

Employee's Resignation Manager Guide

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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.

iTrent application				
iTrent				
Login	Ô			
Please logon using either				
Single Sign-on account	>			
Or				
A different account	>			
Powered by MHR				

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:

			2	MANAGER) 📀
Good morning Test, welcom	e back! You last logged in 1 minute	e ago	Q Find ITrent pages	
			People	, 4
			Workflow	>
NCG Policies	Payroll and Cut-off Dates	People Systems User Guides	Management information	>
			க Organisation chart	>
My to do list (0) / Processe	s (0) f off	ice today (Mr Test User 6)	-	
To Do	5			
Organisation chart				
	67 H28			-

- 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

Q Find ITrent pages	†↓
People	>
Workflow	>
Management information	>
հ Organisation chart	>

Click on the person and then click on Employment

NCG People Surname Q + Results 4 People Select all Save this group	Image: Wiew Full CALENDAR Image: Wiew Full CALENDAR Image: Wiew Full CALENDAR Image: Wiew Full CALENDAR
Mis Test User 10 Miss Test User 3 Mir Test User 6 Miss Test User7	LINKS Absence Employment Personal information Profile Payroll Reviews UDF Details
	Element details Element - History Employee position history Leaver information details Occupancy details Pattern details Pattern - History Position details Position summary Position - T&C details People - T&C details Position salary change history Reckonable service details T&C package View authorisation details Position UDF Details

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.

1 Trent 12/11/2020 ×		(People manager (New))
► ORGANISATION NOG.	💮 Ms Test User 10	
NCC PEOFLE E Product Almodale Demans Q + Bernans Q + Ber	Leaving data* 16/11/2020 Leaving data* 16/11/2020 Reason for leaving * Resignation - Career Change Additional fields Leaving All Positions Leaving All P	

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