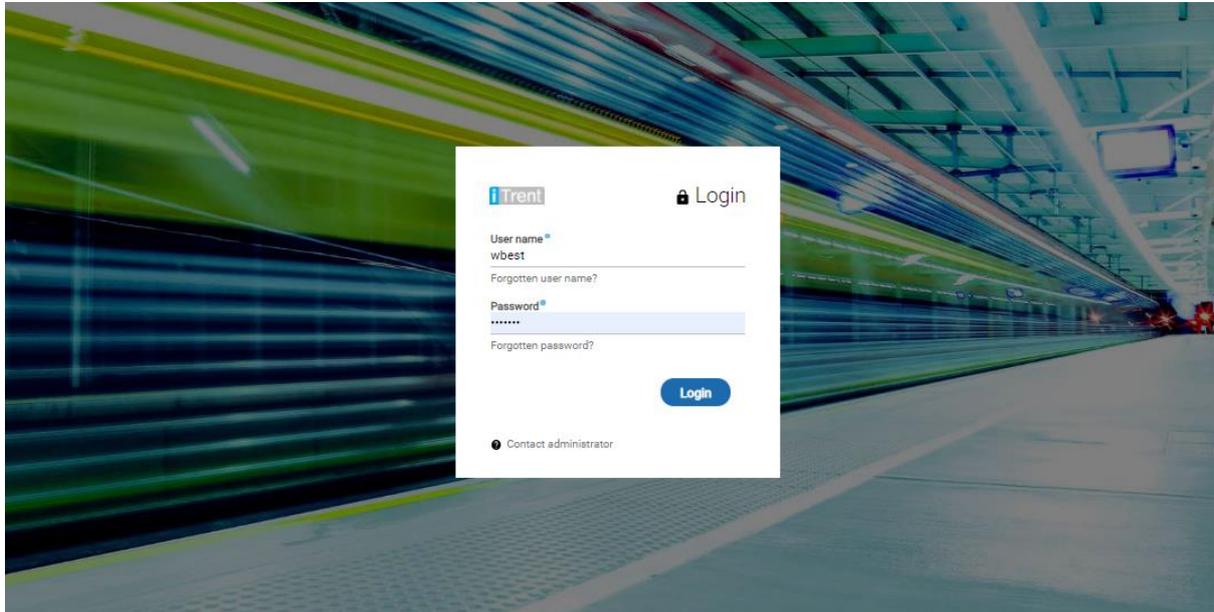
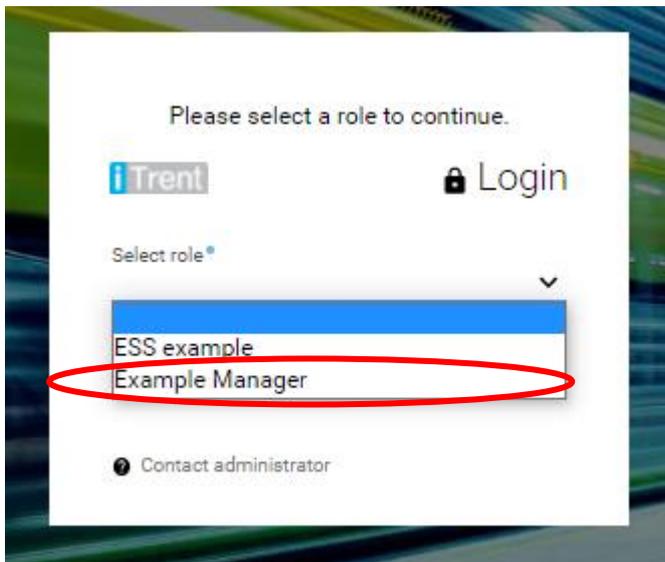


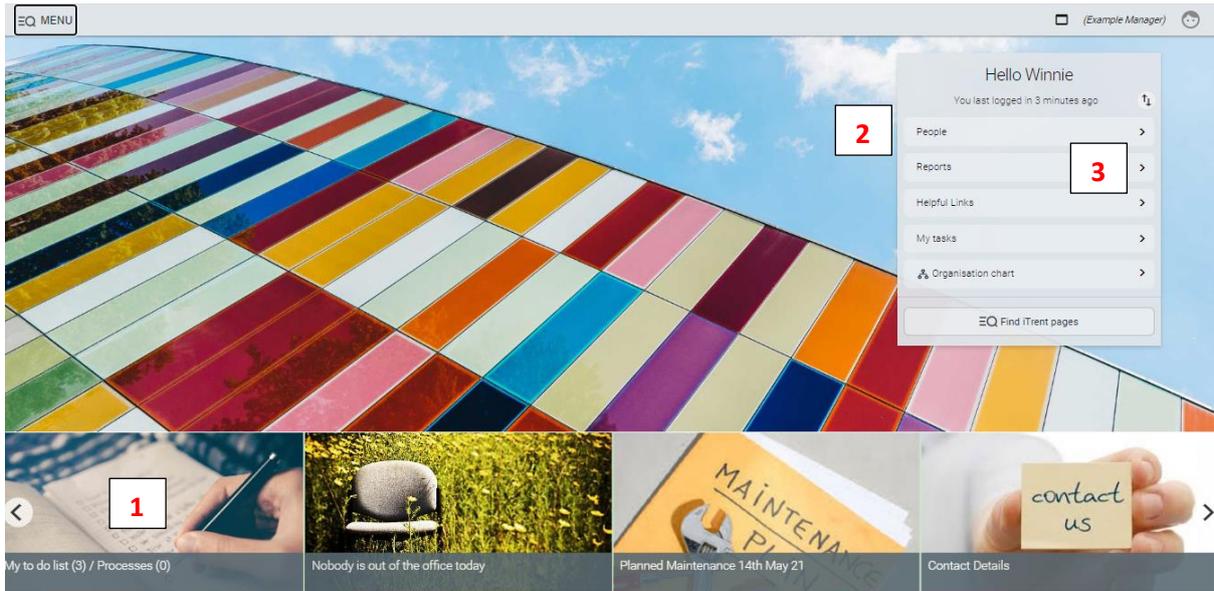
Navigating iTrent's Manager Function

Login to iTrent via the link you have been given by your organisation. Your Username and Password will be the ones you have been issued with for Employee Self-Service



On the next screen select the Manager role.





1. To Do List/Processes

TO DO LIST (4)
PROCESSES (0)

✕

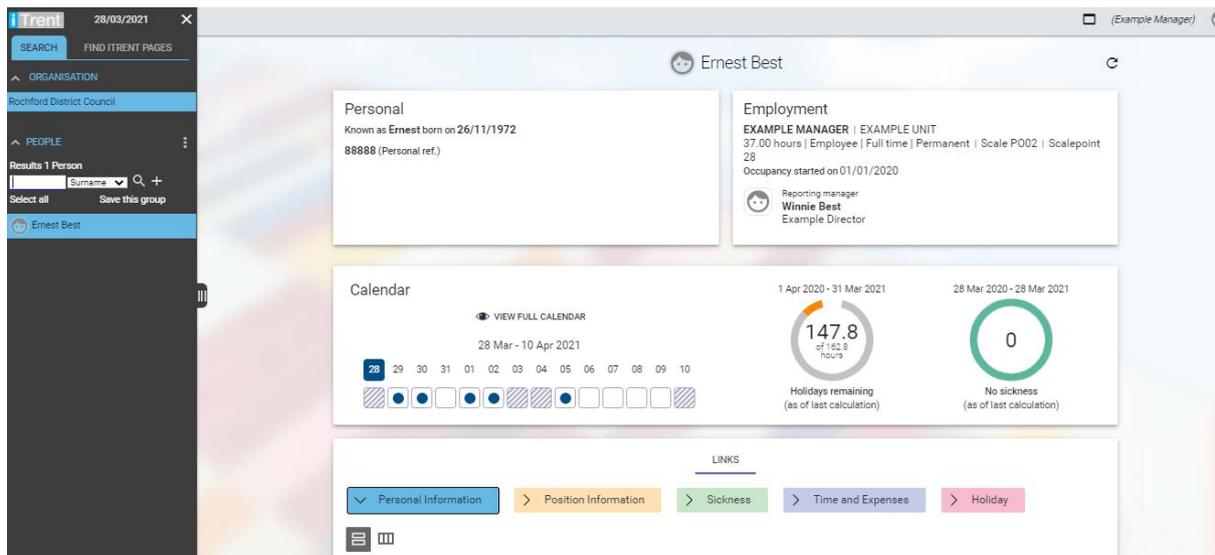
Filter All active ▼ Sort by Due date ▼ 🔍

Select all

Date	Action
29/03/2021 (1)	<input type="checkbox"/> Select all for 29/03/2021
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> </div> <div> <p>Time & Expenses claim Ernest Best - OT000007 (RDC Monthly) * EXAMPLE UNIT * Example Overtime Claim * Previously authorised by BRAYBROOK_V</p> <p>Due: 29/03/2021</p> <p><input type="checkbox"/> REQUIRES AUTHORISATION More...</p> </div> <div style="margin-left: auto; align-self: center;"> ➤ </div> </div>	
30/03/2021 (2)	<input type="checkbox"/> Select all for 30/03/2021
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> </div> <div> <p>Time & Expenses claim *Restricted*</p> <p>Due: 30/03/2021 Restricted</p> <p><input type="checkbox"/> REQUIRES AUTHORISATION More...</p> </div> <div style="margin-left: auto; align-self: center;"> ➤ </div> </div>	
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> </div> <div> <p>Time & Expenses claim Ernest Best - OT000007 (RDC Monthly) * EXAMPLE UNIT * Example Overtime Claim * Due: 30/03/2021</p> <p><input type="checkbox"/> REQUIRES AUTHORISATION More...</p> </div> <div style="margin-left: auto; align-self: center;"> ➤ </div> </div>	
01/04/2021 (1)	<input type="checkbox"/> Select all for 01/04/2021
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> </div> <div> <p>Holiday absence details Ernest Best - 88888 * EXAMPLE UNIT * Start date: 12/04/2021 * End date: 18/04/2021 * Due: 01/04/2021</p> <p><input type="checkbox"/> REQUIRES AUTHORISATION More...</p> </div> <div style="margin-left: auto; align-self: center;"> ➤ </div> </div>	

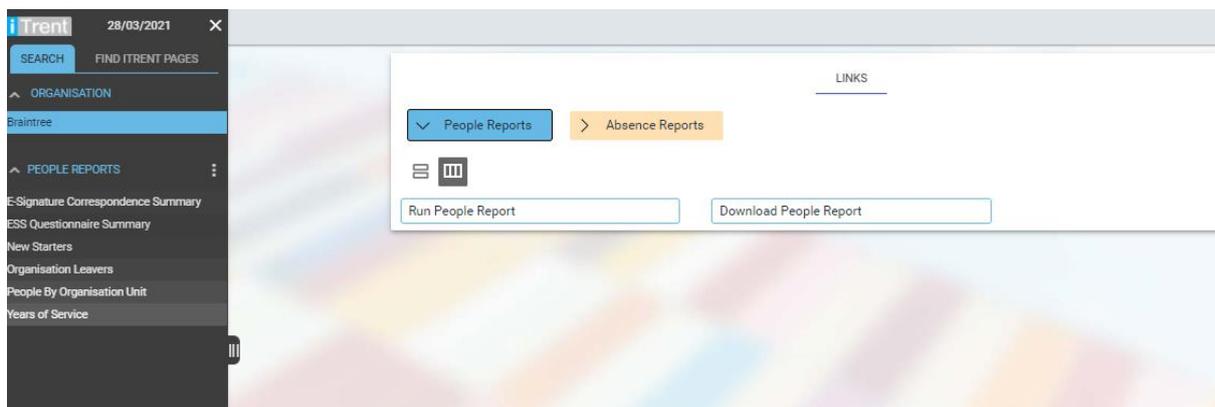
Your To Do List is where your reportees outstanding claims or annual leave requests sit until you authorise them. Instructions on how to authorise are in separate manuals.

2. People



Clicking on the People Link will display a list of your reportees on the left hand side of the screen. In the main body of the screen is information regarding the specific employee you have selected. At the bottom of the screen are links to other screens where you can find more information regarding your employees.

3. Reports



You are able to run various reports on your employees. Please take the time to look at the different reports which you can run.