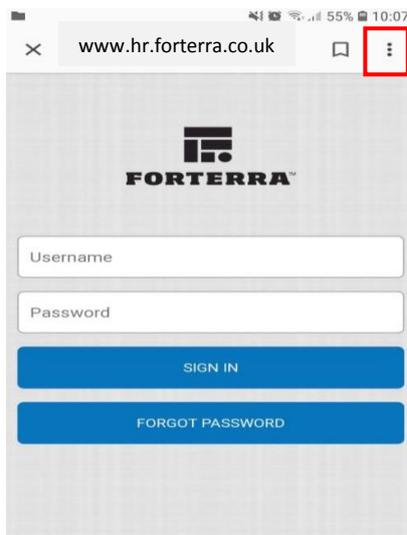


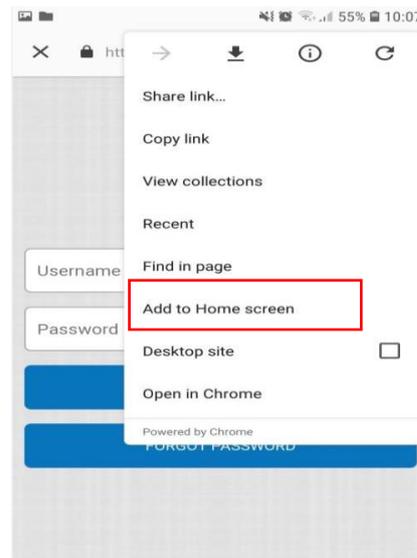
EMPLOYEE SELF SERVICE (ESS) QUICK START GUIDE FOR SAMSUNG/ANDROID USERS

Setting Up an Icon on your Samsung/Android Phone

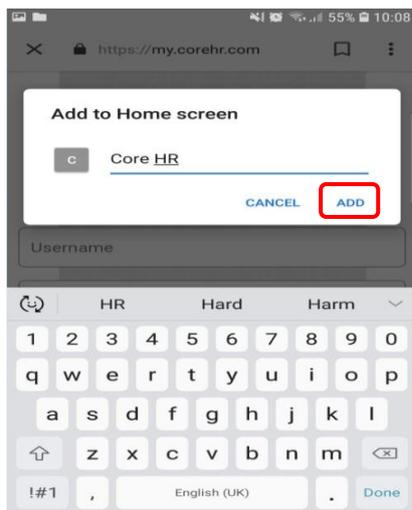
To set up an icon on your phone so you don't have to keep putting the URL into your browser, first, type <http://hr.forterra.co.uk> into your browser screen. You can also use <http://hr.forterra.co.uk>.



1. Click on the 'three dots' at the top of the screen.



2. Select the 'Add to Home Screen' from the menu.



3. Type in a name for your icon e.g. 'Core HR', then hit 'Add'.



4. An icon will appear on your Phone Screen for future use.

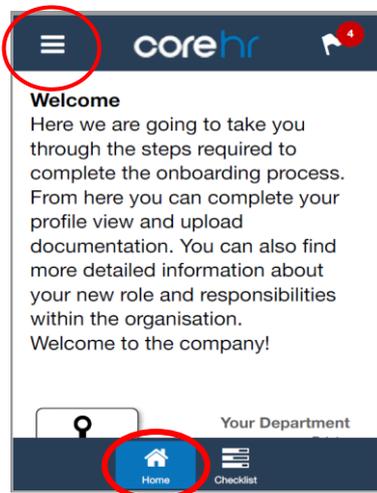
Logging Onto ESS



To get started, type in your username and password as provided in your letter.

You'll then be asked to change your password after you've logged on for the first time.

If you forget your password, you'll be able to reset it by clicking on forgotten password.



The first screen you'll see is the Home screen.

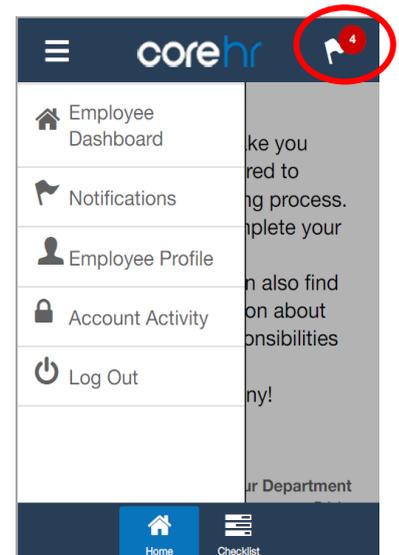
The Home screen has your basic details on it in terms of your department, your line manager, work location and start date.

To access your profile, click on the menu at the top left of the screen.

From here you can access your Employee Dashboard where you'll be able to view your payslip and your holiday entitlement and request annual leave.

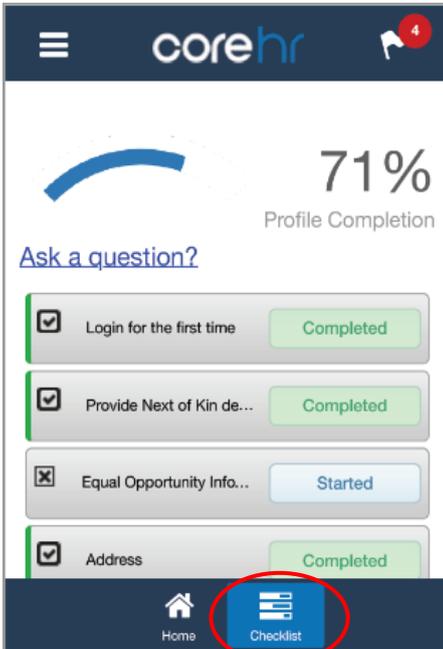
You can also amend your personal details in your Employee Profile from here.

Any notifications requiring your attention will appear on the flag with a number in a red circle. Access these either via the menu or by clicking on the flag itself.



Onboarding into Core HR ESS

We want to make sure we have the most up to date personal details for you. So, when you first log on, you will need to complete the **Onboarding Checklist**. Some of the fields will be pre-populated for you – others you'll need to add data to them.



Click on the second tab in the bottom bar called '**Checklist**' to check and update your personal details and scroll down to move your way through as part of the onboarding screens.

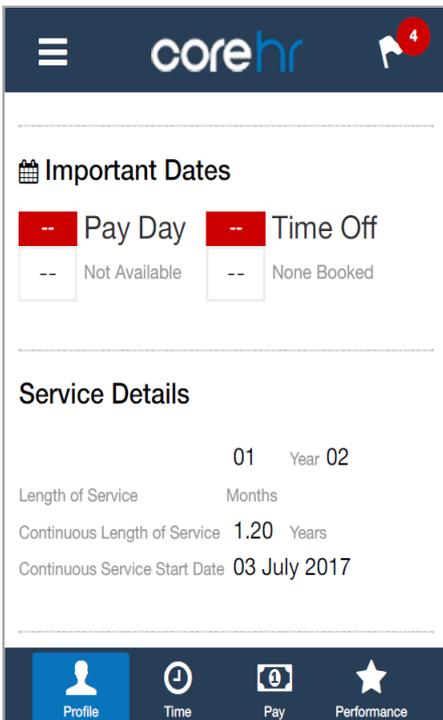
As you move through the screens make sure you press the green '**save**' button to register your inputs.

Once the section is complete you'll see a green '**completed**' box and your profile completion percentage will be updated.

Once you have reviewed and updated all sections of your profile, the percentage will rise to 100% and the onboarding screens will disappear, to be replaced by your **Employee Dashboard** when you next log on.

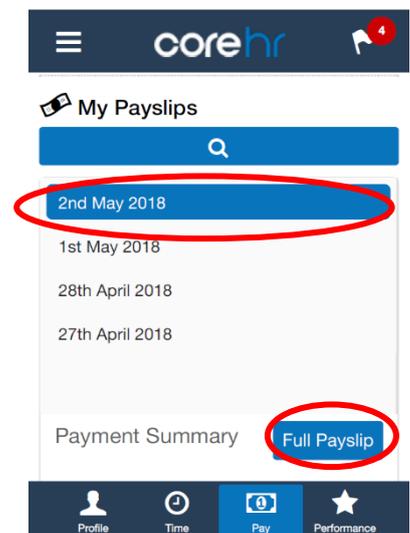
You'll then be able to update your personal information from your '**My Profile**' Screens via the **Employee Dashboard**.

Viewing your Payslip



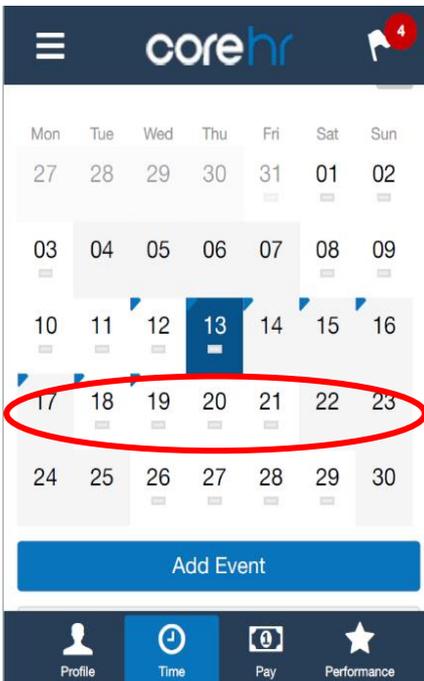
When you click on the '**Pay**' tab/widget on menu bar at the bottom, a summary screen will appear which will detail all payslips. The payslip history will start from November 2018, so please use our previous system for any payslips prior to this date/tax year.

To view your payslip in detail, click on the date in question (the box will turn blue) and then click on the blue '**Full Payslip**' button.



Viewing and Booking Annual Leave

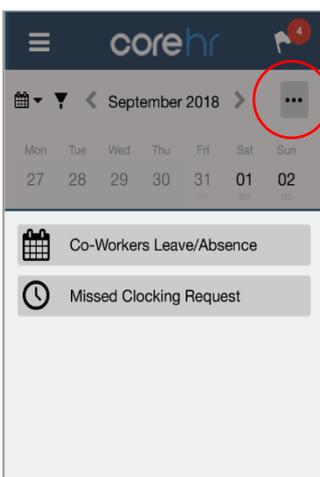
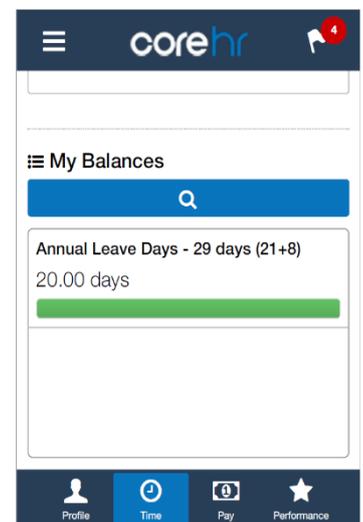
When you click on the 'Time' tab, aka 'widget', a calendar will appear. The calendar shows your work pattern, rest days and the dates that you have booked leave in any month (denoted by a triangle next to the date).



If you work shifts you'll be able to see your roster for the next 12 months and if you miss a clocking in or out for any reason, you'll need to submit a missed clocking request so that you can be paid correctly.

To request holiday or other types of leave, scroll down to the 'Add Event' button underneath the calendar followed by Book Time Off which will take you to the screens where you need to add your required dates.

Scroll further down to find your remaining annual leave balance. The system will automatically review your work pattern and calculate the amount of holiday you have requested and update your remaining balance.



To help you avoid any holiday clashes with other team members, click on the three dots at the top of the calendar to view your team schedule.

And if you're hourly paid and clock in, from here you can request your line manager to authorise your pay if you've missed a clocking for any reason.

NB - The menu tab, labelled 'Performance', won't appear at the point of launch but will be available to use in latter Phases as we look to launch MyPlan onto ESS.

End.