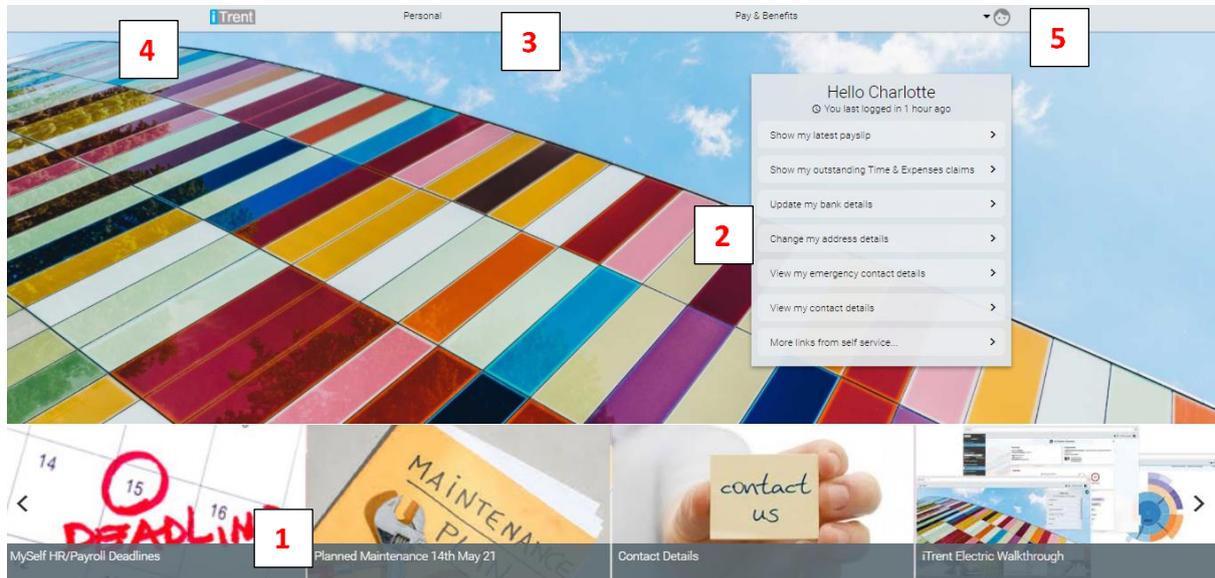


Navigating iTrent's Self-Service for Members

When you first login to iTrent's Self-Service your screen will look something like the one shown below.

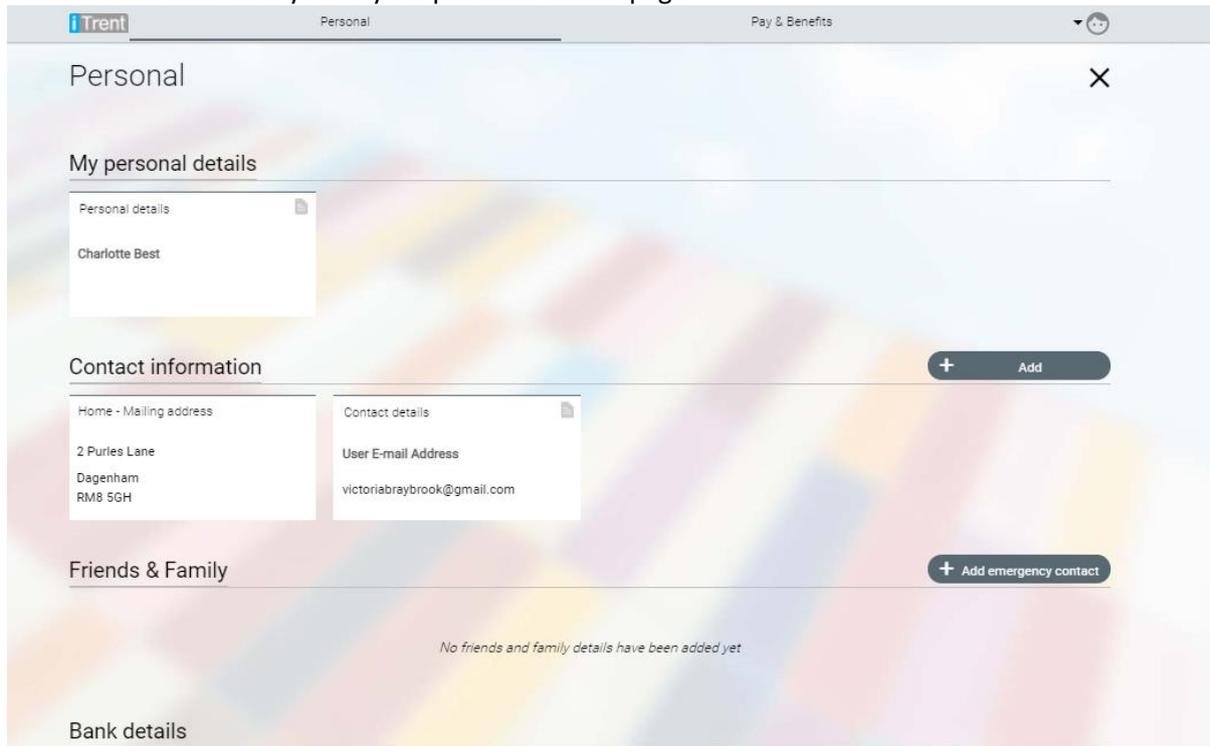


1. At the bottom of the screen is a carousel of helpful links/information. Please take the time to click on each of those and see what they all contain. There are arrows on either side of that for you to scroll through them.
2. On the right hand side of the screen there are quick links; another way to navigate through the system.
3. Along the top of the screen is the Main Menu bar. The links on this bar are a way of navigating through the system.
4. The iTrent logo will take you back to this home page, if you click on it wherever you are in the system.
5. The face at the top of the screen is your profile information. In here you can enter memorable information; this allows you to reset your password yourself if you ever forget or get locked out of the system, without having to contact a system administrator to do it for you.

You can also switch on or off your emailed payslips and P60s.

You can change your password here too

The Personal link takes you to your personal details page



In here you can see and change some of the details held in the system for you. In the Personal details box, is your name, date of birth and the date you started with the organisation. You will not be able to change any of these details as your organisation will need proof of any name changes or if your birthdate is incorrect.

Your home address is held here, along with contact details. Please remember to amend these by clicking on the Add button and selecting the one you wish to amend, should we hold the wrong information for you or your details change.

The friends and family area is to add emergency contact & next of kin details.

The bank details are those which we hold to pay your salary into. You can change this if your bank details are to change. If you should need to change where your payments are made to Please be aware of cut off dates for us running payroll. The cut off dates are on the carousel on the home page but if in any doubt please contact the payroll team who will be able to you whether you can change for the current month or not.

The last item on this page is adding vehicles, but that will be shown in the mileage and expenses video.

The Pay & Benefits link takes you to your payslips, P60s and where you enter mileage and expenses claims.

The screenshot displays the 'Pay & Benefits' interface. At the top, there is a navigation bar with 'Personal', 'Absence', 'Pay & Benefits', and 'Employment'. The 'Pay & Benefits' section is active. Below the navigation bar, there is a 'Pay & Benefits' header with a close button. The 'Payslips' section contains a table with columns for 'Pay date' and 'Tax period'. The table lists four payslips: 19 Jan 2021 (Tax period 10), 19 Dec 2020 (Tax period 9), 19 Nov 2020 (Tax period 8), and 19 Oct 2020 (Tax period 7). Each row has a 'Click to view details' link. A 'Search & Download' button is located to the right of the table. Below the 'Payslips' section is the 'P60' section, which contains a message: 'There are no Statement of Earnings details to display.' and 'No P60 details have been added yet'. The 'Time & Expenses' section contains four claim cards: 'Example 1 Overtime Claim' (Reference OT000006), 'Example Mileage & Expenses Claims' (Reference MIL00001), 'XXX Example Mileage & Expenses Claims' (Reference MIL00002), and 'Example 1 Overtime Claim' (Reference OT000007). Each card shows a 'Start date 1 Mar 2021'. An 'Add claim' button is located to the right of the cards.

Your payslips are listed at the top of the screen. A year's worth of payslips are accessible here, but obviously these will accumulate during the first year of BCE providing payroll services to you. You will not be able to see historical data from your previous payroll system. By clicking on the payslip you can see a payslip summary and by clicking on download you will see the full payslip, which is the same as the one you will have emailed to you. You also have an option here to bulk download, but again, until the payslip history has built up you won't have anything to download.

The same applies to P60s. The first P60 you will have to view will be for the tax year 21/22. That will not be available to view until after the start of the tax year in April 22. Again, you are able to download to print.

If you leave the organisation your P45 will also be available here for you, it will not be sent out. You will have access to Self-Service for 3 months after your leave date.

Please take the time to have a look around and familiarise yourself with the system. If there is anything you are unsure of or need help with, please contact the payroll team.