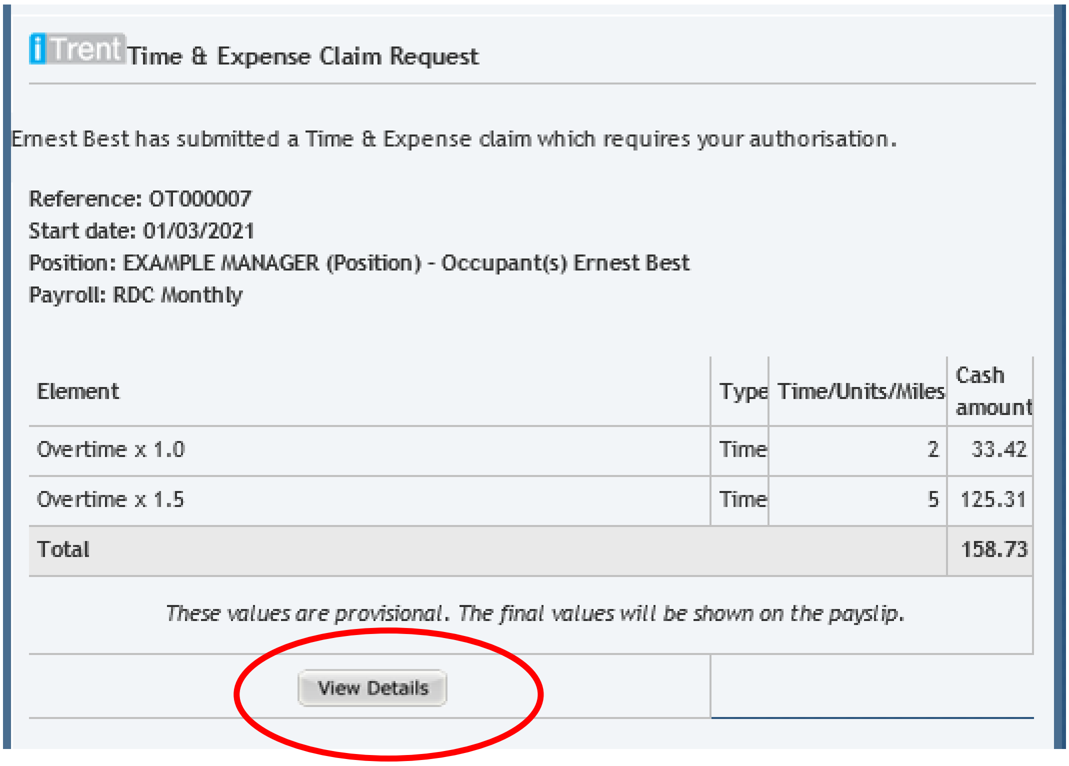
# Authorising Time and Expenses through iTrent for Managers

There are two ways to access an employee's Time and Expenses Claims in iTrent.

You will receive an email detailing the employee's claim submission.  Click on the view details button.


iTrent Time & Expense Claim Request

Ernest Best has submitted a Time & Expense claim which requires your authorisation.

Reference: OT000007
Start date: 01/03/2021
Position: EXAMPLE MANAGER (Position) - Occupant(s) Ernest Best
Payroll: RDC Monthly

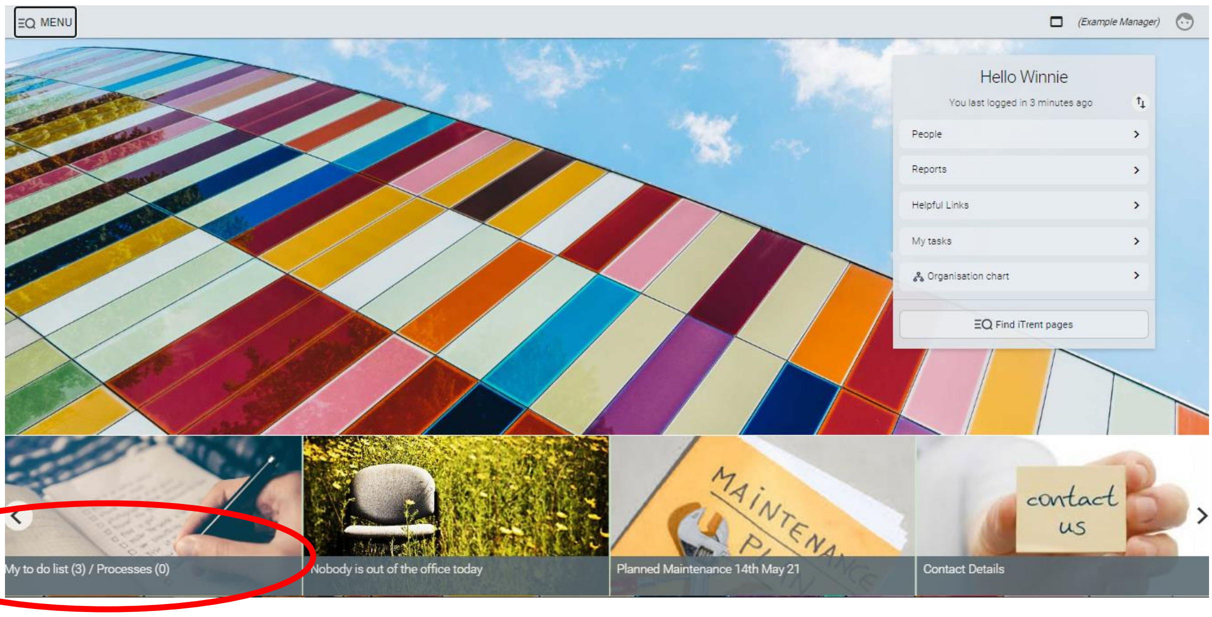
| Element | Type | Time/Units/Miles | Cash amount |
|---|---|---|---|
| Overtime x 1.0 | Time | 2 | 33.42 |
| Overtime x 1.5 | Time | 5 | 125.31 |
| Total | | | 158.73 |

*These values are provisional. The final values will be shown on the payslip.*

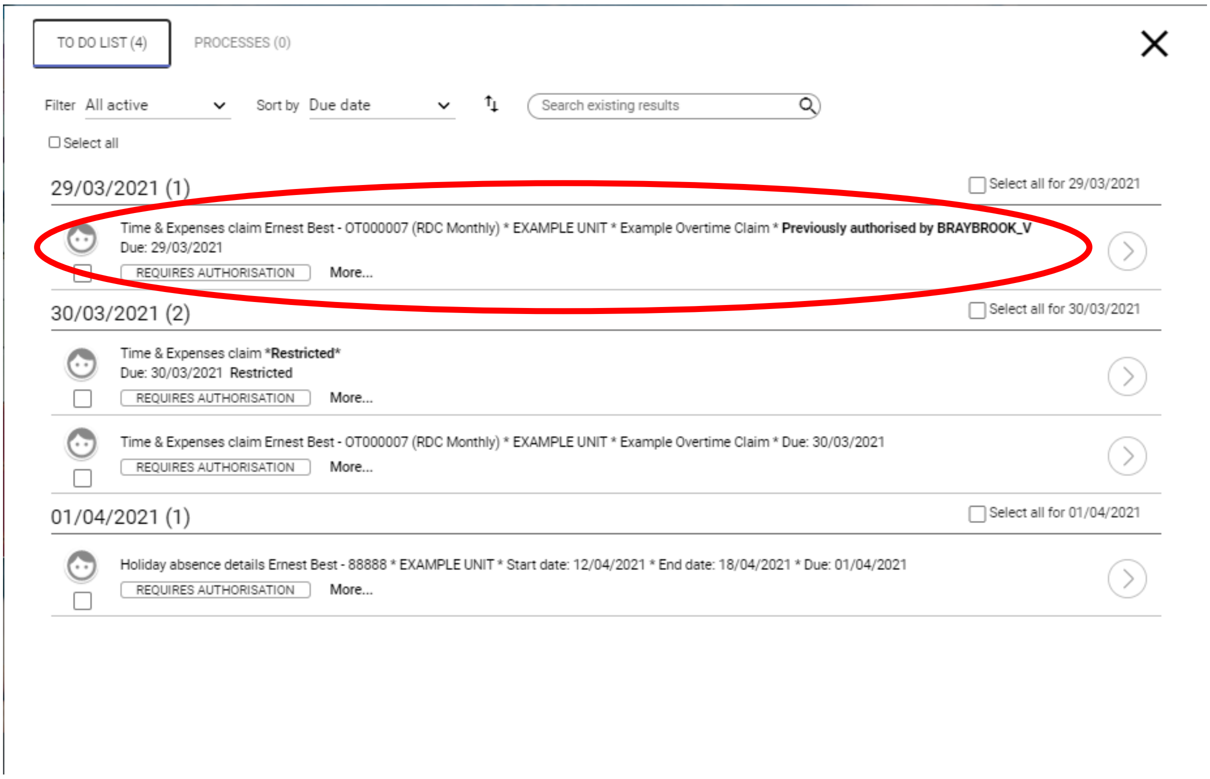
View Details

This will take you directly through to the claim form.

Alternatively, if you are already in iTrent click on your to do list

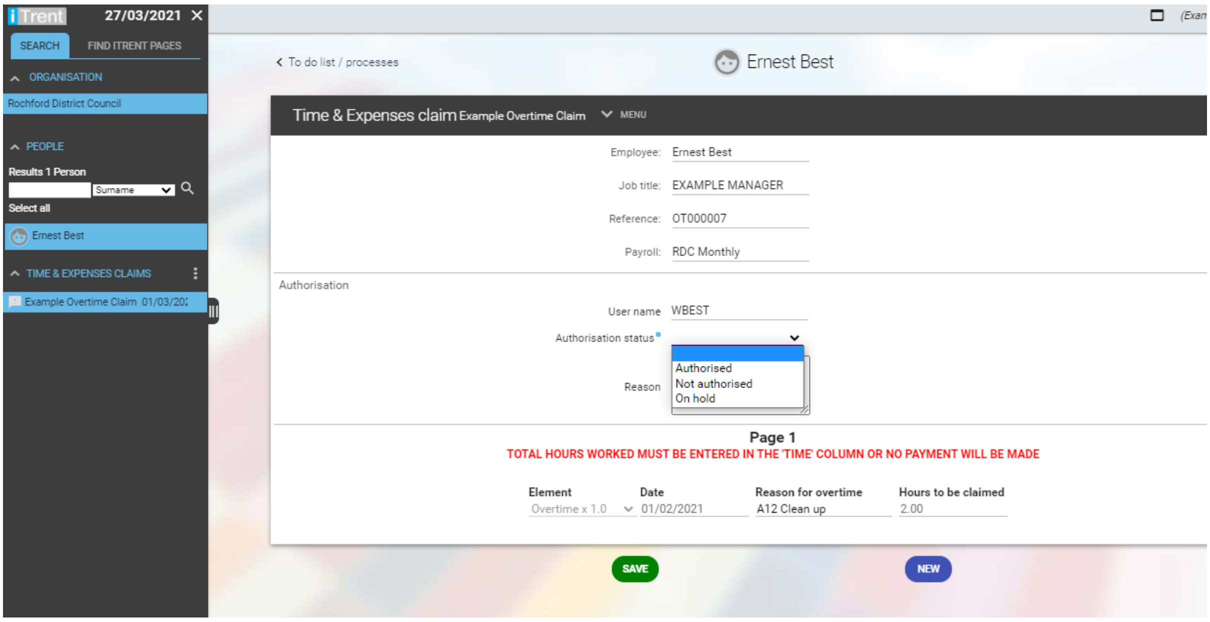


Once on the to do list click on the relevant claim form

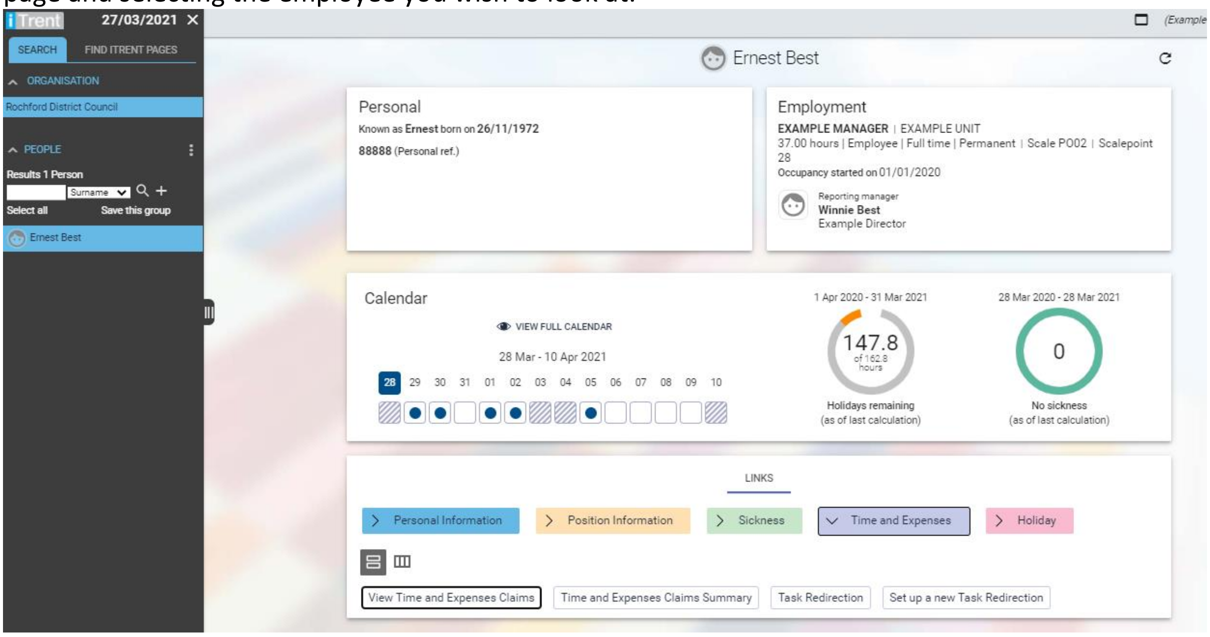


This will take you onto the time and expenses claim.

To authorise or not authorise, select the correct option from the Authorisation Drop down menu. If you select Not Authorised you must put a reason in the Reason box below. Once you click save your employee will receive an email informing them whether their claim is authorised or not authorised and the reason why if it has not been authorised.

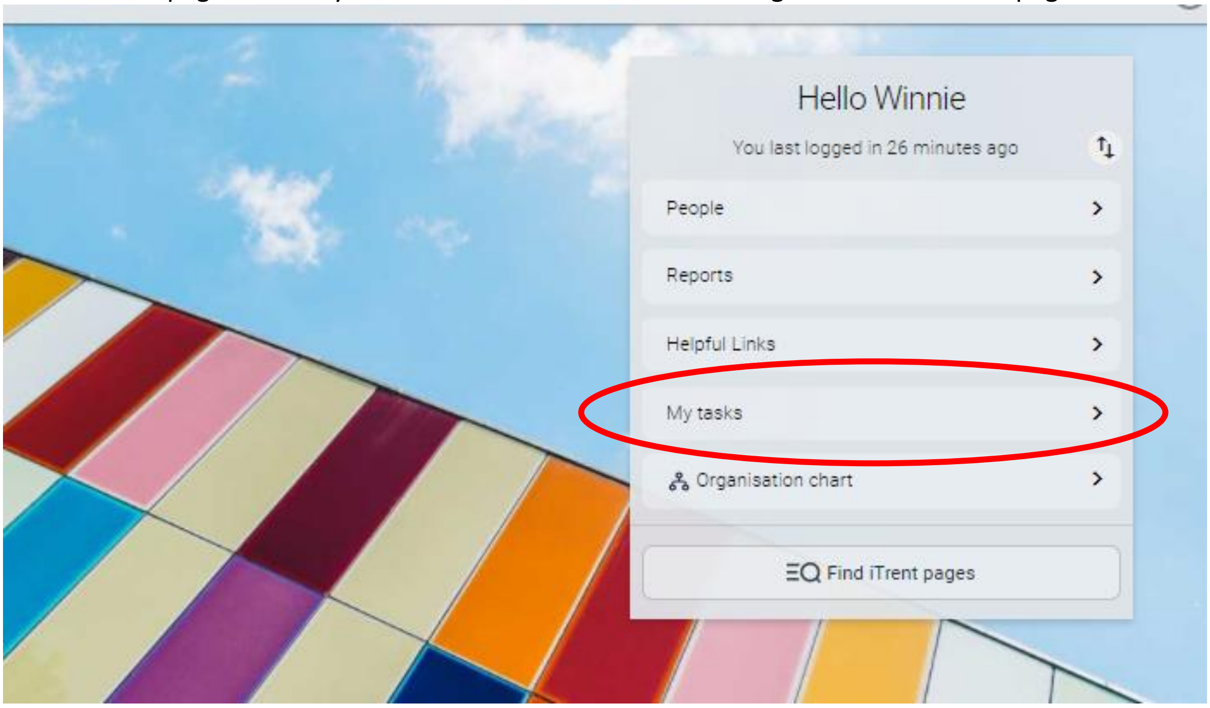



You can also see an employee's historical claims by going to 'People' in the quick links on the front page and selecting the employee you wish to look at.

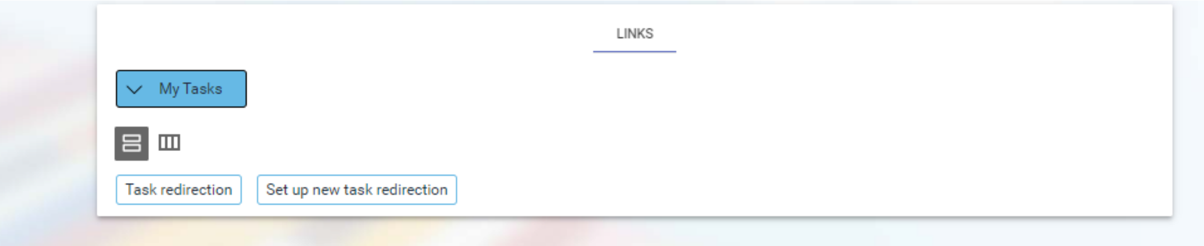


If you are going to be on leave you can set the system to send your tasks, for authorisation, to someone else in your absence.

On the home page select My Tasks from the Quick links on the right hand side of the page




Go to Set up a new task redirection



Enter the start and end dates of your absence.

In the ‘Process Type’ drop down menu select ‘Redirect all’

Use the magnifying glass to search for the person who your tasks need to be redirected to.

Click Save