



## **iTrent instructions for council staff**

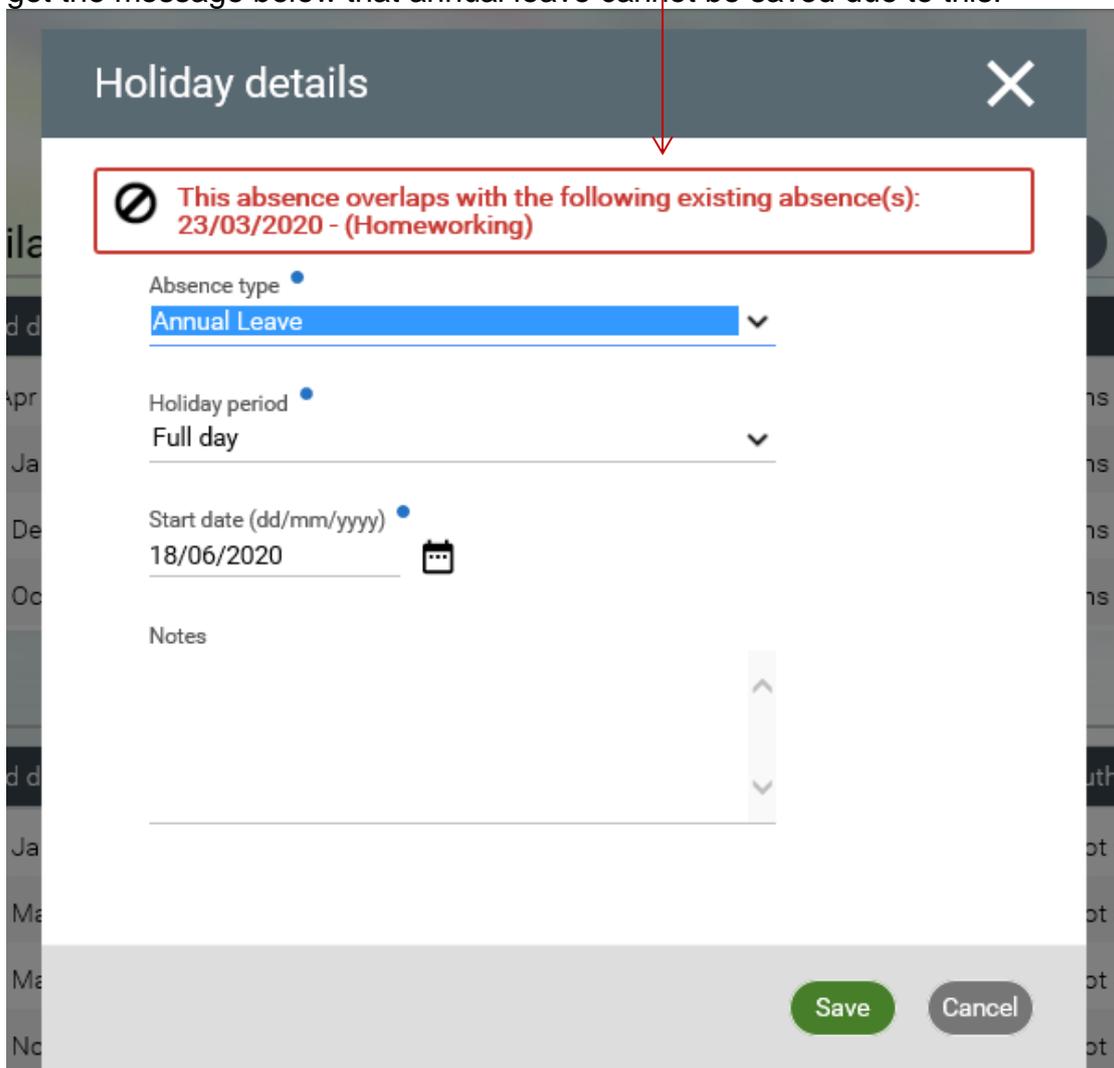
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## Employee – How to request annual leave when homeworking/special leave (paid) is recorded

When you log into iTrent and go to 'I want to request annual leave'



If you are currently recorded as homeworking or special leave (paid) you will get the message below that annual leave cannot be saved due to this.



Close the page down and select ok.

The screenshot shows a 'Holiday details' form. At the top right, there is a close button (X). A red box highlights a warning message: "This absence overlaps with the following existing absence(s): 23/03/2020 - (Homeworking)". The form fields include: Absence type: Annual Leave; Holiday per: Full day; Start date: 18/06/2020; and Notes. A browser warning dialog is overlaid on the form, asking "Changes you have made will not be saved. Are you sure you want to leave this page?" with 'OK' and 'Cancel' buttons. At the bottom right of the form are 'Save' and 'Cancel' buttons.

You will be on the absence page, scroll down to other absence section and select the open ended absence type either homeworking or special leave (paid).

The screenshot shows a table of absence records. A red arrow points to the 'Start date' column header. The table has columns for Start date, End date, Type, Position, Authorisation, and Attachment... The first row shows a start date of 23 Mar 2020, Type of Homeworking, and Authorisation of Awaiting authorisation.

Start date	End date	Type	Position	Authorisation	Attachment...
23 Mar 2020		Homeworking	HR Systems Officer...	Awaiting authorisation	

This will open up the absence page where you can put an end date on the absence, if you can make the end date the day after the start date which will ensure that it is not overlapping with any other absences and remember to select full day from the drop down below otherwise will get the error below.

The screenshot shows the 'Other Absence Details' form with the following fields and values:

- More than one day:**  (unchecked)
- Start date (dd/mm/yyyy):** 23/03/2020
- Full or part day:** Full day
- End date (dd/mm/yyyy):** 24/03/2020
- Full or part day:** Full day
- Position:** HR Systems Officer (V49c) (Current)
- Authorisation:** Awaiting authorisation

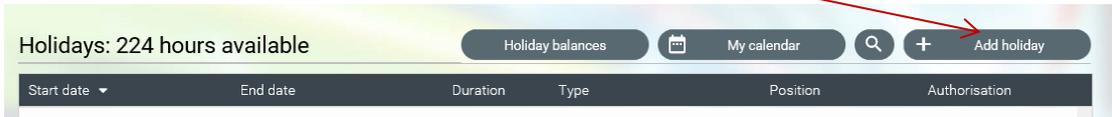
At the bottom right, there are two buttons: **Save** (green) and **Cancel** (grey).

The screenshot shows the 'Other Absence Details' form with an error message displayed at the top:

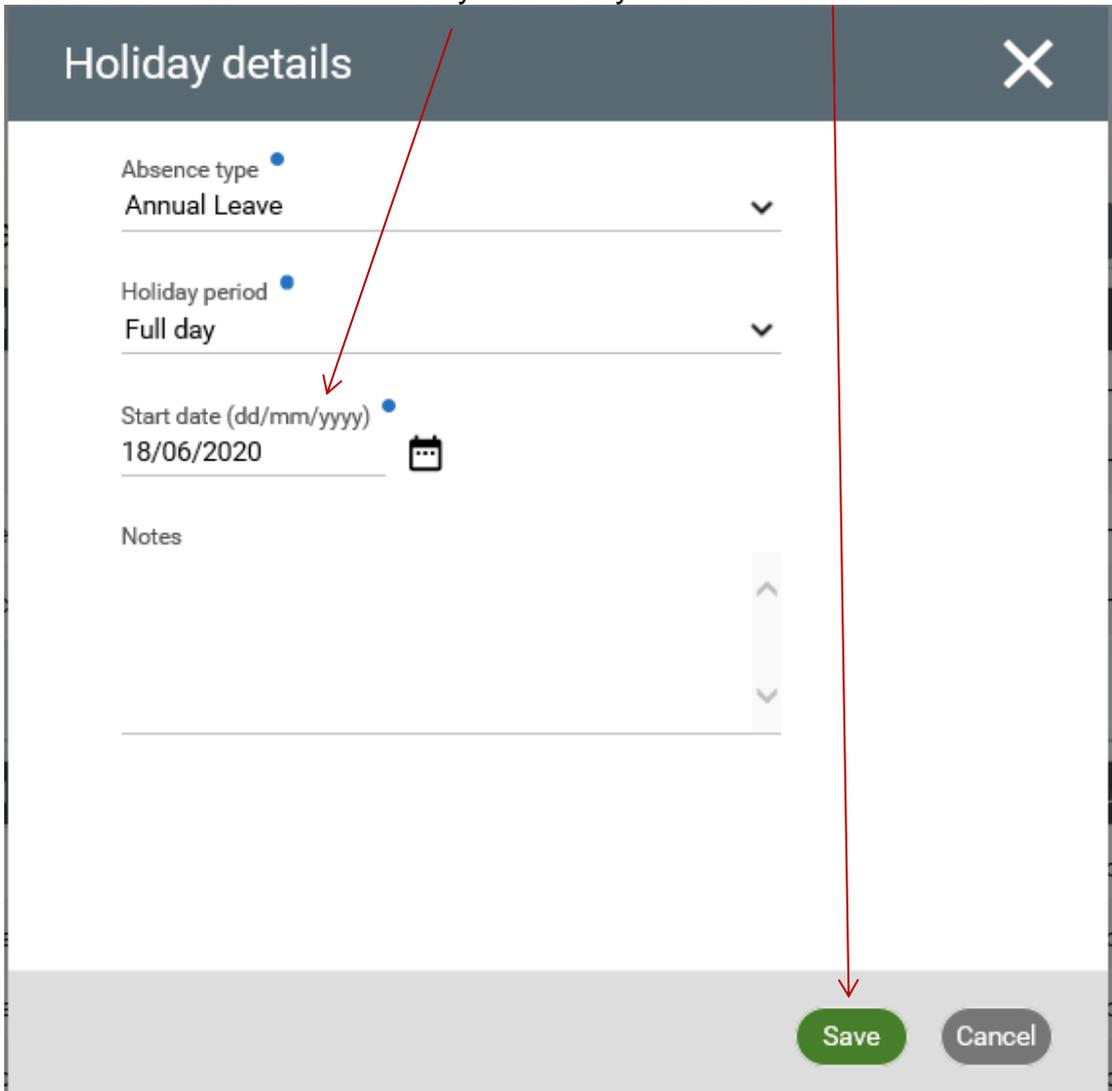
**Field: Full or part day is invalid**

Below the error message, the **Absence type** field is visible.

Once saved you will be taken back to the absence page, then scroll back up to holiday section and select 'add holiday'.



You can then add the details of your holiday and select save.

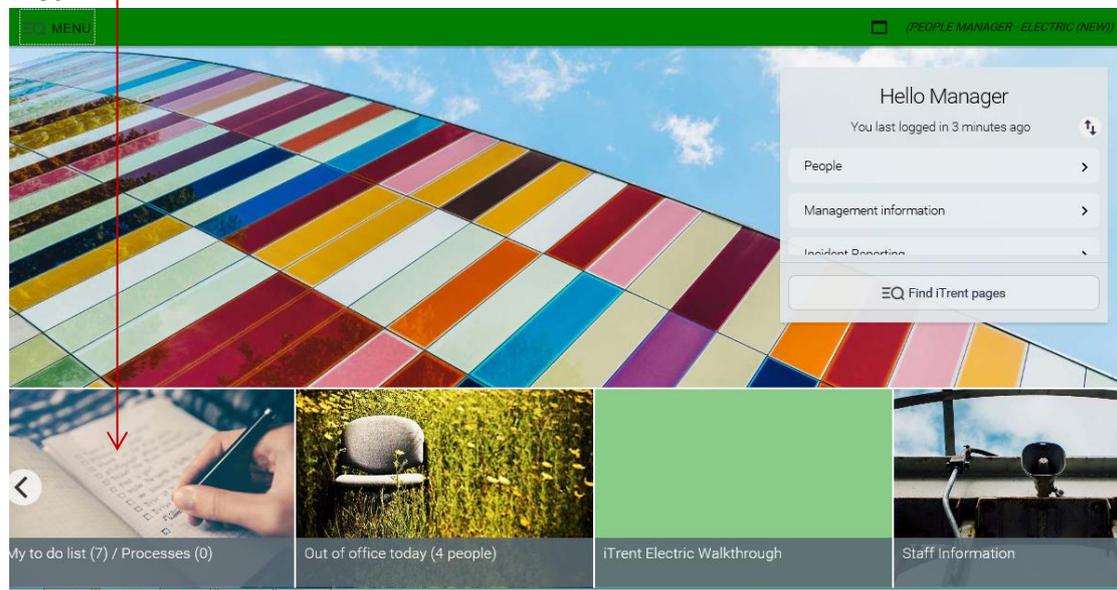


In your holidays page will see your holiday is awaiting authorisation for your manager's approval. Your manager will also amend your other leave for homeworking or special leave (paid)



## Managers - Authorising annual leave and updating homeworking or special leave (paid)

When you receive an email to say your employee has requested leave and requires your approval log into iTrent People Manager and go to the 'To do List'



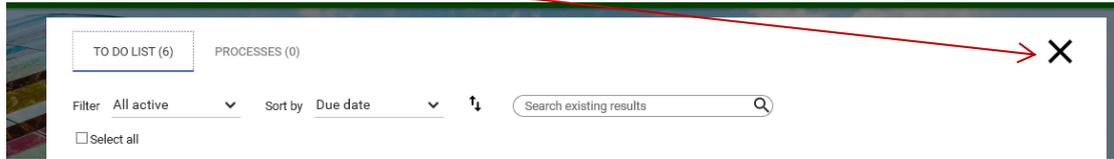
### Select the absence requiring approval

Holiday absence details Mrs Fiona Mongan - 102116 \* Payroll & Systems \* Start date: 18/06/2020 \* End date: 18/06/2020 \* Due: 29/06/2020  
 [More...](#)

### Select authorise/not authorise from the drop and select save.

The screenshot shows the 'Holiday absence details' form for Mrs Fiona Mongan. At the top, there is a header with the title 'Holiday absence details Mrs Fiona Mongan' and a 'MENU' button. Below the header, there are several sections: 'Holiday period' with a dropdown set to 'Full day'; 'Holiday start' with a date field set to '18/06/2020'; 'Holiday end' which is empty; and 'Absence' with a dropdown set to 'Annual Leave'. Below the 'Absence' section, there are fields for 'Authorisation' (set to 'Authorised') and 'Position' (set to 'HR Systems Officer (V49c) (Current)'). At the bottom of the form, there is a '+ Holiday balances' link. Below the form, there are two buttons: 'DELETE' and 'NEW'. A red arrow points from the text above to the 'Authorisation' dropdown menu.

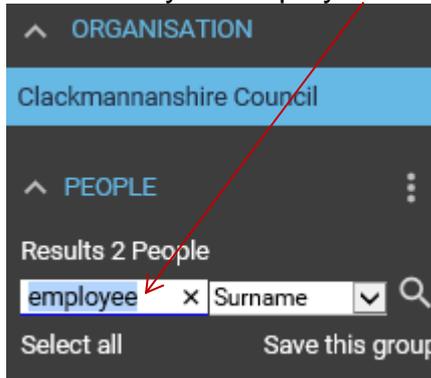
Cross out of 'To do list'



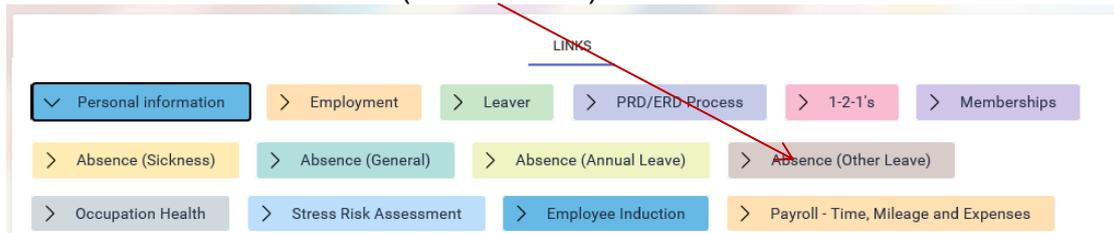
Go to the People to bring up search box.



Search for your employee



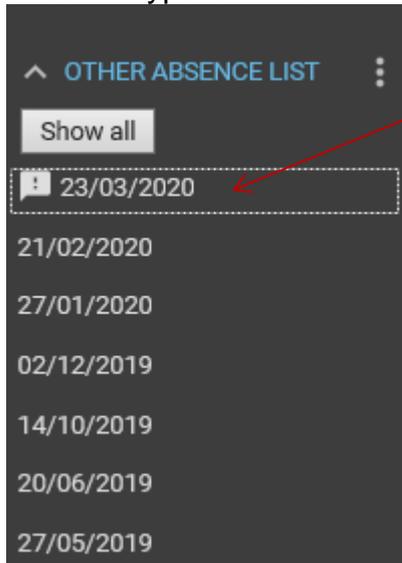
Go to the section 'Absence (Other Leave)'.



Then 'View Other Absence Details'.



Hover over the absences and select the one that has no end date and absence type is homeworking or special leave (paid).



Highlight the end date, delete it then select save.

Absence period: More than one day

Absence start: Date 23/03/2020, Type Full day

Absence end: Date 24/03/2020, Type Full day, Expected end date

Absence: Absence type Homeworking, Absence reason COVID 19 - Government Advice Redu, Authorisation Awaiting authorisation, Position HR Systems Officer (V49c) (Current)

SAVE DELETE NEW

You will get a message to say it overlaps with absences stated but will say changes have been saved.

▲ This absence overlaps with the following existing absence(s): 18/06/2020 - 18/06/2020 (Annual Leave) 06/04/2020 - 06/04/2020 (Annual Leave)

Changes have been saved.

### Other absence details Mrs Fiona Employee MENU

New 'Other' Absence Details View 'Other' Absence Details

Absence period  
Absence period **More than one day**

Absence start  
Date **23/03/2020**  
Type **Full day**

Absence end  
Date  
Type **Full day**  
Expected end date

Absence  
Absence type **Homeworking**  
Absence reason **COVID 19 - Government Advice Redu**  
Authorisation **Awaiting authorisation**  
Position **HR Systems Officer (V49c) (Current)**

SAVE DELETE NEW