Attachments- contract, privacy notice,

Dear name,

Please see your casual contract attached. Please can you review, sign and return a clear picture/scan to us for storage.

In order to access payslips, add timesheet claims and update your personal details we have the employee self-service PeopleNet. To access this please go to quick links on the StaffNet page or use the below link.

<https://ce0230li.webitrent.com/ce0230li_ess/ess/index.html#/login>

Username:         payroll number

Password:           Please click on the forgotten password link on the PeopleNet homepage to set your password. Help guide attached if needed.

If you have any questions on how to submit a Timesheet please speak to Line Manager, Sonia Hill.

You can also view the info-video on StaffNet linked below:

<https://staffnet.stmarys.ac.uk/services-departments/HumanResources/Pages/Payroll-Info.aspx>

If you have any trouble accessing StaffNet, contact IT (helpdesk@stmarys.ac.uk) and provide your Staff Number: IT Number:

Signature