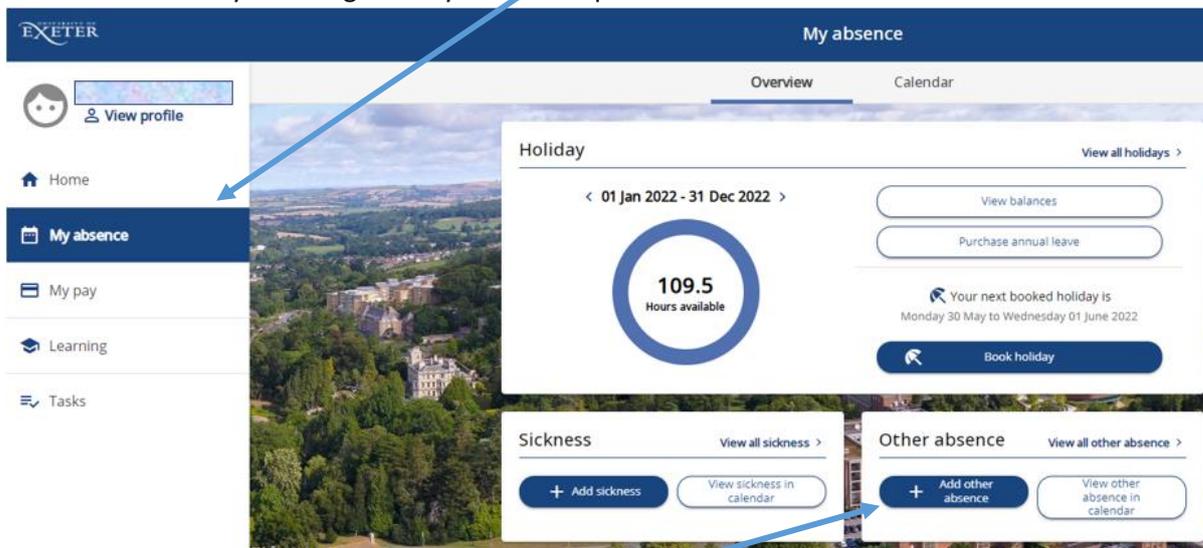


# Guidance - Using iTrent to record strike action

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](mailto: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.

1. Click on the link [My absence - ESS \(exeter.ac.uk\)](https://exeter.ac.uk/myabsence) 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 menu.



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

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Other absence details

\* Absence type (required)

Please choose

\* Absence period (required)

Please choose

Notes

Save Cancel + Add other absence

5. Click on the "Absence type" button and select the 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.

- 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.
- 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.
- Once you have recorded the date(s) of your strike action click the  button at the bottom right hand corner of the screen.  will be displayed
- Click [< Back to Overview](#) and then [View all other absence >](#) to view the new record. The filters can be used if required:

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Absence records

 Searching with neither Start date nor End date will return all absences.

All

Holiday

Sickness

Other

Type  
All

Status  
Not refused

Start date (dd/mm/yyyy)  
27/03/2022 

End date (dd/mm/yyyy) 

Search

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
03 Jun 2022	03 Jun 2022		Industrial Action		Not applicable	

- If the details are incorrect please contact the Human Resources team at [humanresources@exeter.ac.uk](mailto:humanresources@exeter.ac.uk) or 01392 723 413.
  - To record any additional days of strike action, repeat these steps to create another record.
- ### Troubleshooting
- 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.
  - 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.

## Other absence details

✘ This absence overlaps with the following existing absence(s):  
30/05/2022 - 01/06/2022 (Annual leave)

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](mailto: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](mailto:humanresources@exeter.ac.uk) or 01392 723 413.