HR Web portal

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Document Control:

1.1 Amendment History

ISSUE TYPE	EFFECTIVE DATE	AUTHOR OF DOCUMENT	COMMENT(S)
1.0	08.07.2016	Ehsan Fazal	First Draft
1.1	20.06.2017	Bradley Swaby	Second Draft
1.2			
1.3			

The latest version of this document supersedes all other previous issues. Printed Copies Expire on the date of the last issue type.

1.2 Distribution List

ISSUE TYPE	DATE	Name
1.0		
1.1		

URL:

The URL to access the HR Web Portal system is: https://apps.nelft.nhs.uk/HR

Log-On Screen:

After navigating to https://apps.nelft.nhs.uk/HR you will need to login. You can login to HR Web Portal System as an Employee or Other Role (Manager, System Admin, HR, Finance, HR Temp Staffing, and HR System). From the login screen, you can access External Forms which any user can complete.
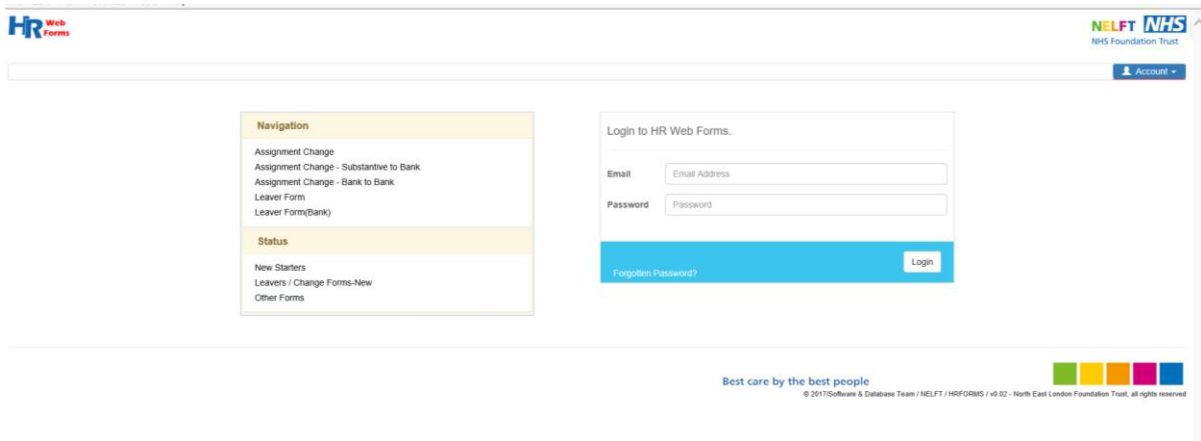
Forgotten Password:

If you are unable to log in and have forgotten your password select the 'Forgotten Password?' link shown below. The next page will prompt you to enter your email address and select 'Email link'. You will then receive an email with instructions on how to change your password.
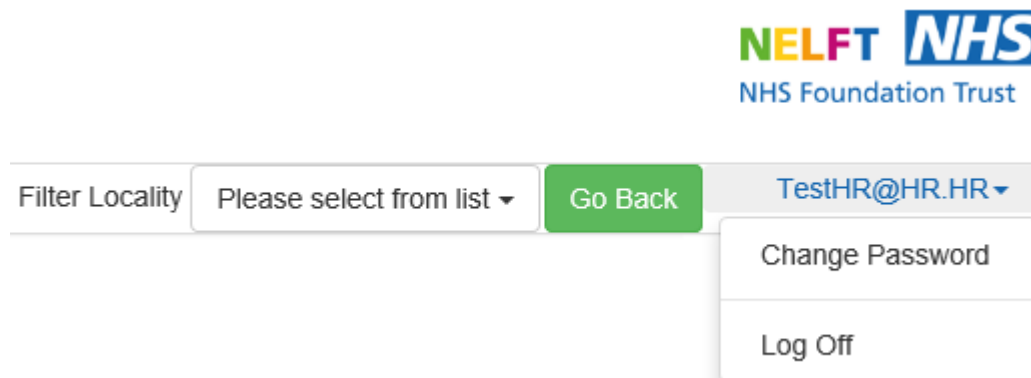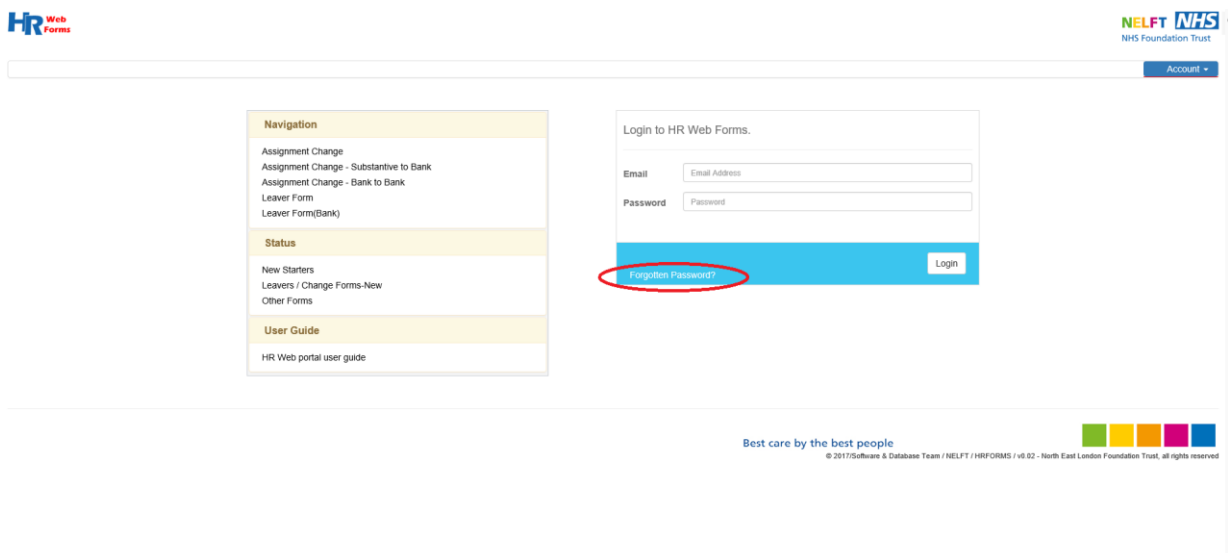
Logging on as other role:

Once user has received their log in details, they can log in and will be able to select to log in as other role. This is only if their assignment changes, otherwise system will automatically log you in by your role


Changing your password:

To change your password, select the down arrow next to your email address in the top right hand corner of the screen as shown below, and select change password. The next screen will prompt you for your current password and to enter and confirm your new password.

External Forms and Status Check

You can select, fill out, submit a range of forms, and check the status of current forms from the login screen as shown below. All users can access these features - as login details are not required.
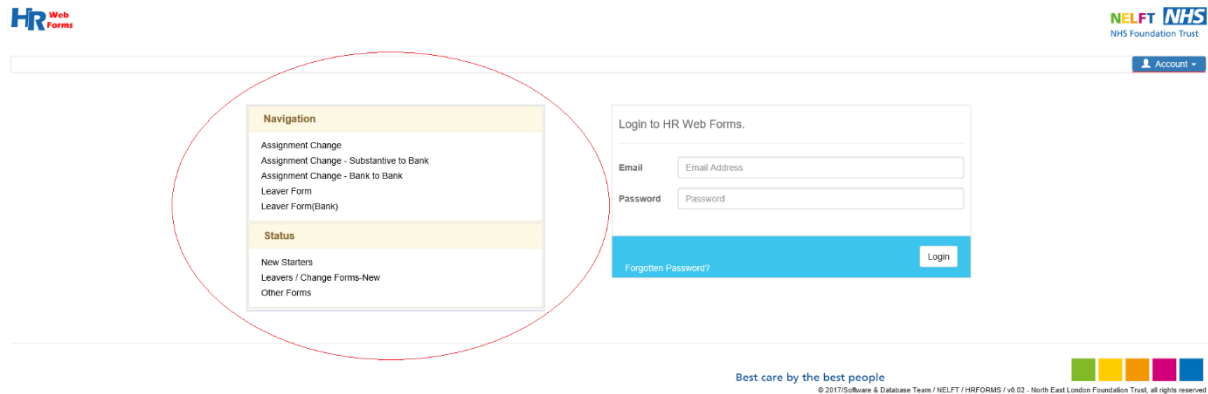
Forms from Navigation:

Once a form has been selected, you will be directed to the relevant form to complete it.

All details have to be correctly completed and a valid email needs to be used. The white fields must be completed. All green fields are read-only and all pink fields should be disabled.

After completing and submitting a form. If any mandatory fields have not been completed, a red comment box will appear next to each field as shown below.

This is the same for all other External Forms from the login screen.

Once a form has been successfully submitted, it will progress to the next stage and the process will have been initiated.

Status:

From the login screen (as previously shown above), you can check the status of current forms which have already been submitted. After selecting a form type to check, you will be taken to the following screen.

You would have received a Form Reference ID after previously submitting a form. Add this Form Reference ID along with the User's surname to check the status of the form.