



Using the Your HR for Schools eLearning

Overview

The Your HR eLearning is made up of a series of videos. They are hosted on WeLearn's video platform in the "Your HR" channel. You'll need a WeLearn ID to access them. If your school doesn't have WeLearn IDs, contact the WES Customer Services Team for advice.

The videos don't have sound so you can watch them in a busy office without having to worry about having headphones or speakers.



If you have problems viewing the videos in Internet Explorer, log a call for Schools ICT to update your Internet Explorer drivers. Switching to Google Chrome will allow you to watch the videos until they've done this.

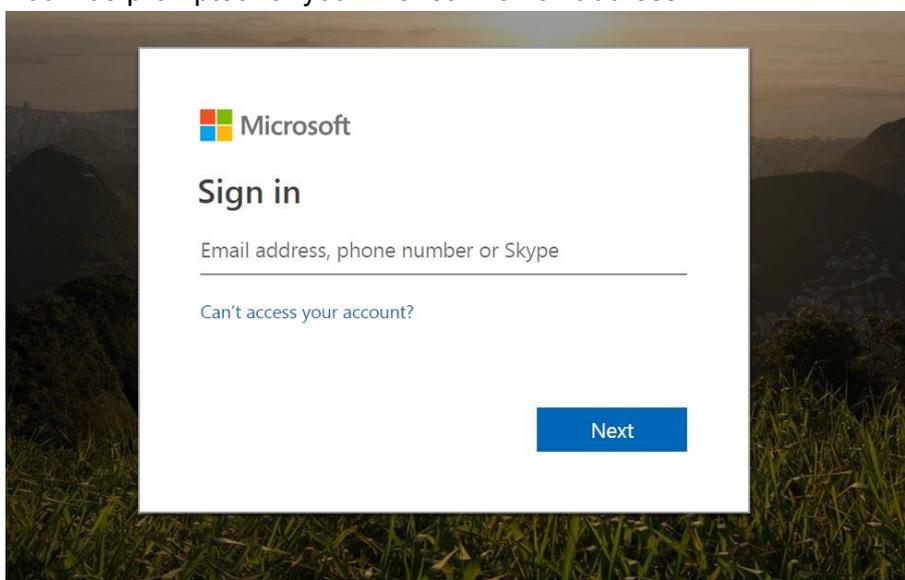
If you find the videos too fast or too slow, read the [Tips for getting the most from the videos](#) section.

How do I find the eLearning videos?

You can click on the "Online learning" link on the "My applications" page of the WES website or you can click on [the links later in this document](#) to access specific videos.

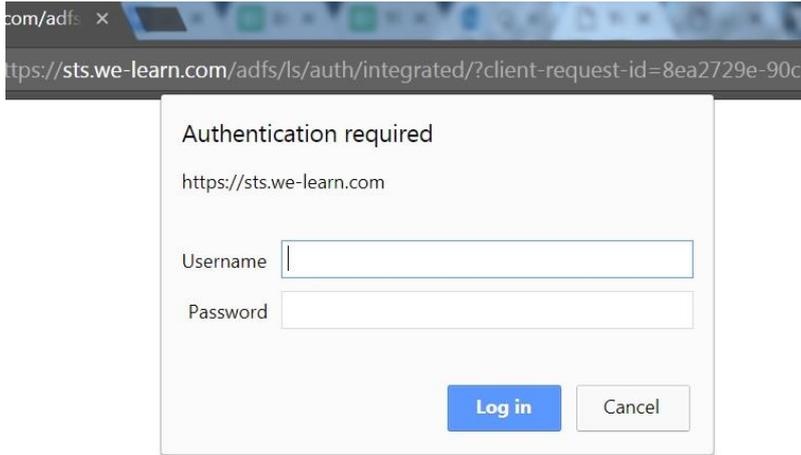
If you're not already logged in to WeLearn

- You'll be prompted for your WeLearn email address



- Type in your full WeLearn email address - e.g. `bloggs.j@welearn365.com`

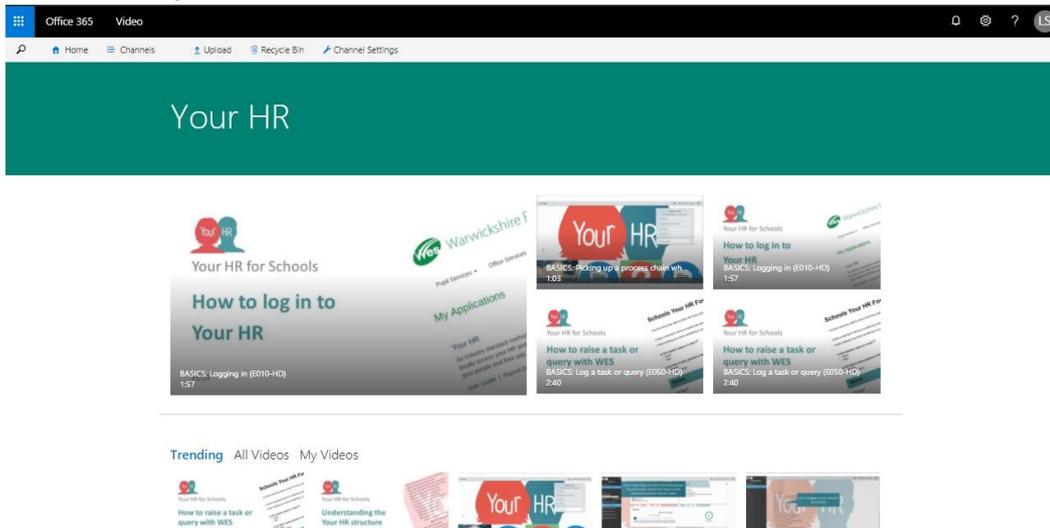
- You'll now be asked to authenticate to WeLearn:



- Type in your WeLearn email again and your WeLearn password.

When you are logged into WeLearn

- If you clicked on one of the video links in this document, you'll see the video you chose.
- If you used the link on the WES website, you'll see the Your HR channel where all the eLearning videos are located.



Click on a video to watch it



If you get a message saying that you haven't got access to view the video, it means your WeLearn address isn't on the list of IDs that are allowed to view them. Contact WES HR & Payroll to ask them to get your WeLearn ID added to this list.

Video links

Click on the links below to launch the video in WeLearn.

When you first start using Your HR familiarise yourself with how the system works by watching “The Basics” videos in the order they’re listed.

Watch the other videos when you’re ready to learn about the task they cover.

The basics

[How to login to Your HR](#)

[Navigating around Your HR](#)

[Understanding the organisation structure](#)

[Using the effective date](#)

[Finding an employee's record](#)

[Finding a vacant position](#)

- How to find a vacant position and its position reference number

[How to add a new starter - contracted employee](#)

- Even if you haven’t got a new employee to add this will give you a good overview of all the information that Your HR requires.

[Logging out of Your HR](#)

Making changes to personal details

[Changing an employee’s contact details](#)

[Changing an employee’s bank details](#)

Making changes to employment details

[Amending a fixed term contract](#)

[Amending a payscale point](#)

[Changing an employee’s contractual hours](#)

[Temporarily changing an employee’s working pattern](#)

[How to give an employee an additional position](#)

Adding allowances and deductions

[How to deduct Pennies from Heaven from an employee's pay](#)

[Using permanent elements to pay allowances](#)

[Deducting rent](#)

Time and expenses claims

[How to add overtime or additional hours claims](#)

[How to add mileage and travelling expenses](#)

Authorisation

[Authorisation overview](#)

- How changes are approved in Your HR

[Authorising a new starter or additional position](#)

[Authorising elements](#)

- How to authorise allowances such as TLRs and Honoria

[Authorising time and expense claims](#)

[Authorising a change of payscale](#)

[Authorising a change of hours](#)

Miscellaneous

[How to add, view or delete a document](#)

- Adding documents such as a marriage certificate to Your HR

[How to run reports](#)

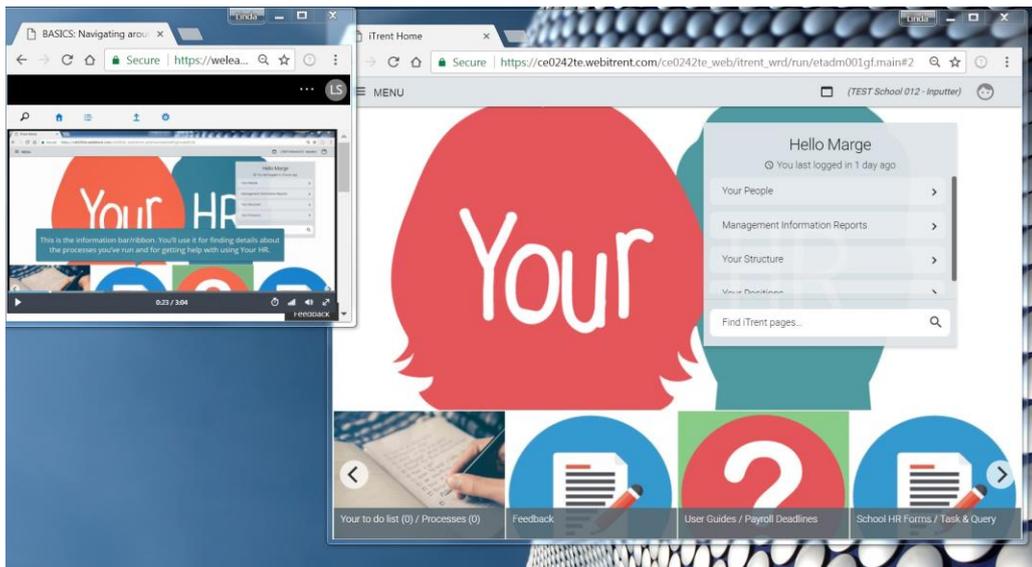
[Logging a task or query with WES HR & Payroll](#)

Tips for getting the most from the videos

Watching the video while using Your HR

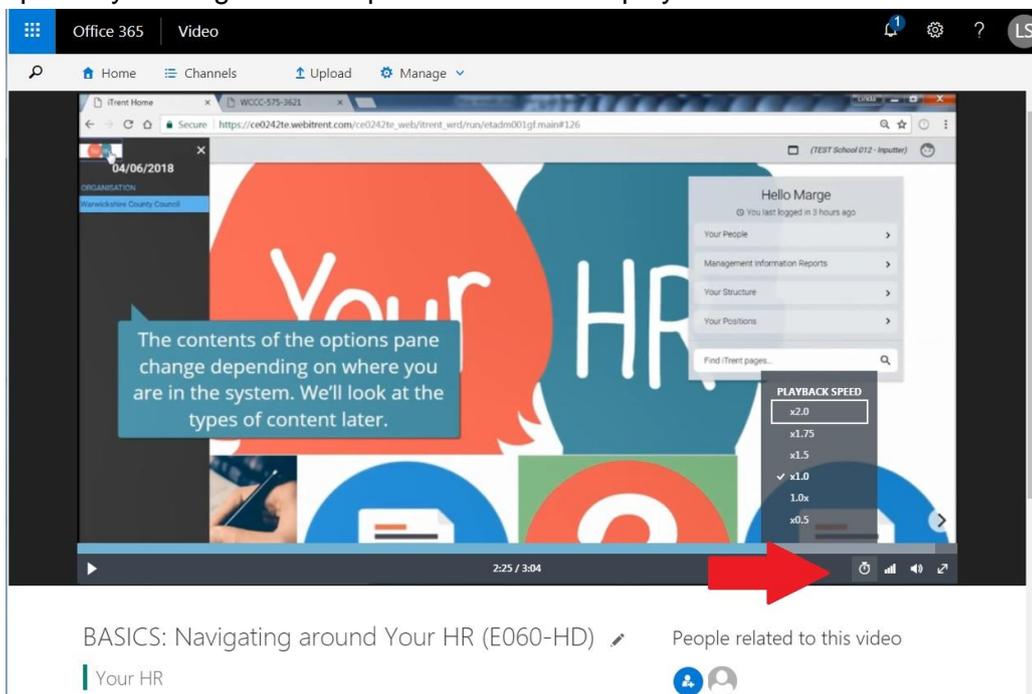
- Open WeLearn in a separate browser window to Your HR so you can follow along on Your HR where appropriate.

DON'T ENTER ANY TEST INFORMATION INTO YOUR HR AS YOU ARE USING THE LIVE SYSTEM.



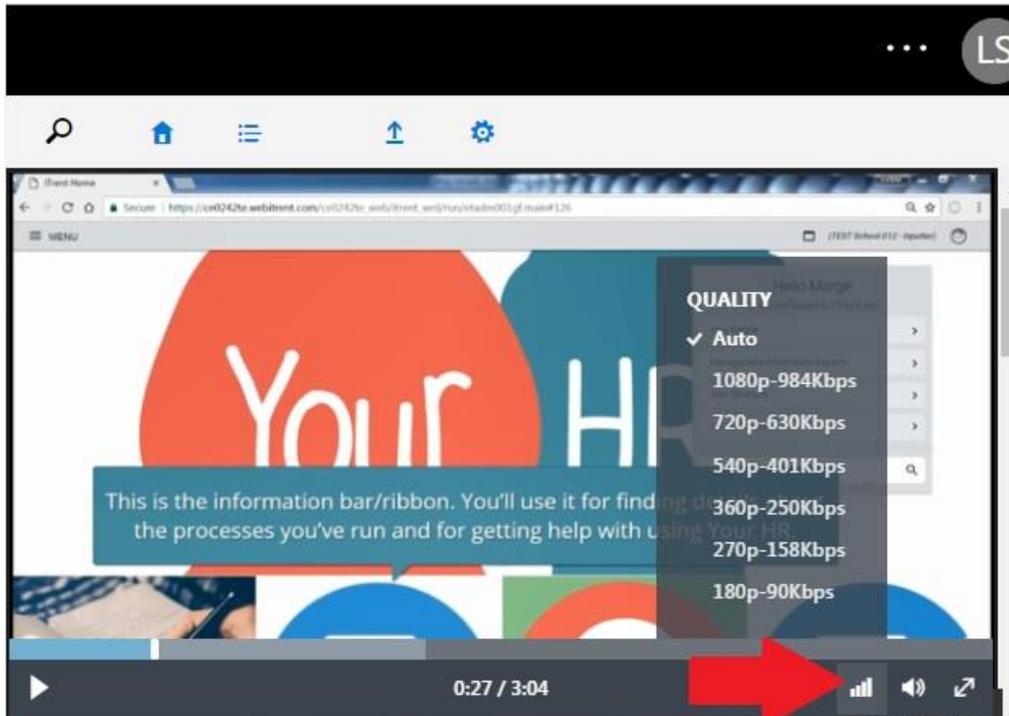
Playback speed

- If a video is playing too slowly or too quickly for you, you can change the playback speed by clicking on the stopwatch icon on the play bar at the bottom of the video



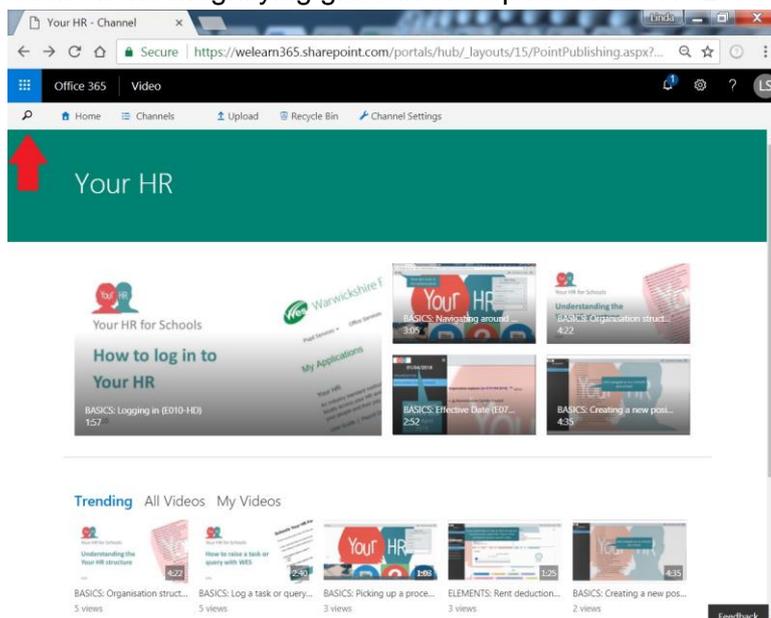
Quality

- The videos are all recorded in high quality. WeLearn may decide to play them back in a lower quality if it thinks your broadband link isn't fast enough. You can change this if necessary by clicking on the bar chart icon on the play bar at the bottom of the video.

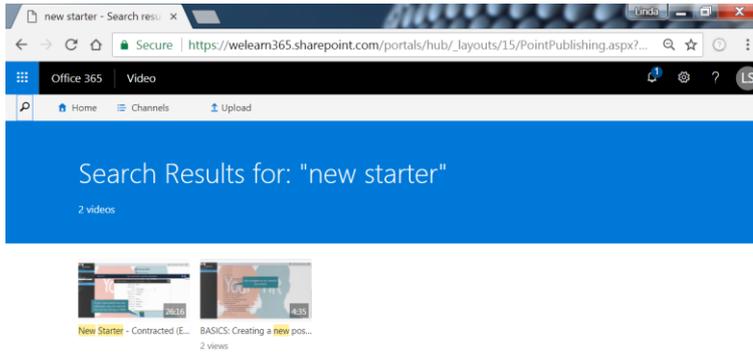


Finding a video

- Click on the magnifying glass in the top left of the WeLearn screen



- Type in the word or phrase you want to look for (e.g. new starter)
- WeLearn will show you all the videos with that have that word or phrase in the title or description



DOCUMENT CONTROL

Version	Author	Filename	Changes
1.0	Linda Scannell	Using the Your HR for Schools eLearning (Google Doc)	n/a
1.1	Linda Scannell	Using the Your HR for Schools eLearning v1.1 (Google Doc)	Amended description of how to access the videos if you're already logged into WeLearn. (i.e. Still use the link as it's not easy to find the channel within the WeLearn portal).
2.0	Linda Scannell	Using the Your HR for Schools eLearning v2.0 (Google Doc)	Added links to each video
2.1	Linda Scannell	Using the Your HR for Schools eLearning v2.1 (Google Doc)	Removed "Creating a new position" and replaced with "Finding a vacant position"