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

Cirrent Cirren	Login	
Forgotten password? Contact administrator	ogin	

On the next screen select the Manager role.

Please select a	role to continue.
i Trent	🔒 Login
Select role®	~
ESS example	
Example Manager	
Contact administrator	



1. To Do List/Processes

iter All active v Sort by Due date v 1 (Search existing results Q)	
] Select all	
29/03/2021 (1)	Select all for 29/03/2021
Time & Expenses claim Ernest Best - OT000007 (RDC Monthly) * EXAMPLE UNIT * Example Overtime Claim * Previously authorised by Due: 29/03/2021 REQUIRES AUTHORISATION More	BRAYBROOK_V
30/03/2021 (2)	Select all for 30/03/2021
Time & Expenses claim *Restricted* Due: 30/03/2021 Restricted REQUIRES AUTHORISATION More	(>
Time & Expenses claim Ernest Best - OT000007 (RDC Monthly) * EXAMPLE UNIT * Example Overtime Claim * Due: 30/03/2021 REQUIRES AUTHORISATION More	(>
01/04/2021 (1)	Select all for 01/04/202
Holiday absence details Ernest Best - 88888 * EXAMPLE UNIT * Start date: 12/04/2021 * End date: 18/04/2021 * Due: 01/04/2021 REQUIRES AUTHORISATION More	$\overline{(}$

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

i Trent 28/03/2021 ×		(Example Manager)
SEARCH FIND ITRENT PAGES	C	Ernest Best C
Realities Council	Personal Known as Ernest born on 26/11/1972 88888 (Personal ref.)	Employment EXAMPLE MANAGER EXAMPLE UNIT 37.00 hours Employee Full time Permanent Scale P002 Scalepoint 28 Occupancy started on 01/01/2020 © Reporting manager Winnie Beat Example Director
	Calendar	1 Apr 2020 - 31 Mar 2021 147.8 of 152.8 holdsys remaining (as of last calculation) 28 Mar 2020 - 28 Mar 2021 0 No sickness (as of last calculation)
	Personal Information Position Information	LINKS Sickness Time and Expenses Holiday
	LINKS	
✓ Personal Information >	Position Information > Sickness	> Time and Expenses > Holiday
8		
View - Staff Personal Information	View - Staff Key Dates View - Staff Probation	Period View - Staff Emergency Contacts
View - Staff Contact Details View	w - Staff Address	

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

ent 28/03/2021 X					
SEARCH FIND ITRENT PAGES				LINKS	
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Braintree		✓ People Reports	> Absence Reports		
► PEOPLE REPORTS		8 0			
Signature Correspondence Summary		Run People Report		Download People Report	
SS Questionnaire Summary				Dominout copie neport	
lew Starters					
Organisation Leavers					
eople By Organisation Unit					
/ears of Service					
	-				

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