Policy

Title:	**GRANTING STAFF ACCESS TO RESOURCELINK**

Ref:	HR SYSTEMS	**Last Updated:**	28 Nov. 18

1. Introduction

The ResourceLink Administration Policy will apply to all staff using the ResourceLink system. The University will ensure that all employees using ResourceLink have the correct levels of access to the system in order to perform their job role.

In order to use ResourceLink staff must be issued with an individual operator username and password which has been set up against a Profile relevant to their roles. This policy sets out the process that will be followed in order for this to take place.

2. Responsibilities

2.1.   Heads of Faculty Operations/Heads of Academic Unit/Professional Service Departments are responsible for advising HR of the appropriate system access for their staff and for ensuring that the policy is observed and applied within their sphere of responsibility.

2.2.   The HR Senior Leadership Team will ensure that:

- Where required, staffs possess the relevant level of access.HR systems will check the level of access requested is the appropriate level for that member of staff. Access levels may be increased or decreased or further training on alternative HR Systems may be offered.
- An up-to-date record is maintained for all access.

2.3.   Managers should ensure that their staffs, where relevant, are aware of this policy.

2.4.   Employees must:

- Be aware that it is their responsibility to ensure that they use the system appropriately at all times.
- Ensure they have read and understood the University Security of Staff Information Policy relating to confidentiality.

3. Procedure

3.1.   In order to use the ResourceLink staff must have assigned operator username and password linked to a user profile relevant to their roles. This policy sets out the process to be followed in order to achieve this.

- In order to gain access to the system, change access levels or terminate access completely staff must complete the ResourceLink user access form.
- Once this has been completed it is passed to the employee's Head of Faculty Operations/Head of School or Professional Service/Director for approval.

- A list of the access rights associated with each User Profile can be found on the ResourceLink System Access Request form, along with a list of DOCSTORE access levels, which will enable staff and directors to decide which User Profile is appropriate for individual staff roles.
- Once the form has been completed by the employee and authorised by a Head of School/Director this will then be sent to the HR Systems Administrator. The administrator will check the profile requested to ensure that they are appropriate to the role of the employee before signing the form and making the appropriate changes in ResourceLink.
- The System Administrators for the University are based in the Human Resources Department in Building 37 and are contactable on Ext 25091.
- Where an employee is being given access to the system for the first time, an email will be sent to the employee by the System Administrator stating their ResourceLink Username, and include a request to contact the Systems Administrator by phone to be issued with their password.
- The following Password Rules must be applied:
    - case sensitive
    - at least 8 characters in length
    - must contain a combination of letters and numbers
- Before a User is issued with access to ResourceLink, the User must have received training on the appropriate areas of the system.
- If the request is a change to the access rights then the System Administrator will contact the employee by email to inform them when the changes have been made.
- The System Administrator will keep a list of staff and their access rights. All completed user access forms will be kept on file within the HR Department.

3.2.   Employees will be required to change their password on first access to the system and subsequently every ninety days after this. If an employee forgets their password, ResourceLink will lock their account after 3 attempts. Following this, they must contact Service Line who will unlock their account and issue a new password. ResourceLink will require them to change their password on re-entry.

3.3.   Usernames will always be your allocated ISS username.

3.4.   HOAU/HOFO/HoPS will inform HR Systems when a member of staff who has access to ResourceLink leaves, their access rights are terminated.

3.5.   All staff who use ResourceLink have a personal duty of care not to disclose this information to any other person unless in the pursuit of their duties or with specific permission given on behalf of the University. Employees are required to abide by the rules contained within the Data Protection Act 1998 and the Security of Staff Information Policy. In addition employees must protect all confidential information and ensure that every effort is made to maintain the accuracy and integrity of the information held on the system. Any employee found to be in breach of the confidentiality rules will be at risk of disciplinary action.

Request for Access to ResourceLink HR System

Personal Details of User	
Please enter the details for the member of staff for which access if being requested	
*Employee ID	
*Forename	
*Surname	
Post Title	
*Post Number	
*Academic Unit/Service	
*University Username	
Telephone Extension	
*PC Number (quote whether ISS or UOS)	
Period of Access	
*Access start date (dd/mm/yy)	
*If on fixed-term contract, please enter projected end date (dd/mm/yy)	
Security Access Request	
Business Requirement Statement: Please give a short statement as to why you require access in your role, to ResourceLink. HR Systems will determine whether the type & level requested is appropriate.	

ResourceLink Profile: (please select type of access required)	☐ School or Faculty Access
	☐ Absence Entry
	☐ Accountant Access
	☐ Payroll Access
	☐ Pensions Access
	☐ Serviceline Access (iSolutions)
	☐ HR Staff
	☐ Tempbank
DOCSTORE Access: (please select areas of DOCSTORE you require access to)	☐ A1. Recruitment
	☐ A2. Right To Work Documentation
	☐ B. Terms and Conditions
	☐ H. Other
DOCSTORE access allows the user to view/download potentially sensitive personal data. Please indicate why access to DOCSTORE is a requirement of your role:	

Data Protection Statement

Employees are required at all times during their employment to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Employer to comply with the Act. Personal Data must be kept securely and not disclosed wither orally or in writing or otherwise to any unauthorised third party.

Staffs that are permitted to use the HR System must ensure that they keep personal data secure and do not disclose it to colleagues or third parties. No staff member should make assumptions about the sharing of confidential information with other staff. If in doubt, please consult your HR Manager. Staff must also take all reasonable security precautions in relation to personal data and keep passwords secure.

Authorised by	Print Name*	Signature*
Employee*		
Line Manager*		
HoAU/HoFO/HoPS*		

*Denotes Mandatory Field