Pobl Aber People Guide for AberTemps

* Please note that this document is a work in progress and as such, this document will be updated regularly with any frequently asked questions. *

Login

- [I was told that I would receive an e-mail to activate my staff account but haven't had anything yet. How would I go about activating this account?](#)
- [How do I log in to Pobl Aber People?](#)
- [I cannot remember my password /staff username. What do I do?](#)

My information

- [How do I view my personal information that is available on the system?](#)
- [Can I change any of my personal information?](#)
- [How do I add/update my mobile number?](#)
- [How do I change my address on the system?](#)
- [Where do I record my next of kin, emergency contact, dependants and beneficiaries?](#)
- [How do I remove someone as my next of kin, emergency contact, dependants or beneficiary?](#)
- [How do I view my Payslip?](#)

Availability

- [What is availability?](#)
- [How do I change my availability?](#)

Technical Issues

- [I've updated information on my personal information, the system asks if I want to "generate a personal work schedule now". What do I do?](#)
- [I am updating my details and my availability but the system will not allow me to save. What do I do?](#)

Login

Q – I was told that I would receive an e-mail to activate my staff account but haven't had anything yet. How would I go about activating this account?

You will only receive a log on once the Human Resources department have verified your right to work in the UK documentation. If you have yet to do this or if you require assistance, please contact the Employee Services Team to schedule an appointment (e-mailing hr@aber.ac.uk, telephone 01970 628555).

If we have verified your right to work:

- Please double check that you have not misspelled your personal e-mail address while applying to for the AberTemp scheme.
- Check all the folders (including junk) in the e-mail address provided.
- If you still cannot locate the activation e-mail, please contact the Information Services Customer Service helpdesk on csistaff@aber.ac.uk or call 01970 622400.

Q – How do I log in to Pobl Aber People?

- Go to https://abw.aber.ac.uk/agresso/Login/
- On this screen (shown below), please fill in the following:

User name The letters and numbers before @aber.ac.uk on your **STAFF** e-mail account.

Please note that you **cannot** log in using your student details.

Domain Always PAU

*Password* The password associated to your staff computer log on
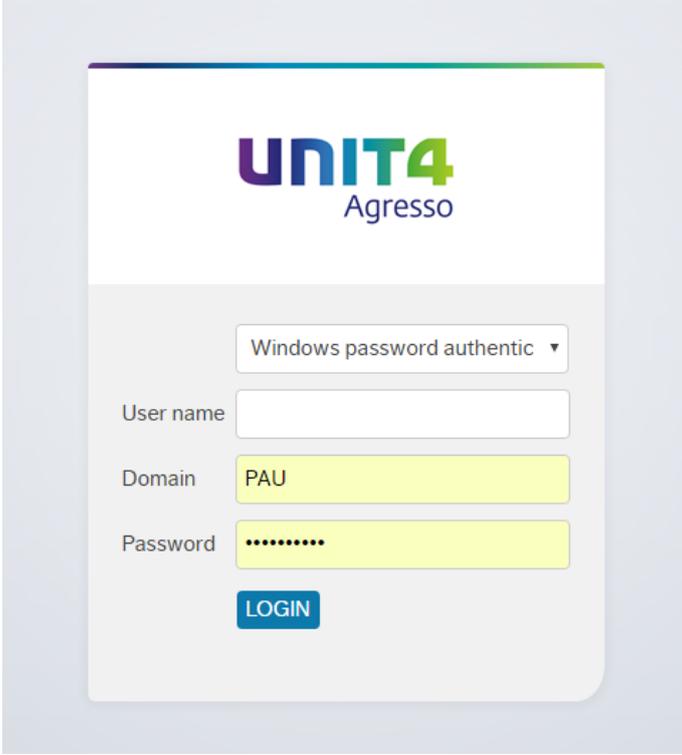
Q - I cannot remember my password /staff username. What do I do?

Please contact the Information Services Customer Service helpdesk by e-mailing csistaff@aber.ac.uk or by calling 01970 622400.

My Information

Q – How do I view my personal information that is available on the system?

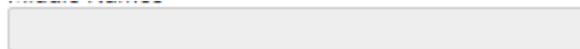- Click on ✖ Your personnel information
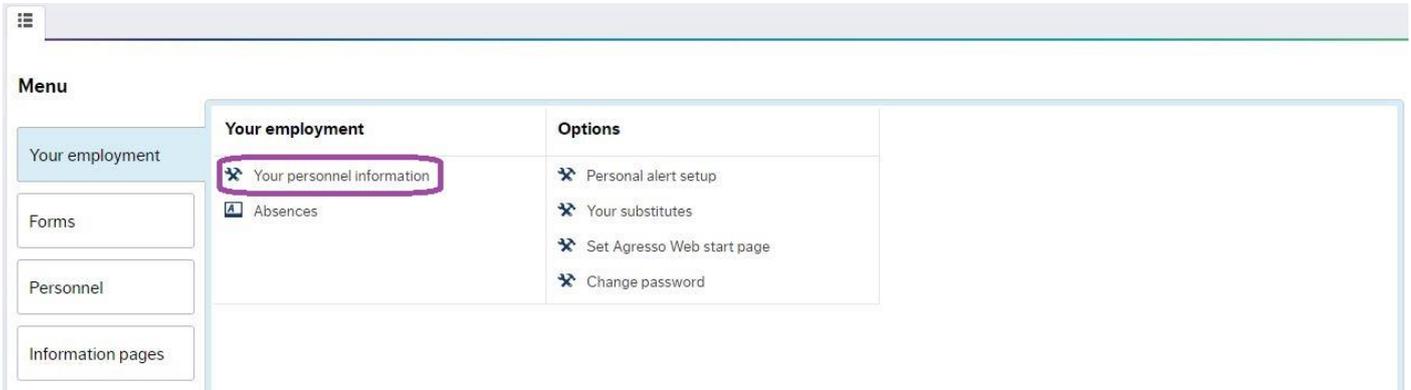
- There are different information available on the numerous different tabs

Q – Can I change any of my personal information?

- If a field has been greyed out, these can only be updated by the Human Resources department:


To do this, please send an e-mail to hr@aber.ac.uk with the details of what you would like changed. For instance, if the date of birth is incorrect, please notify HR. They will then need to cross-reference against the right to work that you have provided.

- Any field that isn't greyed out can be edited.

To edit these fields, click on the field itself and press the space bar 3 times. This will then bring up a list of all the available options that you can select.

Greyed field – Cannot edit!

Non-greyed field - Can be edited!
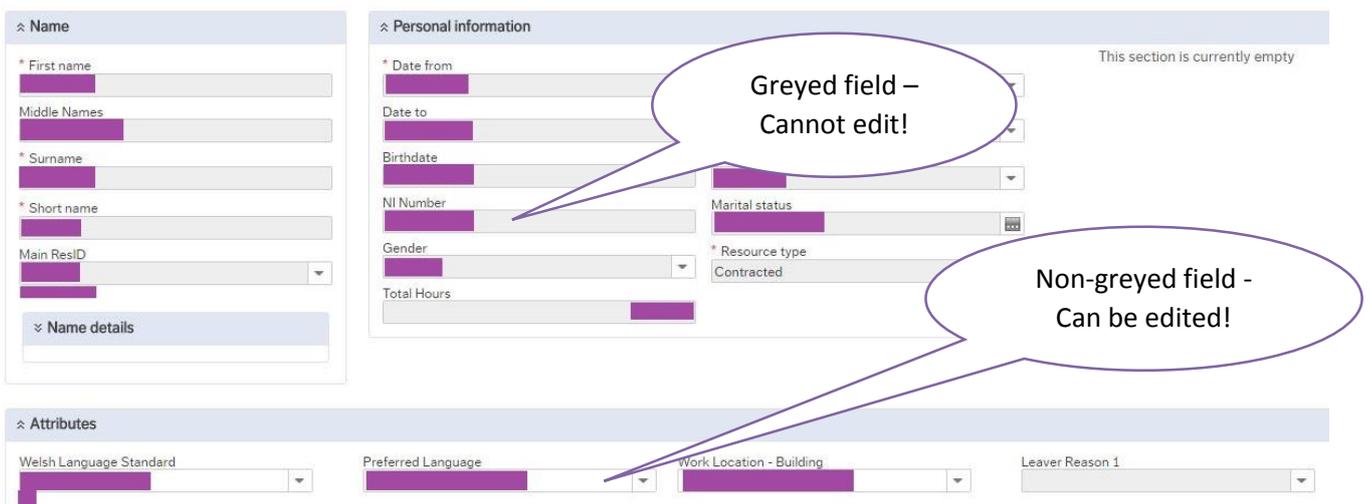
Q - How do I add/update my mobile number?

- Click on Your personnel information

- Click on the **Contact information** tab

- In the address table, click on the line that is currently noted as "Home" under the Address type. This will open up the current detail fields in to the "Address Details" Section.

- Add/update the relevant field under the "Phone numbers" section.

- To keep these details once you have finished, click **Save** on the bottom left of the screen.

Q - How do I change my address on the system?

- Click on Your personnel information

- Click on the **Contact information** tab

- In the address table, click on the line that is currently noted as "Home" under the Address type. This will open up the current detail fields in to the "Address Details" Section.

- Copy all the information of your previous home address in to a document or take a screenshot of the details supplied.

- Overtype the home address details in to the "home" line with the new address.

- Click on the **Add** button on the left under the "Address" table.

- Change the "Address type" field of the new line to "Previous Address" and input the information of the previous home address into the relevant fields.
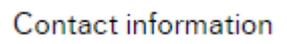
- To keep these details once you have finished, click **Save** on the bottom left of the screen.

Q - Where do I record my next of kin, emergency contact, dependants and beneficiaries?

- Click on ✖ Your personnel information

- Click on the **Contact information** tab

- Scroll down to the bottom of the page until you find the "Personal Contacts" table.

Please ensure that you keep this section up to date and accurate!
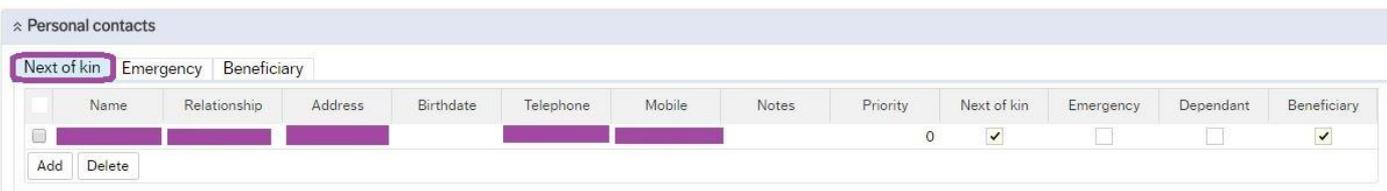
- Click on the [Add] button on the left under the "Personal Contacts" table to add a "Next of kin", "Emergency" contact, "Dependant" and "Beneficiary".

"Next of kin" refers to your closest living relative, while a *"Dependant"* is a person who relies on you for financial support (usually family members):

Those noted under *"Emergency contact"* are the people that we should contact in case of an emergency or if anything happens to you.

- This can be the same as your next of kin, beneficiary or it could be somebody close to you who could get to you or the university quickly.
- You can add more than 1 person and note in which order we should contact them by numbering the "priority" field (please note "1" in the priority field for your contact in the case of an emergency, "2" for the next person to contact if the first person is unavailable, etc.)

The *"Beneficiary"* is the person who will be the recipient of funds or other property under a will, trust, insurance policy, etc. if something were to happen to you.

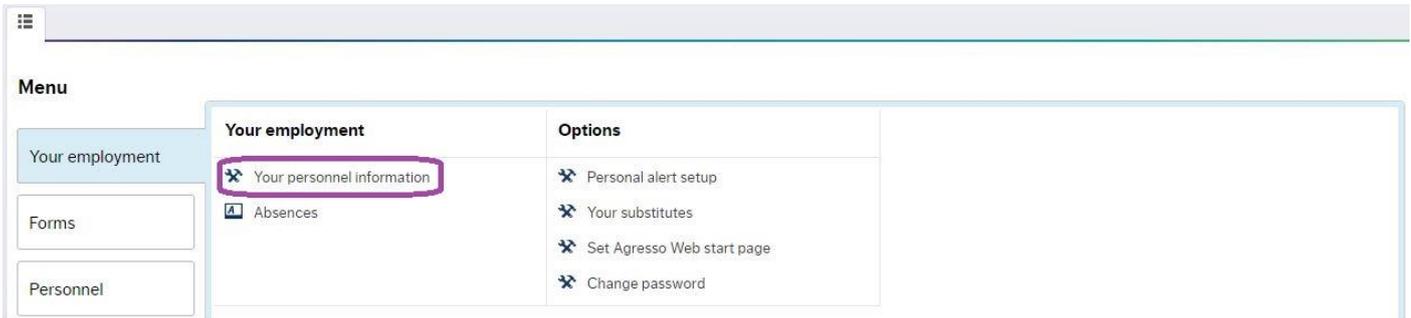- You can have more than 1 beneficiary but will need to ensure that the "Beneficiary %" adds up to 100.
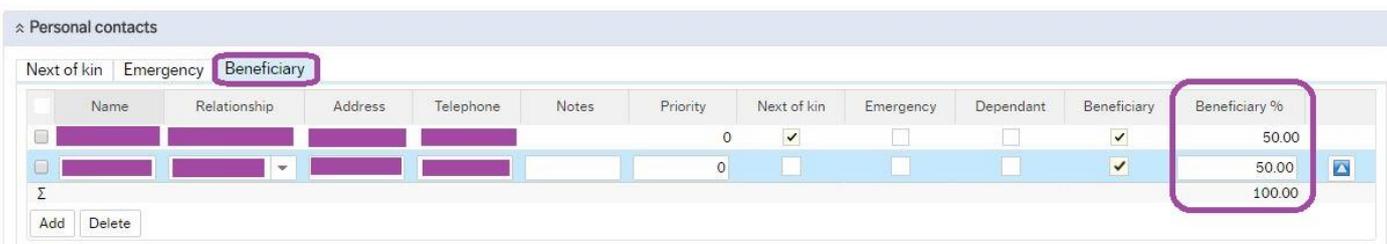
- To keep these details once you have finished, click [Save] on the bottom left of the screen.

Q - How do I remove someone as my next of kin, emergency contact, dependants or beneficiary?

- Click on Your personnel information

- Click on the `Contact information` tab

- Scroll down to the bottom of the page until you find the "Personal Contacts" table.
- Tick the box on the relevant line that you would like to remove.
- Click on the `Delete` button on the left under the "Personal Contacts".
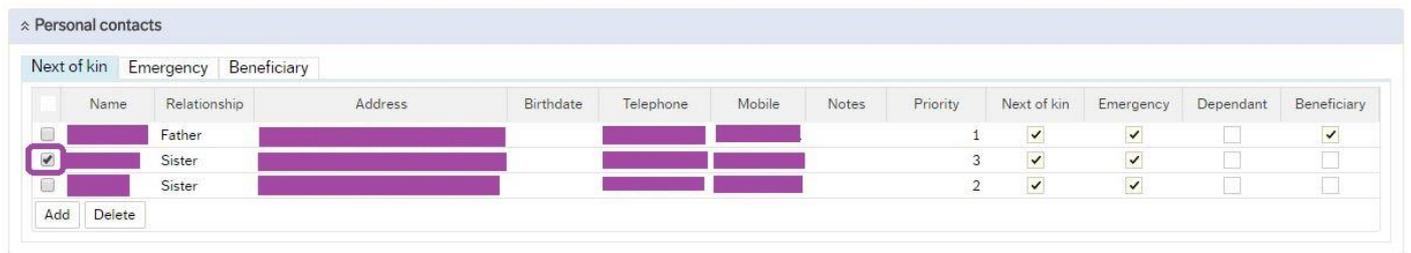
- To keep these details once you have finished, click **Save** on the bottom left of the screen.

Q - How do I view my payslip?

- Click on Your personnel information
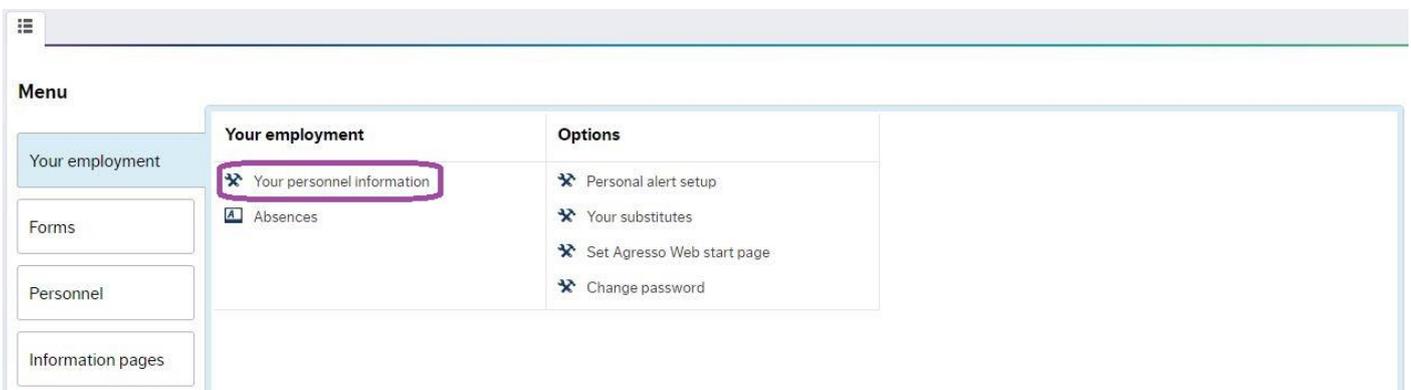
- Click the paperclip icon on the top right side of the new window

- This should open up a pop-up window with all your payslips and P60 in a PDF format.
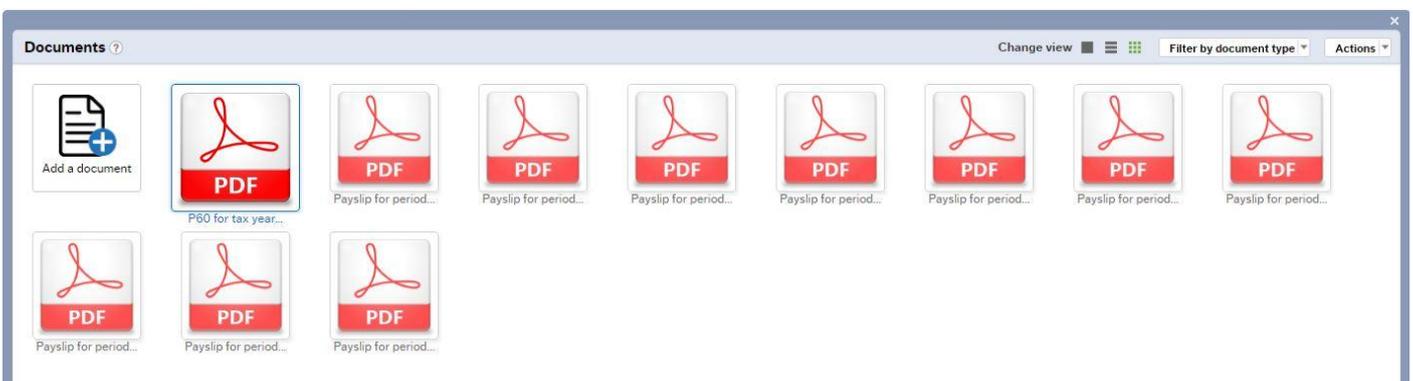
If you are unable to open the pop-up window, please follow these instructions:
https://www.aber.ac.uk/en/media/departmental/humanresources/pdfs/Electronic-Payslips---Further-Help.pdf

Change how to view payslips

If you would prefer to change how you receive a copy of your payslips…

- Click on ✖ Your personnel information
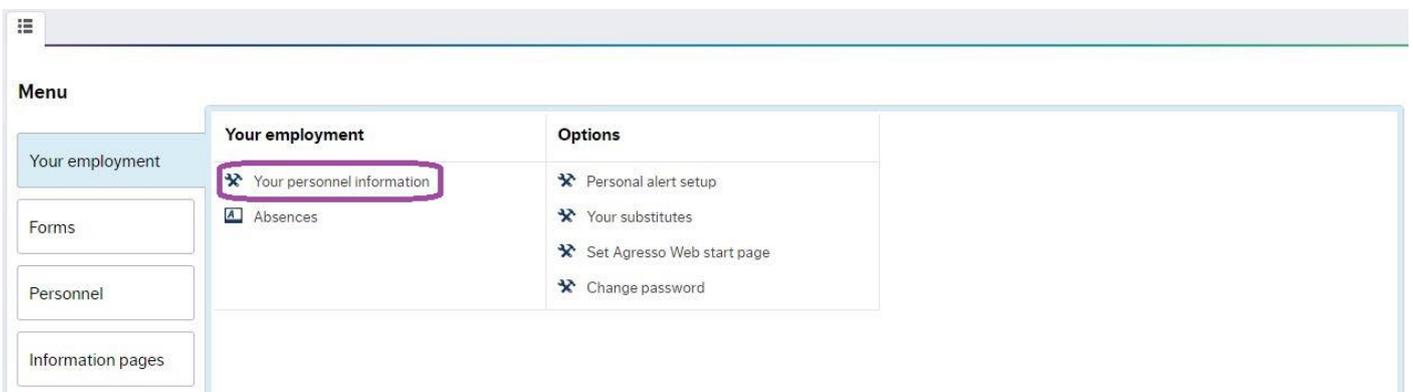
- Click on the My Preferences tab

- In the Electronic Payslip field, select whether you would prefer for your payslips to be e-mailed to your staff e-mail address or whether you would prefer to log-in to the system to access.

- To keep these details once you have finished, click **Save** on the bottom left of the screen.

Availability

Q – What is availability?

Availability is the section of Aber People that lets the department know when you are available to work, what type of work you're interested in and any previous working experience that you may have.
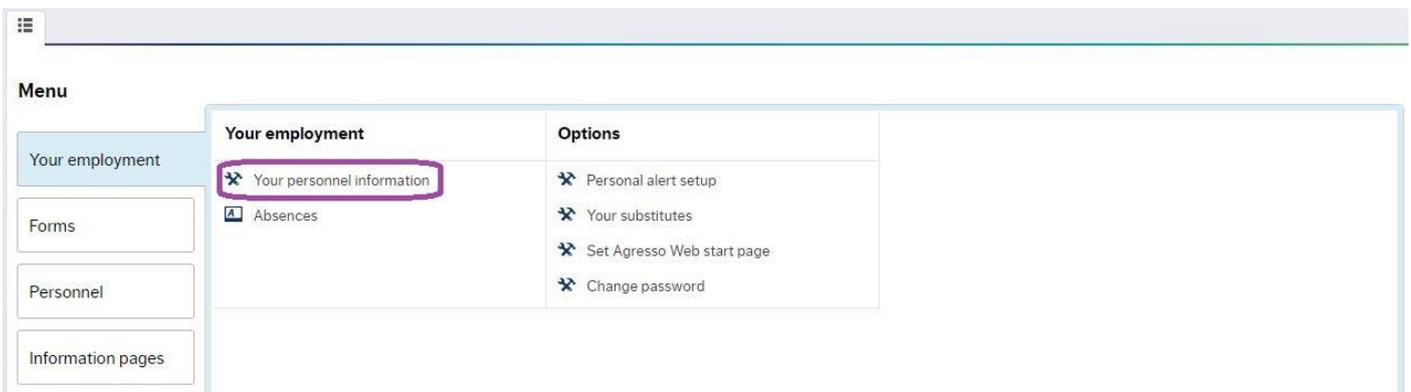
Please ensure that you keep this up to date in line with your lecture/seminars timetable.

Q – How do I change my availability?

- Click on ✖ Your personnel information
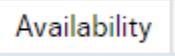
- Click on the **Availability** tab

- Please ensure that you fill in all of the relevant details in the following sections:
  - Availability for work
  - Areas of interest
  - Previous experience
  - Holiday availability
  - Available next year?

- To keep these details once you have finished, click **Save** on the bottom left of the screen.

Please ensure that you keep these details up to date as this is how the departments will filter which Aber Temps are available at certain points for certain types of work.

Example of a completed availability information

Availability for work

Mon Morn NO — No	**Mon Aft** YES — Yes	**Mon Eve** YES — Yes
Tues Morn NO — No	**Tues Aft** NO — No	**Tues Eve** YES — Yes
Wed Morn NO — No	**Wed Aft** YES — Yes	**Wed Eve** YES — Yes
Thurs Morn NO — No	**Thurs Aft** NO — No	**Thurs Eve** YES — Yes
Fri Morn NO — No	**Fri Aft** NO — No	**Fri Eve** YES — Yes
Sat Morn NO — No	**Sat Aft** YES — Yes	**Sat Eve** NO — No
Sun Morn NO — No	**Sun Aft** YES — Yes	**Sun Eve** YES — Yes

Areas Of Interest

Ambassadorial YES — Yes	**Data Entry** NO — No	**Catering - Cafeteria** NO — No
Catering - Bar Work YES — Yes	**Cleaning** NO — No	**Clerical Office Work** YES — Yes
Customer Service YES — Yes	**Equine** YES — Yes	**Farms** YES — Yes
Financial Work YES — Yes	**Grounds Maintenance** YES — Yes	**IT and Technical** NO — No
Library NO — No	**Marketing / Events** NO — No	**Research** NO — No
Security YES — Yes	**Web Design** NO — No	

Previous experience

Ambassadorial YES — Yes	**Data Entry** NO — No	**Catering - Cafeteria** YES — Yes
Catering - Bar Work YES — Yes	**Cleaning** NO — No	**Clerical Office Work** NO — No
Customer Service NO — No	**Equine** YES — Yes	**Farms** YES — Yes
Financial Work NO — No	**Grounds Maintenance** YES — Yes	**IT and Technical** NO — No
Library NO — No	**Marketing / Events** NO — No	**Research** N/A — Not Applicable
Security NO — No	**Web Design** NO — No	

Holiday Availability

Available over Christmas
No — NO

Available over Easter
Yes — YES

Available over the Summer
Yes — YES

Summer Cleaning Operative
No — NO

Available Next Year?

Available 16/17
YES — Yes

Technical issues

Q - I've updated information on my personal information, the system asks if I want to "generate a personal work schedule now". What do I do?

The error message should look like this:

Unfortunately, this is something that only HR can do. If this has not been generated, the system will refuse to save any of the information that you have updated.

To generate a work schedule, please send an e-mail to hr@aber.ac.uk to say that your personal work schedule has not been generated. Once this has been amended, a member of the Employee Service Team will reply to your message and you should be able to amend and save you changes.

Q - I am updating my details and my availability but the system will not allow me to save. What do I do?

If you are unable to save, please take a screenshot of the error message that you receive (as shown below) with an explanation of what you were trying to achieve and send it in an e-mail to hr@aber.ac.uk.

Once this has been received, our Pobl Aber People technical team will be able to look in to the problem, correct any technical faults and advise you further (as shown below).

Dear ████████

Thank you for your e-mail.

We are unsure why this is happening. As the error occurs on the "Payment Information" tab, I have forwarded the error to the Payroll team in the hope that they are able to correct this.

In the meantime, I have amended your "Availability" tab in the background to include the yes in the Summer Cleaning Operative field.

Hope this helps,