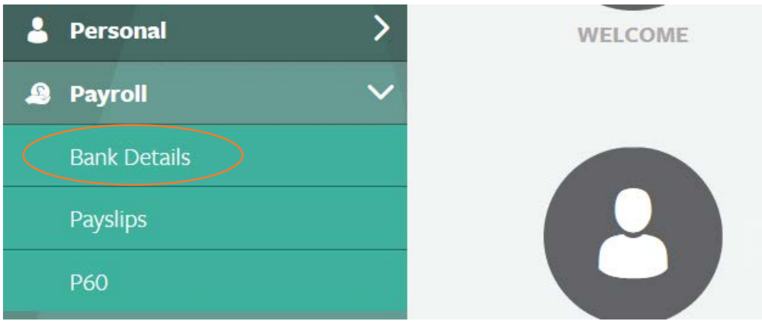
16. Next, go into the **Personal** page and choose **Contracts** as the sub-menu. You will see your Employment History.

17. Click on your role(s). This will bring up a pop-up with all of your contract information.

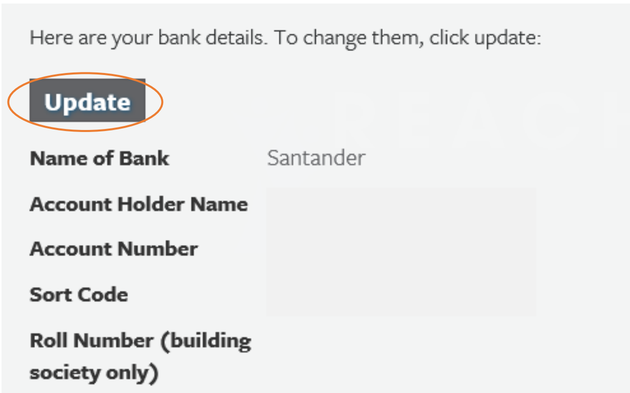


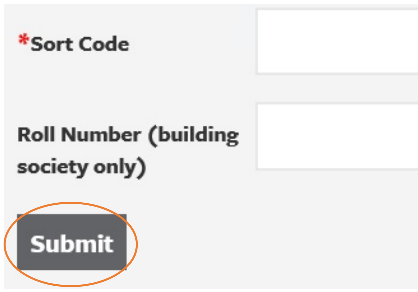
18. If there is any incorrect information about your role(s), **please contact** hr@reachsouth.org

19. Next, go to Payroll Menu. Here you will be able to see a number of sub-menus. First, check or update your bank details. Click on the sub-menu **Bank Details** as highlighted below.

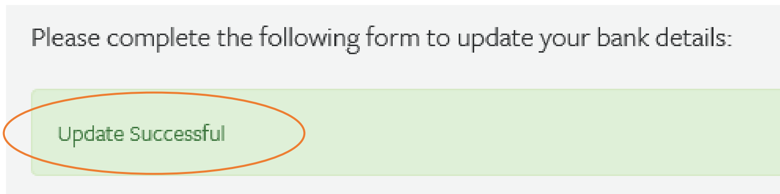


20. If your bank details are incorrect, click Update to amend them. You can now use this method of amending your bank details whenever you change them. Please note it is your responsibility to ensure that your bank details are accurate at all times. Failure to do so may result in delayed payment of salary.

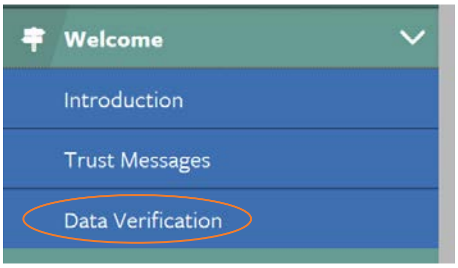




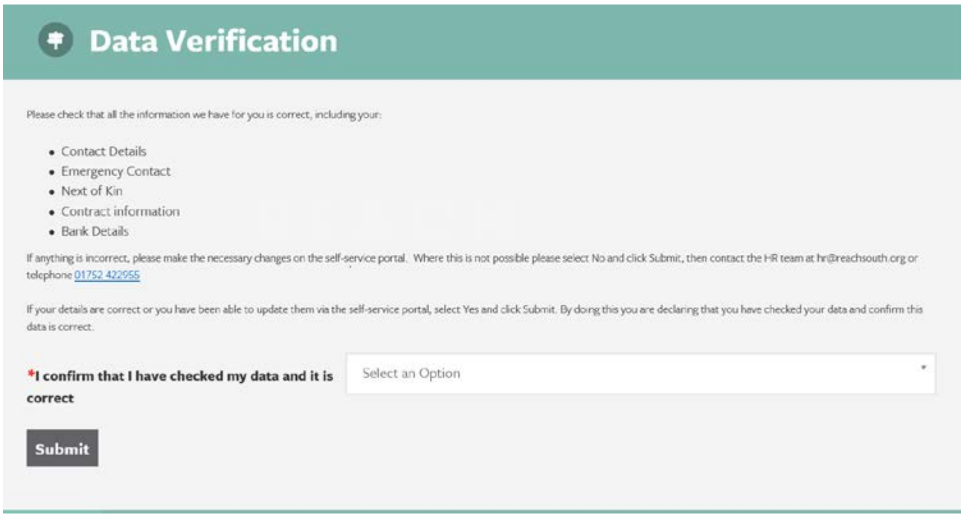
21. Once you submit at the bottom of the page , a green pop-up box will appear at the top of the page saying '*Update Successful.*'



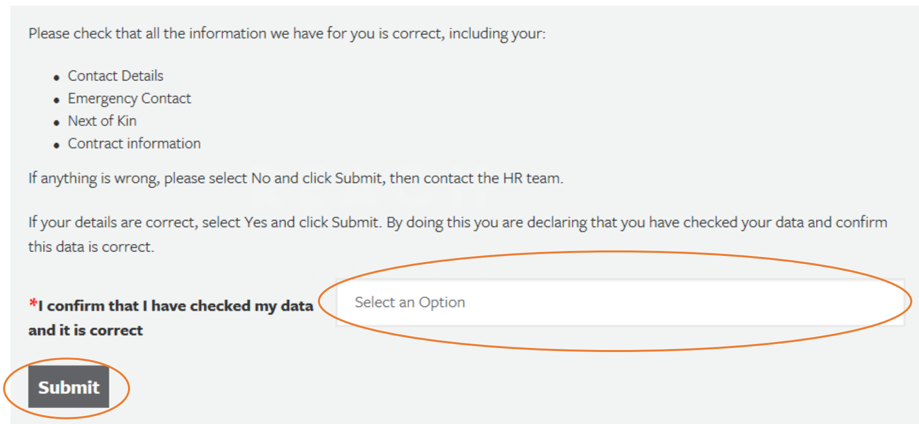
22. Next, click on the **Welcome** menu option. Click on the sub-menu **Data Verification.**



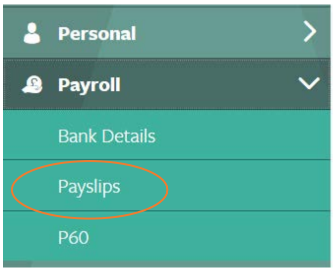
23. Here you will see a list of information that you have checked above, alongside a confirmation selection box.



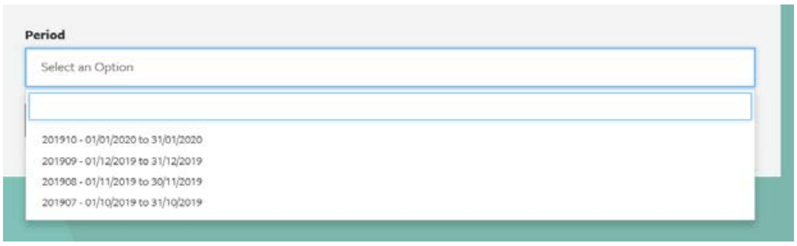
24. If all your information is correct within **Personal Details, Emergency Contact, Next of Kin** (if applicable), **Contracts and Bank Details**, please select *Yes* where asked '*I confirm that I have checked my data and it is correct'* and submit. If anything is wrong that you cannot amend, please select *No* and submit and contact HR at hr@reachsouth.org with further details.

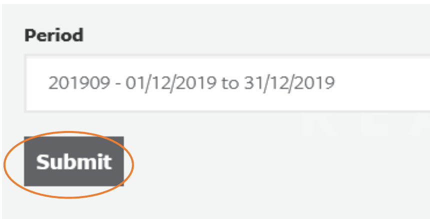


25. Next, go into the **Payroll** page. Choose sub-category **Payslips**. Here, you can see any previous payslip you've had with Reach South Academy Trust since 1 April 2019 when the new payroll system was implemented (or later if started after this date).

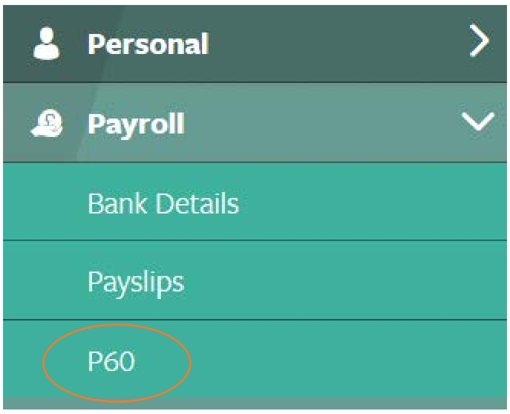


26. If you click the selection box stating *Period*, you will see an option of monthly payslips. When you select a month, click submit. This will open up your payslip attached to that period.

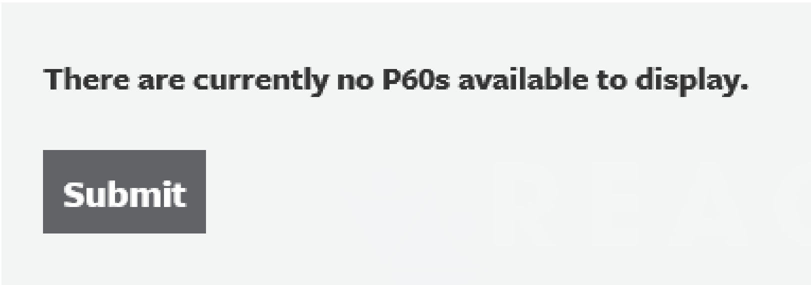




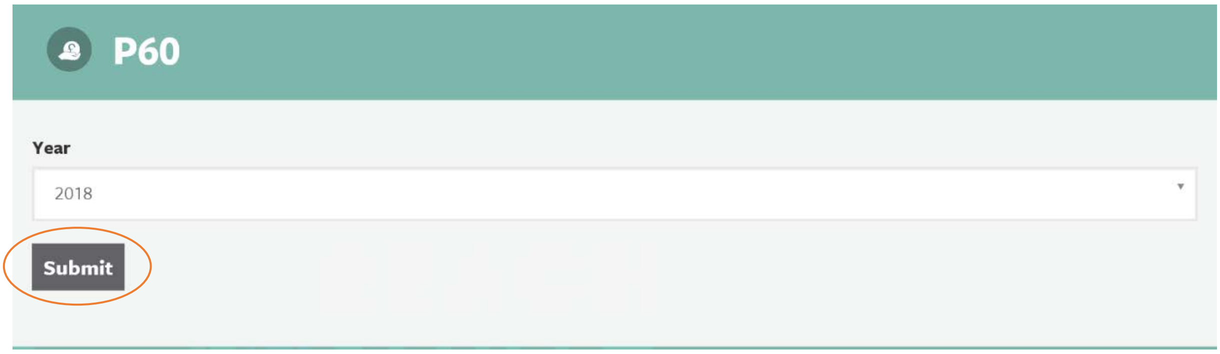
27. To see all previous P60's, go to **Payroll** and sub-menu **P60.**



28. If you click the selection box stating *Period,* you will see an option of annual P60s. When you select a year, click submit. This will open up your P60 attached to that period. You may have no P60's as the first P60s will not be due until May 2020, which means your screen will look like this.



29. If you do it will look like this (and the drop down list will state which financial year the P60 relates to).

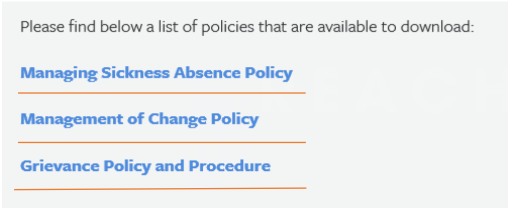


30. When you click submit, your P60 will open for that year in your default PDF/browser.

31. Reach South Academy Trust plans to provide all policies and templates for all its employee related policies and process over the next 12 months. This page will be updated regularly.

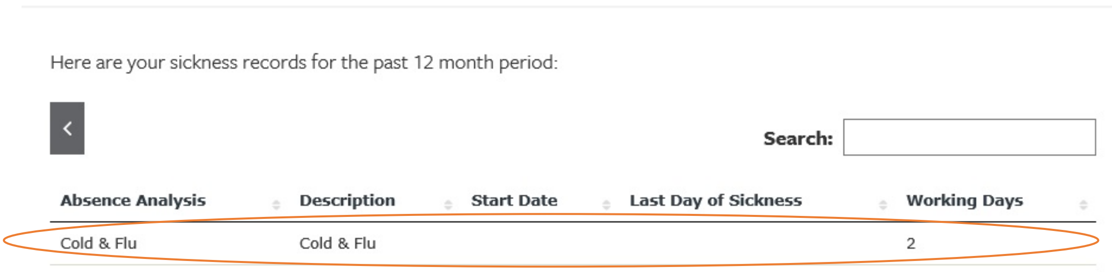
32. Click on the **Policies and Templates** menu option. Go into sub-menu **Policies**. You will find links to all Reach South Academy Trust policies that are currently in use. More are coming soon.

33. Click on the policy you would like to read to open the document. This will open in PDF or your web browser.



34. For templates, click on the sub-menu **Templates**. Templates are coming soon.

35. To view your sickness absence go to the **Sickness** menu option and sub-category **History**. Here you will see all of your sickness absence for the past 12 month period. If any absence looks incorrect, contact the HR team at absence@reachsouth.org


Here are your sickness records for the past 12 month period:

Search:

Absence Analysis	Description	Start Date	Last Day of Sickness	Working Days
Cold & Flu	Cold & Flu			2