iTrent
Manager Self Service
User Guide
ELECTRIC

Version Control:

Version	Date	Author	Change Description
1.0	May 2020	Les Soden	Electric Version
1.1	Feb. 2023	C. Ocansey	Look & feel improvements. Updating new screens.

Contents

Introduction

The College's continued use of iTrent for its HR/Payroll system enforces its commitment to technological change and to the needs of College employees and managers. This includes improving access to important staff information, which incorporates the ability for our employees and managers to access personal and job related information held on iTrent, through Employee Self Service (MyHR ESS) and Manager Self Service (MSS).

What is Manager Self Service?

The Manager Self Service allows managers to view information about their employees (those who report directly to them and those employees who report to the manager's reportees). This includes some basic personal information and certain management data about employees.

It also allows managers to view certain absence information, authorise absence requests and provides a record of their employees' absence record. In addition, managers can run some management information reports which interrogate the iTrent data. This means that the College will have more accurate and up to date details on record, whilst at the same time making it easier for managers to view important staff data at a touch of a button to aid key management decisions.

Important information about Annual Leave Entitlements

All Employees can request Annual Leave Absence electronically through the system. The iTrent system has been set up to be as consistent as possible across the College, therefore annual leave entitlements are showing in hours. There are a number of reasons for this, ranging from ensuring consistency to making it simpler to manage leave entitlements across the College.

Booking of annual leave is either in Full Day, Part Day (i.e. AM or PM) or More than One Day options - the system will reduce the balance accordingly depending on hours to be worked on the day(s) requested. This is why it is important to have an accurate working pattern recorded for the employee.

For those who complete their contractual hours in a standard pattern each day (i.e., the same hours each day), then it is a simple calculation to calculate the number of days the hours entitlement relates to as follows:

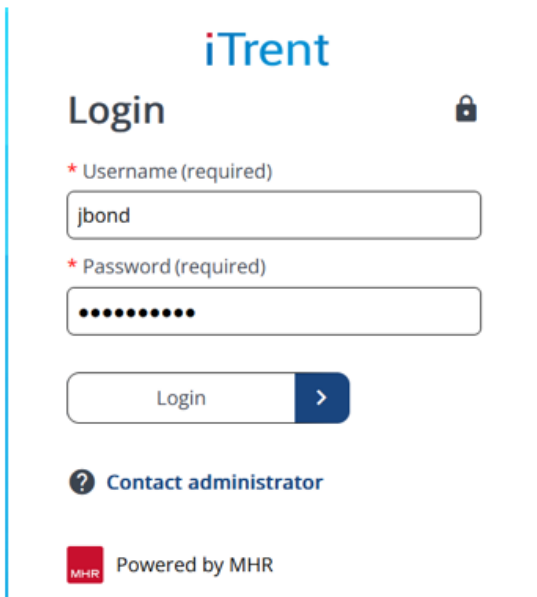Total Number of Hours Entitlement / Number of Hours worked per day.

Example,

- A full-time employee working a standard 35 hours per week (7 hours per day), would show as 210 hours entitlement. This would equate to 30 days entitlement (i.e., 210 / 7). *
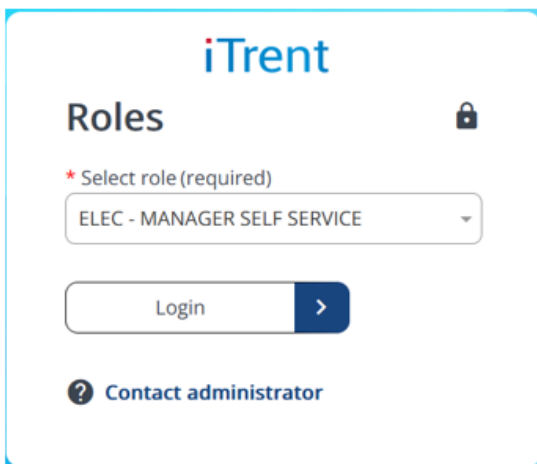
*Employees who were previously entitled to 'Easter' concessionary days will have the equivalent to 3 working days added to their leave entitlement.

1. Logging in

Using Manager Self Service, you can view certain information about your employees. Login will present the following screens:
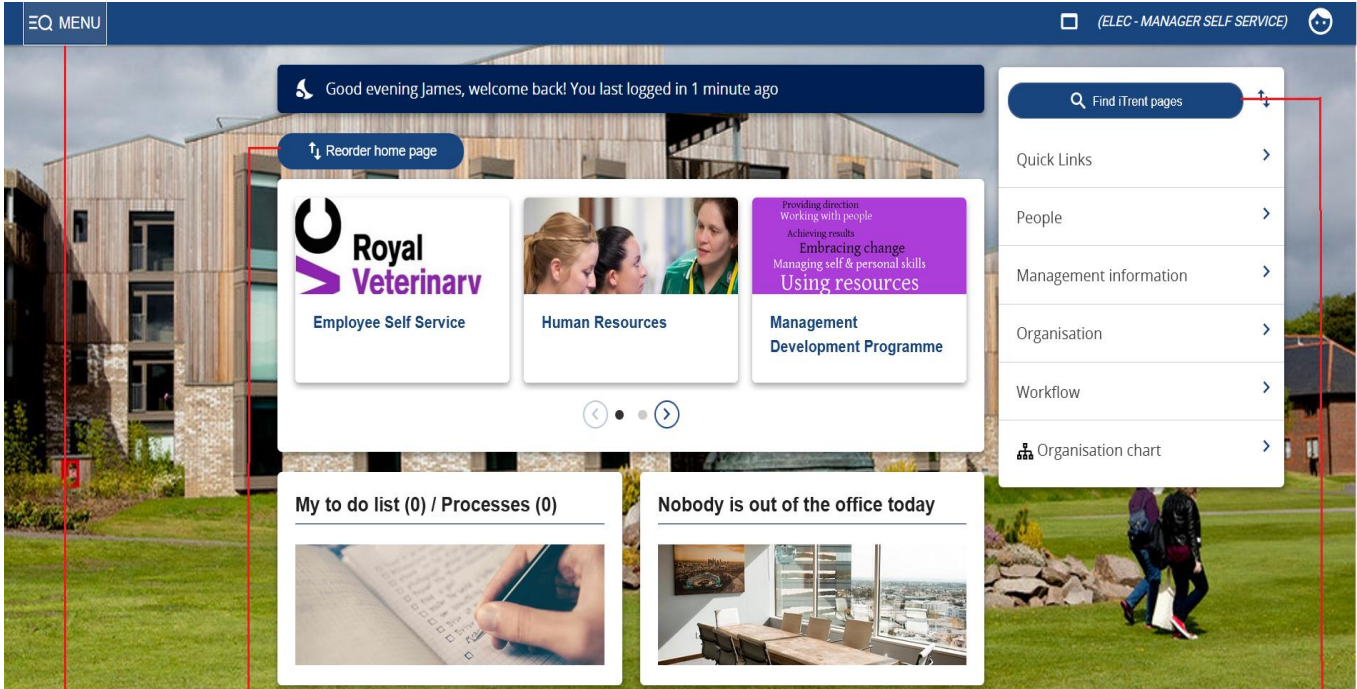

If you have more than one iTrent role/profile, you can select your profile here. Otherwise the default is Elec – Manager self-service and this step will not be displayed.

1

Menu - Clicking the menu will provide a list of your most recently visited pages. See example below.

2

Reorder home page - Clicking here will give you the option to rearrange the order of the company news carousel, my to do list, out of office and organisation chart widgets.

3

Find iTrent pages - Clicking here will give you the option to search for pages within the system. This is very useful when you are unsure of the navigation for what you want to do on the system. E.g. You can search for contact details and then select the link to take you to the contact details page.
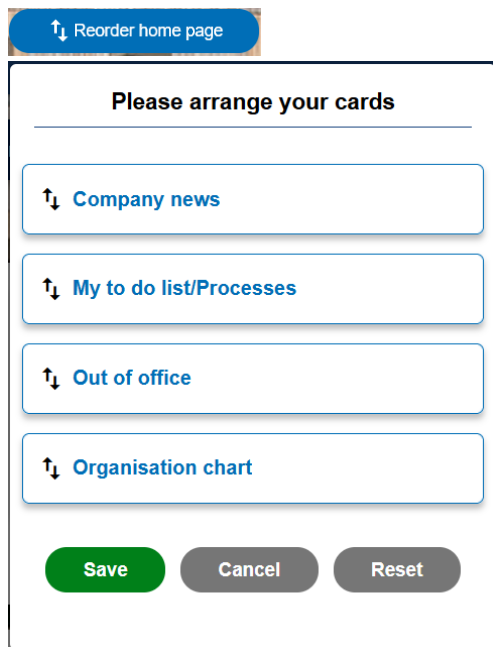
1.   Menu

Clicking the Menu will provide a list of your most recently visited pages, and an option to search for pages within i-Trent.
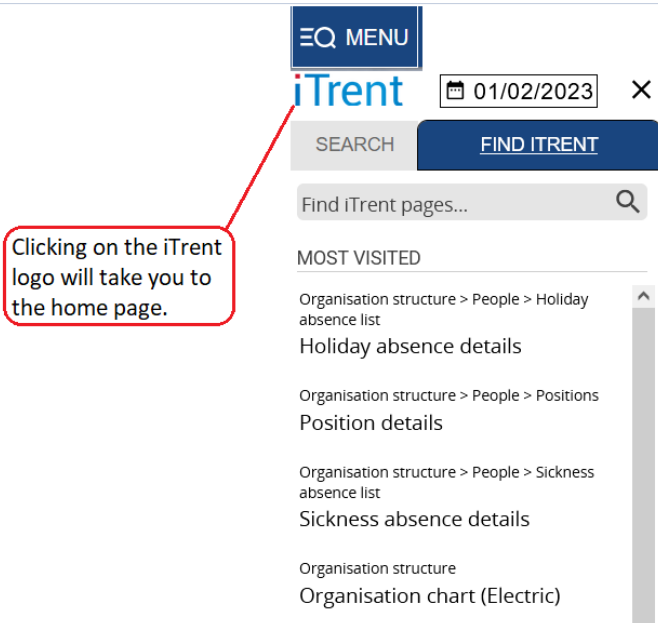

2.   Reorder home page

Clicking the reorder home page will give you the option to rearrange the order of the of the company news carousel, my to do list, out of office and organisation chart widgets.

3. Find iTrent pages

Find iTrent pages gives you the option to search for pages within the system. This is very useful when you are unsure of navigation for what you want to do on the system. For example, you can search for contact details and then select the link to take you to the contact details page.
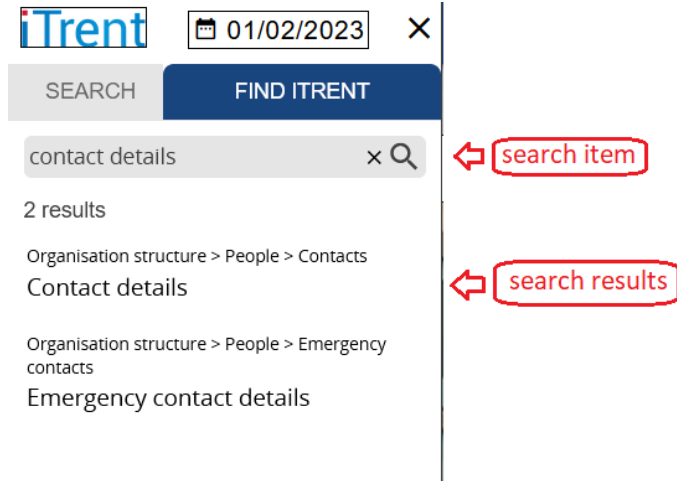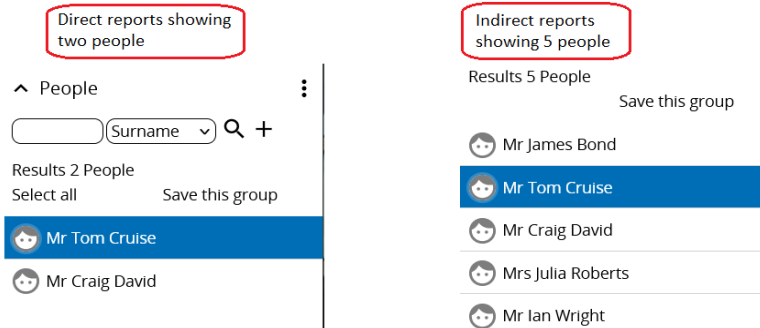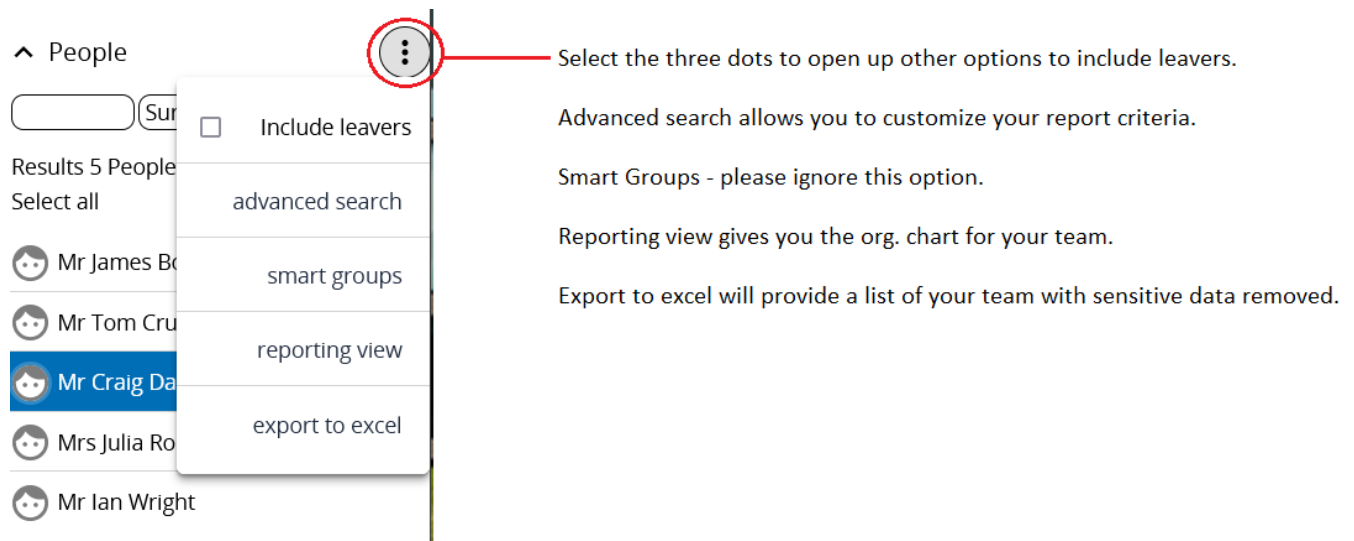

4. Quick Links

5. My Team

When you search for your team, the initial search will produce your direct reports, hitting the search icon again will display indirect reports. Specific employee search is the same as before, searching by surname, forename etc.

An additional feature is the ability to export the search results into an Excel spreadsheet – click on the three 'dots' above the search icon and the export option is there.

Select the three dots to open up other options to include leavers.

Advanced search allows you to customize your report criteria.

Smart Groups - please ignore this option.

Reporting view gives you the org. chart for your team.

Export to excel will provide a list of your team with sensitive data removed.

When you are in an individual record you will see a summary card for that employee as well as visual management information.

By clicking on the graphics you drill down into the database for detailed information.

6.   Viewing absence record

## Viewing absence calendar for multiple employees.

To view the absence calendar for more than one person in your team, press and hold down the Ctrl button on your keyboard and use your mouse to select the employees you wish to include in your calendar view.

7.   Annual Leave drill down :

Calendar

👁 VIEW FULL CALENDAR

15 - 28 February 2023

15 16 17 18 19 20 21 22 23 24 25 26 27 28

1 Feb 2023 - 31 Jan 2024

210
of 210 hours

RVC Annual Leave
(as of last calculation)

1 Feb 2023 - 31 Jan 2024

0
of 84 hours

RVC Bank and Concessionary Holidays
(as of last calculation)
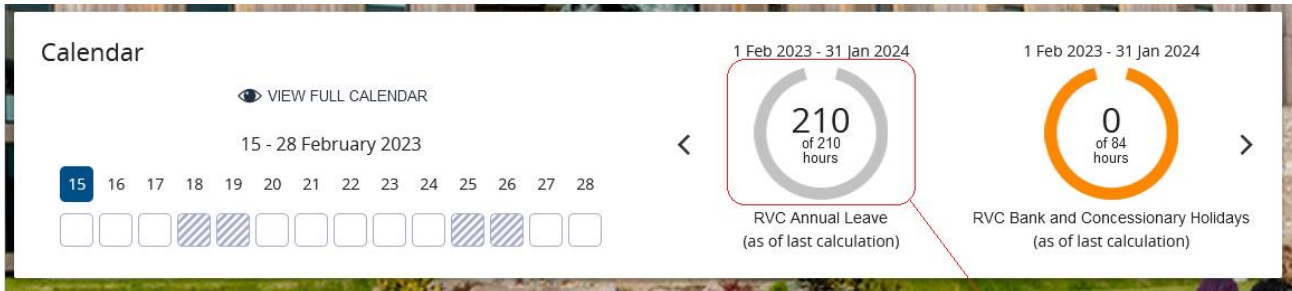
Selecting the 'doughnut chart' will take you to the holiday entitlement summary page where you can see holiday dates booked, duration and entitlement remaining.

Miss Julia Roberts

Holiday entitlement summary   ⌄ MENU   C   🖨   🔗

Employment details

Position | Research Assistant ⌄ |

Period details

Holiday period dates | 01/02/2023 - 31/01/2024 ⌄ |

Scheme name | RVC Annual Leave ⌄ |

Entitlement for period | 210 hours (210 hours Pro Rata) |

From	To	Duration	Remaining entitlement
06/02/2023	08/02/2023	21	189

8.   Management Information

Absence reports to run and download, including Outstanding Holiday Entitlement report.

SEARCH   FIND ITRENT

⌃ Organisation

Royal Veterinary College

⌃ Absence reports

Absence History - People

Bradford Factor Details

Flexitime History

Friday Monday Absences

Outstanding Holiday Entitlement

Absence History - People

LINKS

⌄ Absence reports

Run report   Download Output

9. Workflow

You have the facility to allocate tasks, such as authorisations to other members of your team in your absence.

10.   My Dashboard

My Dashboard can be accessed via the links on your homepage or the carousel tab.

Absence
Click on the arrow icon to show absence data
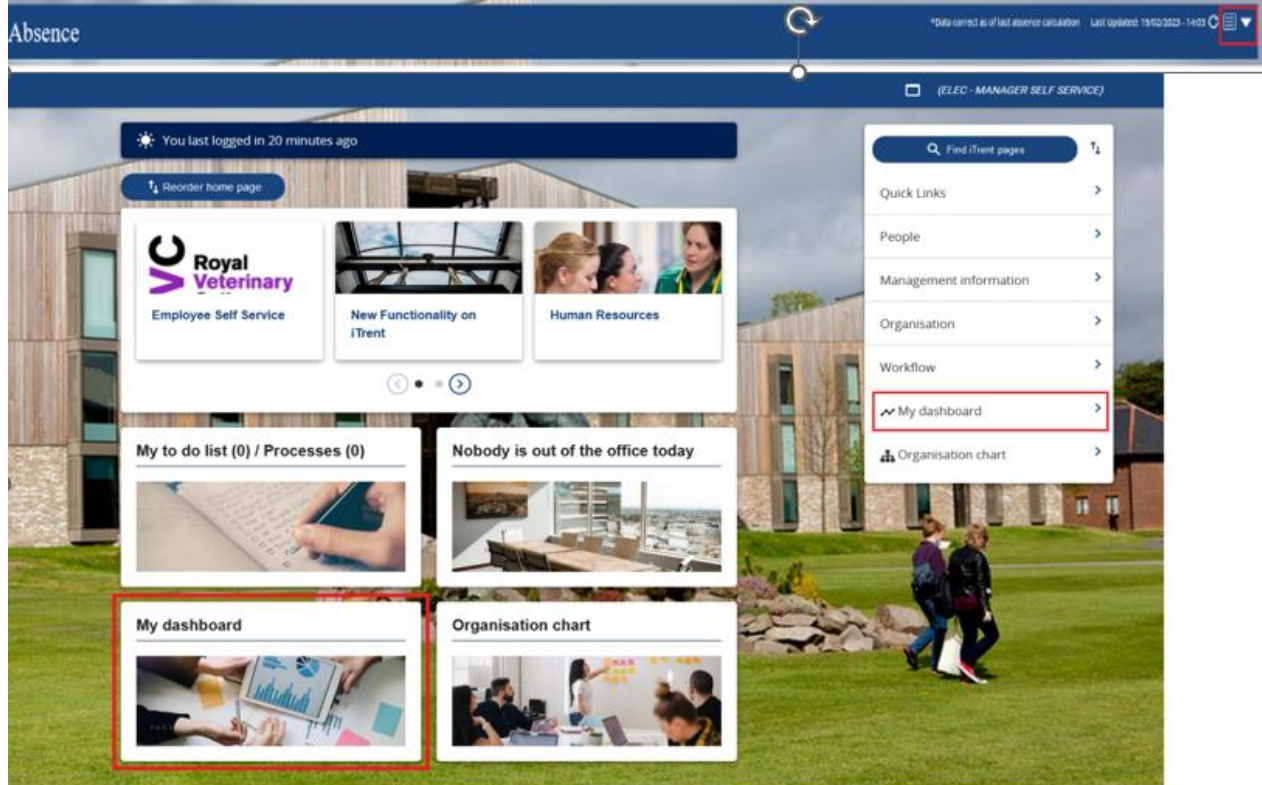
Your team's absence details will be generated.