



# iTrent Authorising Requests User Guide

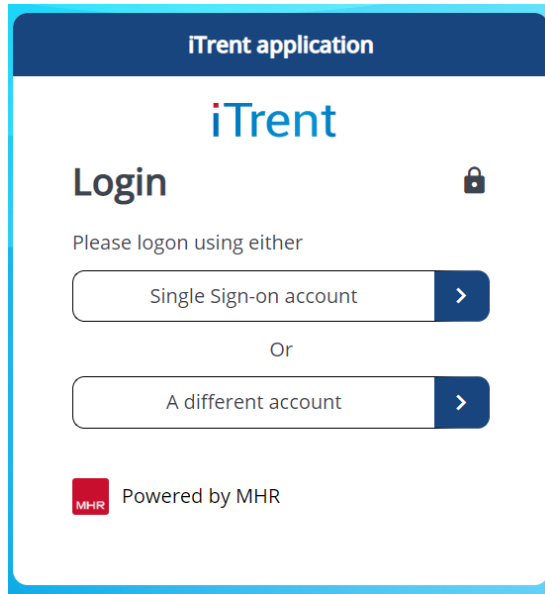
Updated 31/10/2022



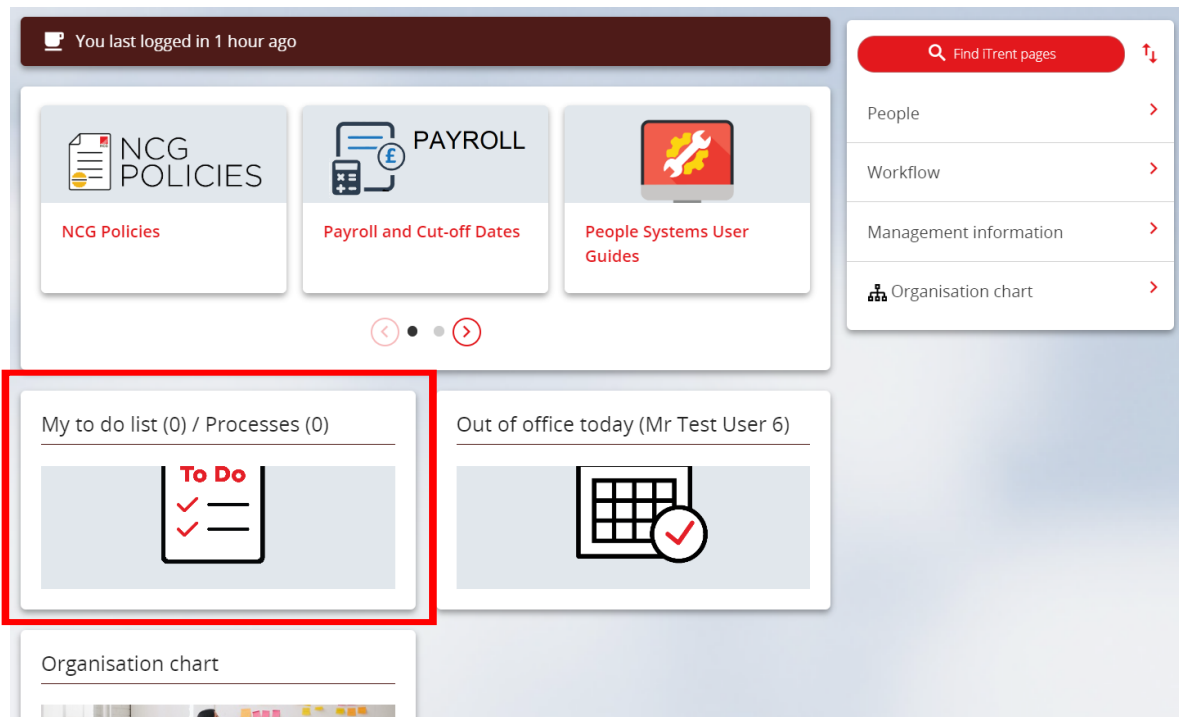


iTrent can be accessed via the NCG intranet \_\_\_\_\_ and clicking the iTrent people manager icon.

If you are accessing iTrent when on campus or connected to the VPN, you will now be automatically logged in via single sign on.



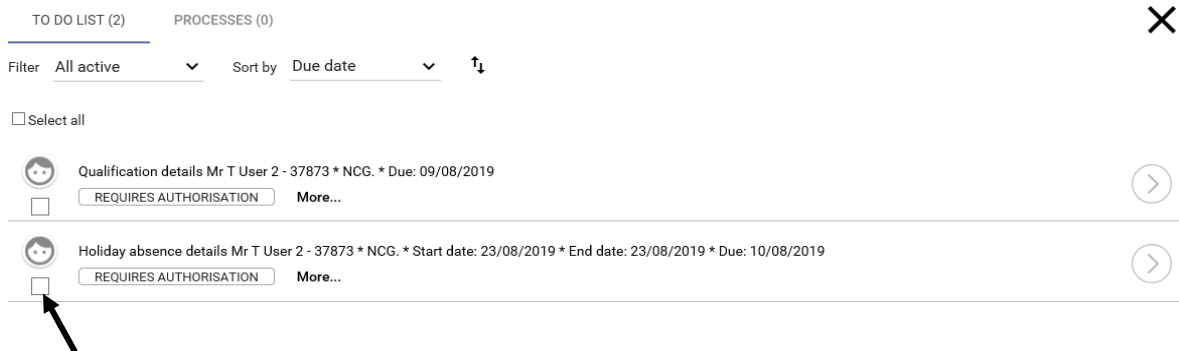
Once you have logged into iTrent People Manager you will then be greeted by the following front screen. To view you're to do list please select the option below:





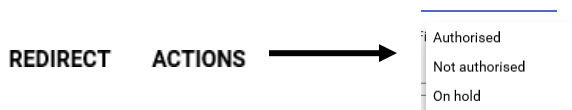
When a member of staff requests a holiday it will appear in your To Do List in the bottom left corner. This means a request that has been submitted needs your attention to be either authorised or not authorised.

If you click on the link a new screen should appear showing the requests that have been sent (as shown below)



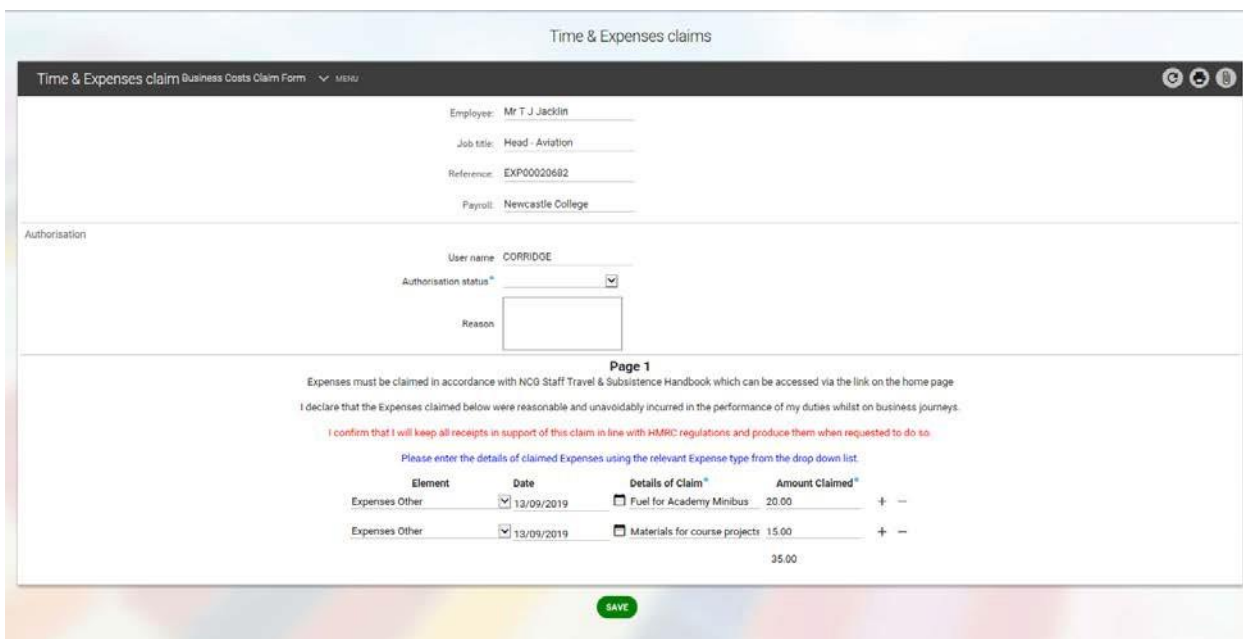
As you can see two requests have been submitted. These can be authorised by clicking on the tick box here.

Once you have clicked the tick box you should have the following options to choose from:



If you click actions this should then allow you to authorise, not authorise or put the request on hold. Once the authorisation has been authorised the request will then be removed from your to do list.

With expense claims, if you need to check the details of the claim before authorising, click on the activity in your list to view more details. From this screen, you can view the details and you will have the option to update the Authorisation status and Save the changes.



Any queries please contact the HRMIS team at NCGRP.HRMIS@ncgrp.co.uk