



Employee's Resignation Manager Guide

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Contents

1. Introduction.....	3
1.1 Overview	3
1.2 How to log in.....	3
2. Navigating the Home Page	4
2.1 The Home Page.....	4
3. Inputting an Employee’s Resignation.....	4
3.1 How to input an Employee’s Resignation in iTrent.....	4

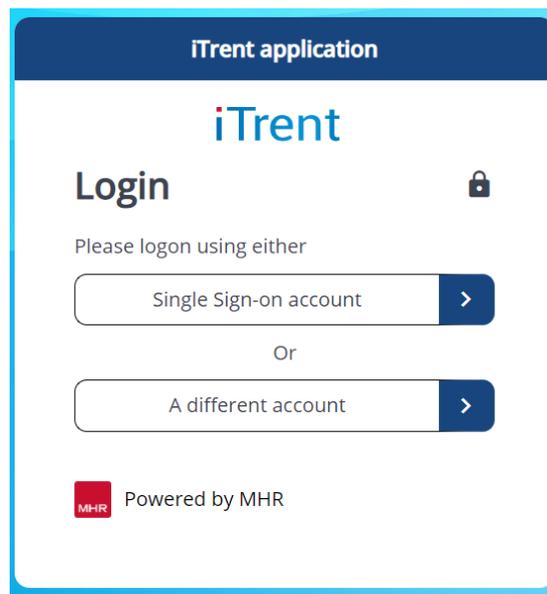
1. Introduction

1.1 Overview

People Manager now has a function added where you can complete your Employee's Resignation. For advice on what your Employee's notice period is etc. please contact your HR Business Partner.

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

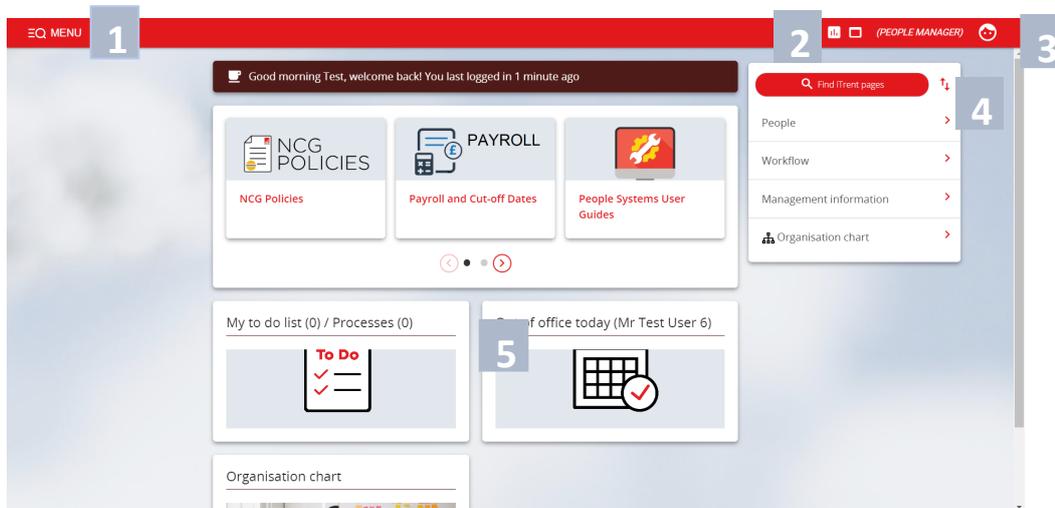
If you are accessing iTrent when on campus or connected to the VPN, you will now be automatically logged in via single sign on.



2. Navigating the Home Page

2.1 The Home Page

One of the biggest changes in iTrent is the redesign of the home page, as shown below:

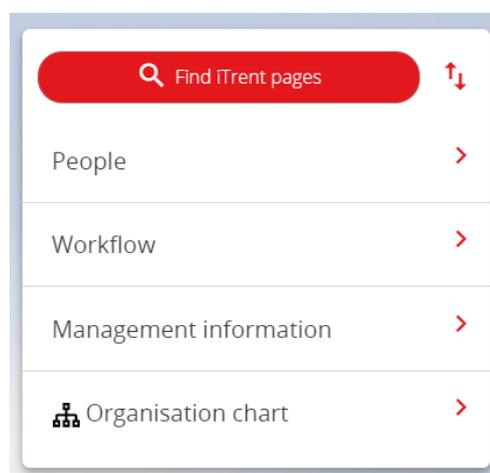


1. Menu – Access to quick search.
2. New View - You can have multiple views open within a single browser window.
3. Top Menu – Allows you to change roles, your preferences, learn more about iTrent and Log off.
4. Sections – Here are the links to navigate to different pages within iTrent You can view information on staff, run reports on staff amongst other options.
5. My to do list / Processes - Any processes working in the background of ITrent can be found here. This could be when you are running a report or have Time & Expenses to approve for example.

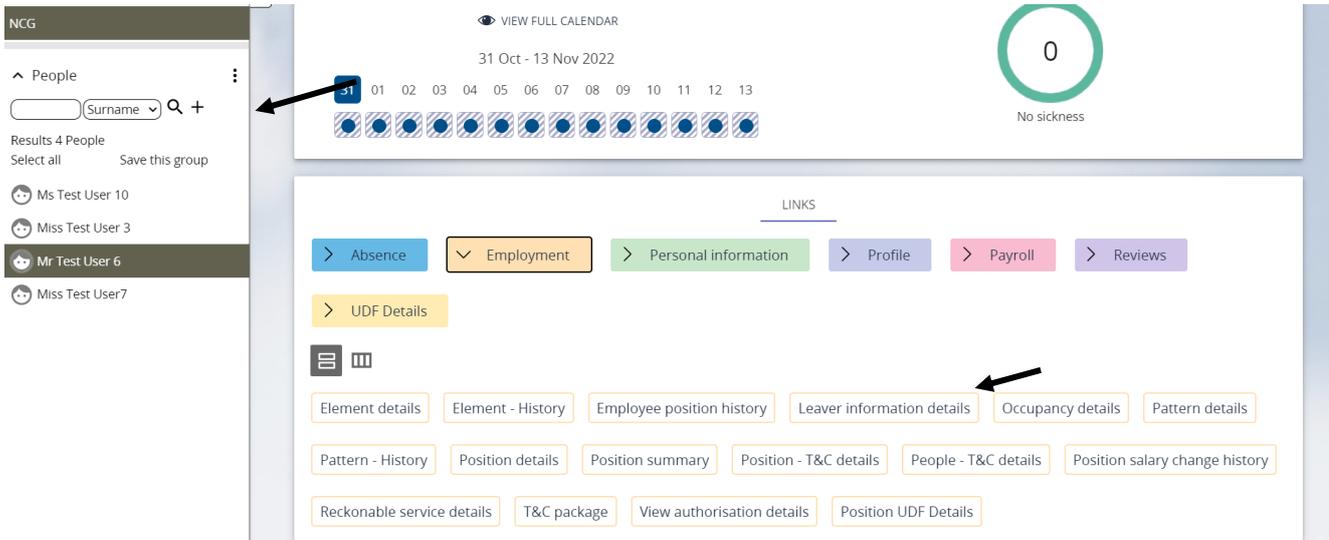
3. Inputting an Employee's Resignation

3.1 How to input an Employee's Resignation in iTrent

To input an Employees Resignation go to People



Click on the person and then click on Employment

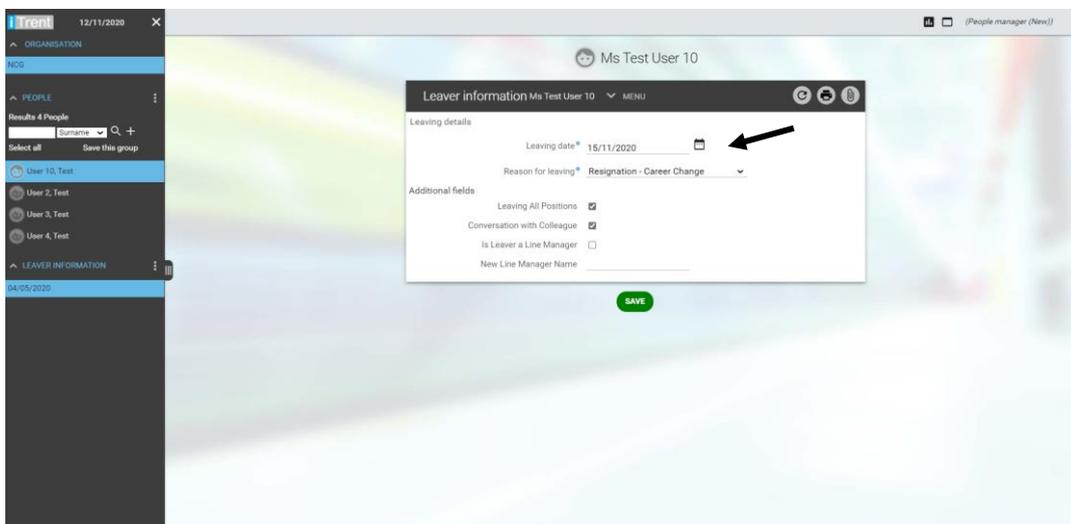


Then click on View/Update Leaver Details

The following will appear. Fill in the Leaving date, reason for leaving and tick the relevant boxes.

If they are leaving a role to another within NCG please enter the new managers name.

Click save once complete.



An Email will go to the Employee notifying of the Leaver information has been completed in iTrent.