

Guidance - Using iTrent to record strike action

This guide provides step by step instructions on using iTrent to record days that you were on strike.

Please note, if you are employed as a PTA you should follow a separate process and contact the Human Resources team at humanresources@exeter.ac.uk to confirm the day(s) you were on strike, and the number of hours you were scheduled to work on each day.

Important notes:

1. Click on the link https://staff.exeter.ac.uk/hrpr_ess/ess/#/summary/absence to access the My Absence screen in iTrent Employee Self-Service.
2. Alternatively, if you log in to the home page of iTrent Employee Self-Service you can navigate to the same section by selecting the 'My Absence' option from the top of the page.

My Absence

Holidays: 87.6 hours available

Start date	End date	Duration	Type	Position	Authorisation
5 Oct 2020	16 Oct 2020	73	Annual leave	Test Role	Authorised
22 Jun 2020	26 Jun 2020	36.5	Annual leave	Test Role	Authorised
20 Mar 2020	27 Mar 2020	43.8	Annual leave	Test Role	Authorised
2 Jan 2020	3 Jan 2020	14.6	Annual leave	Test Role	Authorised

Sickness

Start date	End date	Type	Position	Authorisation	Attachment...
11 Apr 2019	12 Apr 2019	Sickness	Test Role	Authorised	
18 Sep 2018	19 Sep 2018	Sickness	Test Role	Awaiting authorisation	
17 Sep 2018	17 Sep 2018	Sickness	Test Role	Authorised	
31 May 2018	31 May 2018	Sickness	Test Role	Authorised	

Other

No other absence details have been added yet

3. To record the days you were on strike, click the "Add other" button at the bottom right hand corner of the screen.
4. A new screen will open titled 'Other Absence Details'

5. Click on the “Absence type” button and select the only option – “Industrial Action”.
6. Next click on the “Absence Period” button and you will be presented with two options:
 - **Full Day:** Select this option if you are recording a single day of strike action.
 - **More than one day:** Select this option if you are recording more than one day of strike action.

7. Once you have selected the “Absence Period” a new section will appear Start date (dd/mm/yyyy) asking you to select the start date of your strike action. Please use the calendar icon to select the first/only day that you were on strike.

8. If you have selected “**More than one day**” a second section will appear End date (dd/mm/yyyy) asking you to select the end date of your strike action. Please use the calendar icon to select the last day that you were on strike.

9. Once you have recorded the date(s) of your strike action click the button at the bottom right hand corner of the screen.

10. You will be returned to the “My Absence” home screen and you will see a new record in the ‘Other’ section’ at the bottom of the page, with details of your industrial action record.

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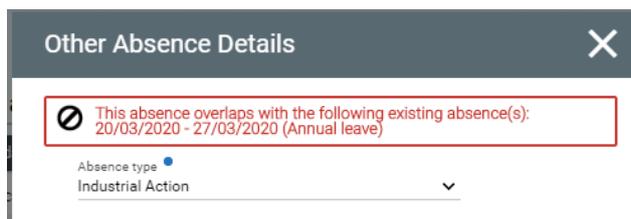
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Other
Industrial Action 20 Feb 2020 - 21 Feb 2020 Test Role

11. If the details are incorrect please contact the Human Resources team at humanresources@exeter.ac.uk or 01392 723 413.
12. To record any additional days of strike action, repeat these steps to create another record.

Troubleshooting

13. Please note that you should select the “**More than one day**” option to record continuous periods of consecutive days that you were on strike. For instance if you strike continuously for 5 consecutive days, you can record one strike period using the relevant start and end date. However, if you strike for 2 days then return to work for 1 day and then strike for a further 2 days, this should be recorded as two separate periods of strike action.
14. Please note that you will be unable to record strike days if you have another absence already recorded in iTrent, e.g. annual leave, sickness. If your strike days overlap with another absence you will see the message below, and you will not be able to save your strike days.



If you plan to cancel your annual leave in order to participate in strike action, you should delete your annual leave record from iTrent Self-Service before recording the dates of your strike action. If the dates continue to overlap with an existing absence please contact the Human Resources team at humanresources@exeter.ac.uk or 01392 723 413.

15. If you require any further support recording your strike days please contact the Human Resources team at humanresources@exeter.ac.uk or 01392 723 413.