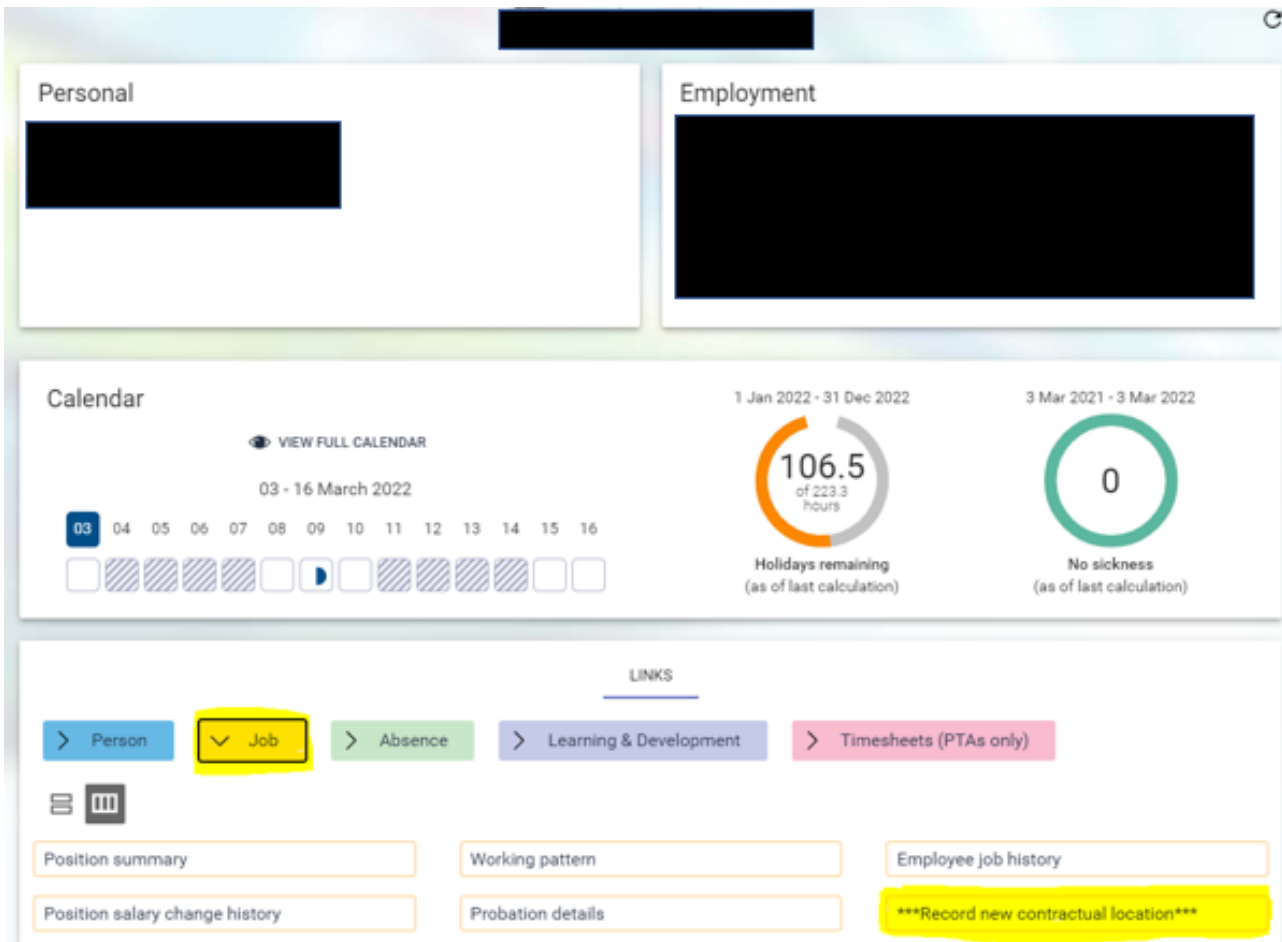


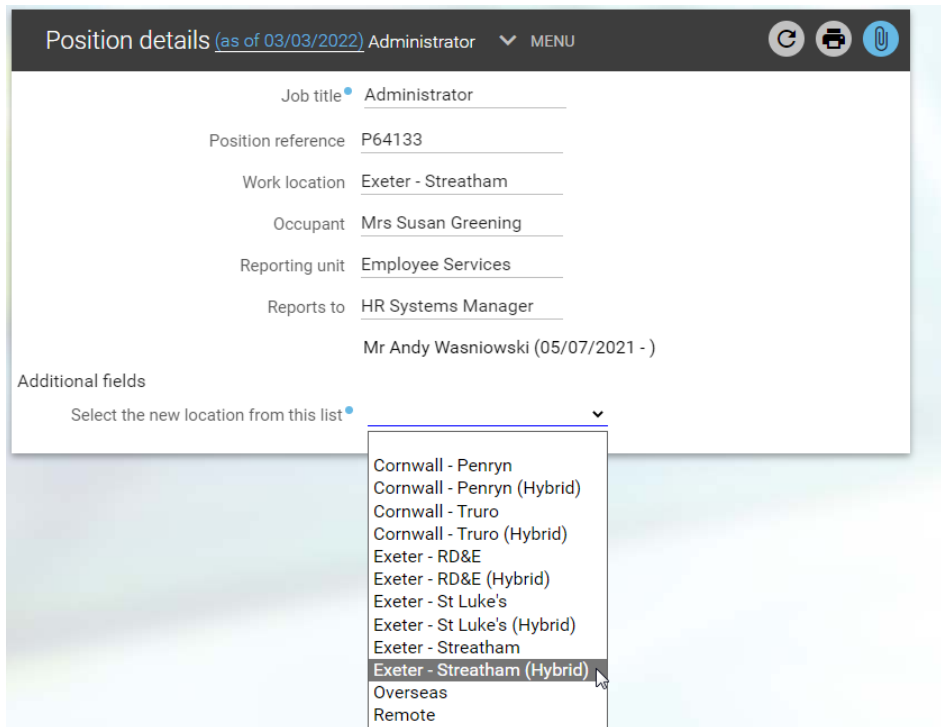
Managers guide to updating Contractual Location on iTrent

Instructions

1. Log into [iTrent](#) using your People Manager access. Please remember that you need to be connected to the VPN if you are working off-campus, and your user name and password are the same as your staff IT account.
2. Click on 'My People' – the first option in the search pane.
3. After clicking 'My People' a new search pane opens that automatically displays all direct reports.
4. Click on an employee's name to select their record, and the page will automatically update and display information about the selected employee, including a section titled 'Links'.
5. Click the links *Job > Record new contractual location* as shown in the diagram below.



6. The page will update and display a customised version of *Position details* screen as shown in the diagram below.



7. Click the *Select the new work location from this list* field and select the new work location from the list that appears.
8. Click the SAVE button at the bottom of the screen. This completes the action.
9. You can now click on another employee name and repeat the process.

Please note if you select a wrong option or need to make a change, you can follow the process above to access your employee's record and edit their record.

Quick guide

