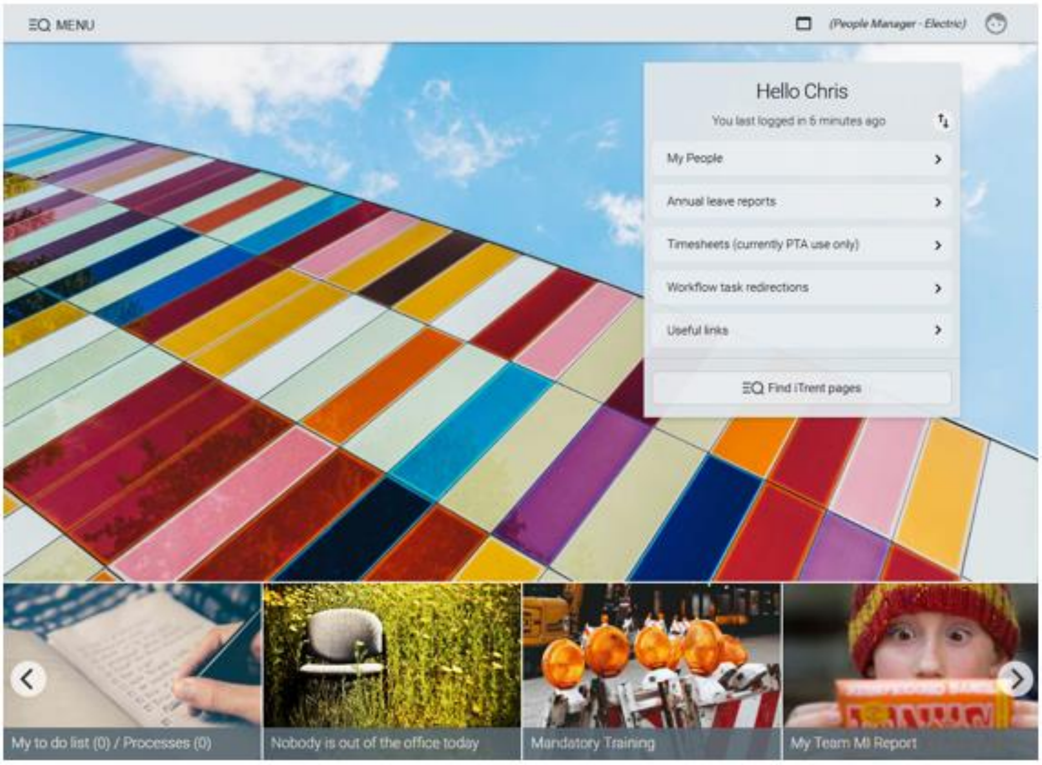
Reference Guide to People Manager (Electric theme)

This tool enables Managers to view personal and organisational details, record sickness absence and approve annual leave for staff that report to them.

As a People Manager user, you will only have access to the information related to staff who report to you. This information includes some sensitive details and it is important that you use it responsibly to ensure that the security of your reportees' details are maintained. More information on the conditions of use for data from iTrent is available here.

Log into Trent by clicking here (if you have more than one role select "People Manager" from the drop down). The following screen will open:



Company news - links to My to do list (for annual leave and timesheet approval), mandatory training, MI reports and out of office notifications.

Links to specific areas eg People data, Annual leave reports, PTA Timesheets, Useful links

My People Click on this link to view details of reportees.

Annual leave reports Click on this link to run either a Holiday Entitlement Breakdown or an Outstanding Holiday Entitlement report.

Timesheets (currently PTA use only) This link allows you to view, approve and create new timesheets for PTAs.

Workflow task redirections Click on this link to set up task redirection to another manager if you are due to be absent from work and unable to authorise annual leave requests or PTA timesheets.

This will forward all workflow related Tasks and Emails to another specified user for the duration set.

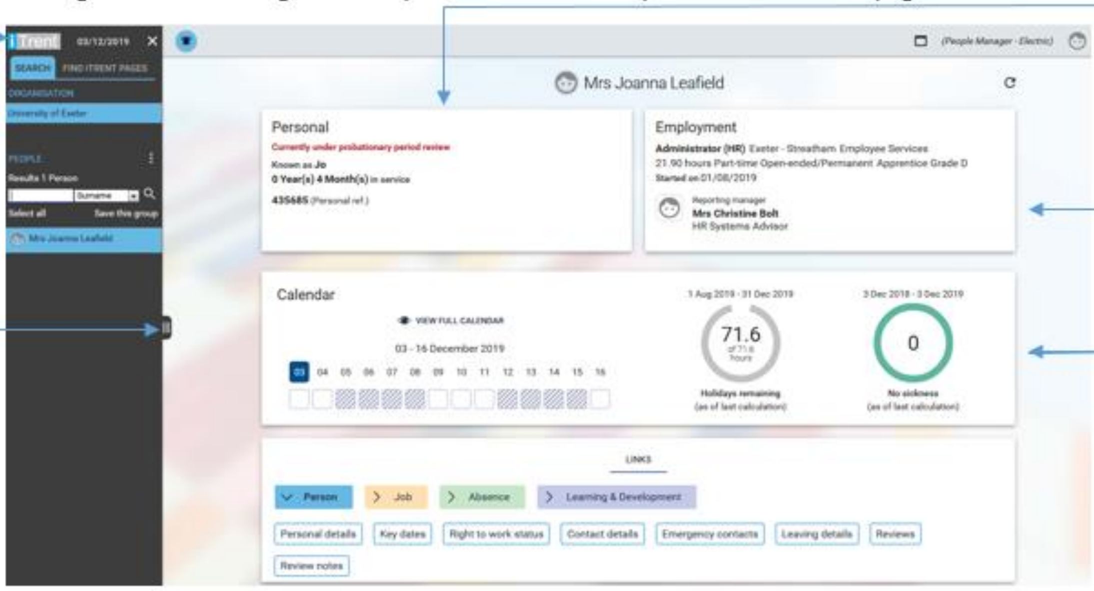
You will need to enter the start and end date (if known – leave blank for ongoing redirections and end date can be added later), change the 'Process type' to *Redirect all* and search for the individual who is to receive the notifications in your absence by clicking on the magnifying glass against 'Redirects to'.

Useful links This provides you with additional links such as user guides, HR policies and employment information.

If you click on the My People link you will be taken to a new view that lists all of your reportees.

Once you have selected an individual you will see the following employee summary screen:

Clicking on the iTrent logo at the top left corner will take you back to the front page shown above



These sections give a summary of personal, employment and absence details.

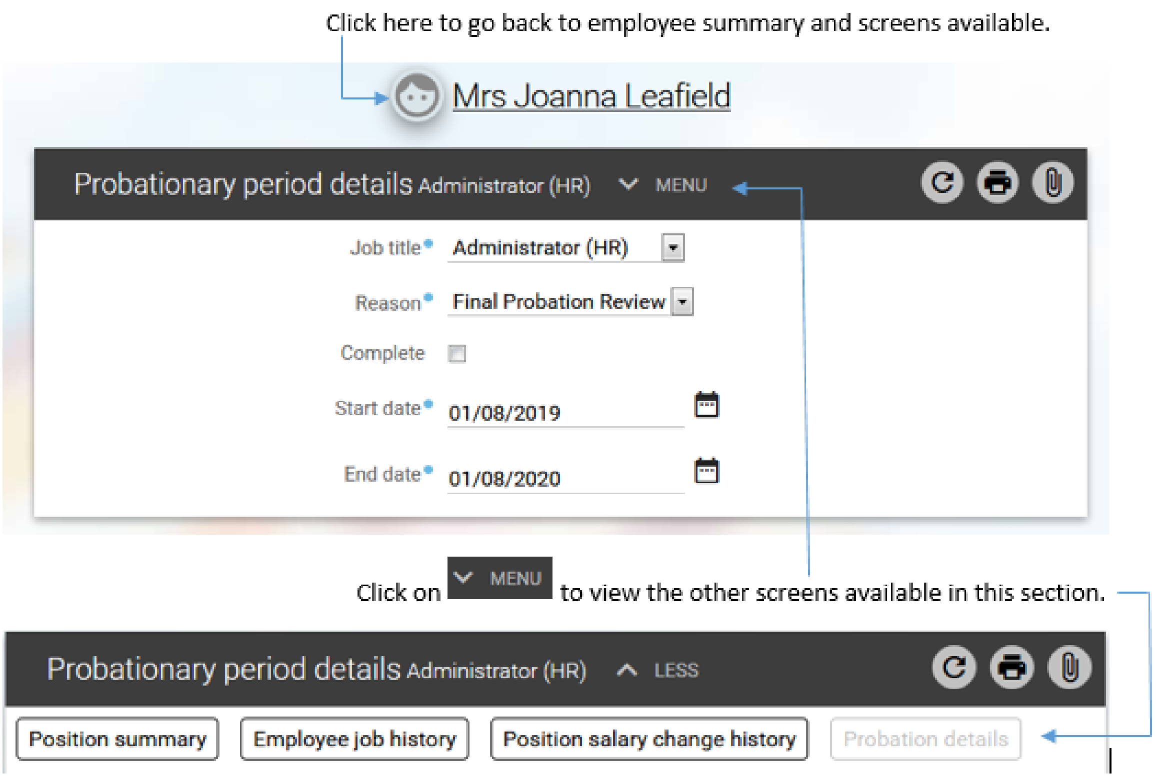
Clicking on will expand the search pane to show more details

The section headed '**Links**' at the bottom of the screen gives you access to further details.

Which link you've clicked on will determine what screens are then available. In the example above the fields in the white boxes are those available within the Person area.

If an employee has multiple positions, current or historic, a list of positions will flash prompting you to select the appropriate position. If you wish to see more details e.g. position start and end dates, you can click on the which will expand the section.

When clicking on any date sensitive screens you will be prompted to enter an effective date.



Switching roles and logging out of iTrent

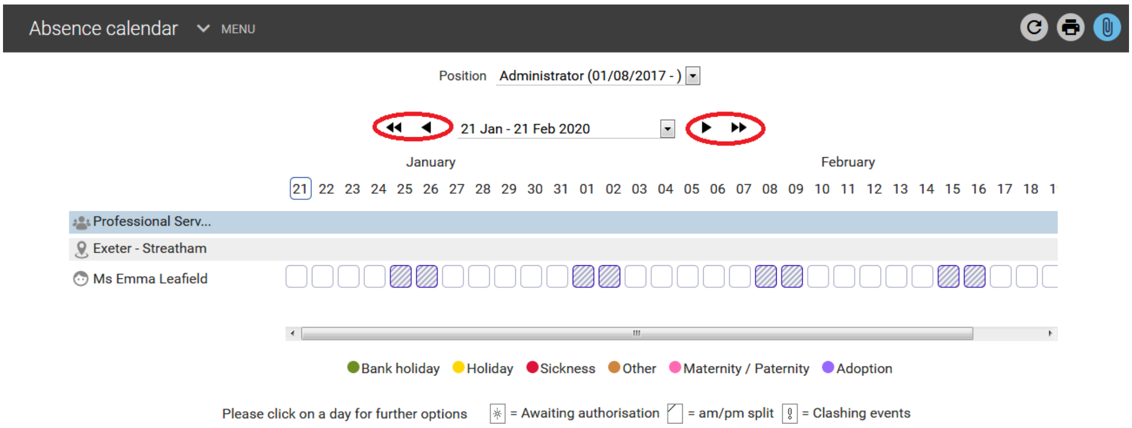
If you have more than one iTrent role you can click on in the top right-hand corner of the screen and this will list the other roles available to you or give you the option to log out.

Recording sickness absence

A guide on entering sickness details can be found here.

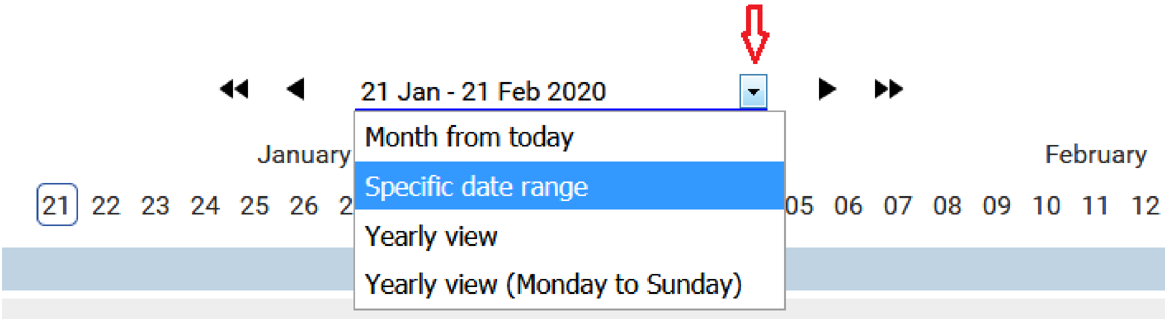
Calendar Section

Click on 'VIEW FULL CALENDAR' (circled in red below) to view the calendar in detail:



If you click on either of the arrows circled in red above it will expand the calendar period. The single arrows by a month and the double arrows by 3 months.

Alternatively you can click on the down arrow and it will give you additional options.



If you wish to view the calendar for all of your reportees you can use the ‘Select all’ or select multiple people in your list of reportees by using the Ctrl key.

The items available in the Calendar section can be amended under User Preferences which can be found under the  icon.