

iTrent User Guide – Personal and Employment Details

Version	Date	Comments	Name
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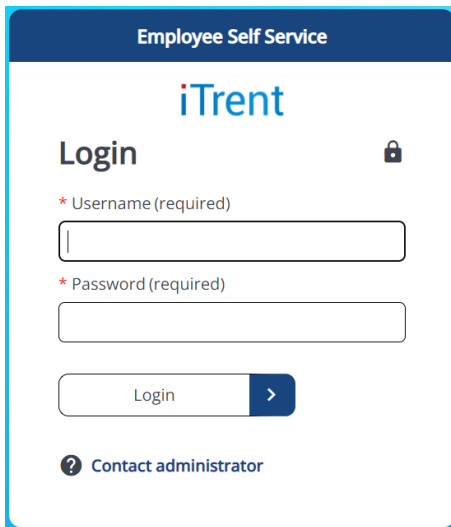
Background

This guide will cover how to view and amend your personal and employment details in iTrent.

iTrent is the integrated Human Resources/Payroll software used by NCG to record employee data. All employees across the group will be given access to utilise Employee Self Service facilities. This enables employees to access (and update where appropriate) the information we hold for them. Where an employee does not have direct access to a computer, liaise with your line manager who will give support.

iTrent can be accessed via the NCG intranet <http://intranet.ncgrp.co.uk/SitePages/Home.aspx> and clicking the iTrent Self Service icon.

Once open type Username and Password into the appropriate boxes and click 'Login'.



The screenshot shows the 'Employee Self Service' login interface. At the top, there is a dark blue header with the text 'Employee Self Service'. Below this is the 'iTrent' logo. The main heading is 'Login' with a lock icon to its right. There are two input fields: the first is labeled '* Username (required)' and the second is labeled '* Password (required)'. Below the password field is a 'Login' button with a right-pointing arrow. At the bottom left, there is a link that says '? Contact administrator'.

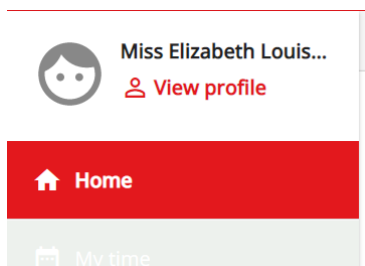
Note: Your credentials are the same as logging into your work PC

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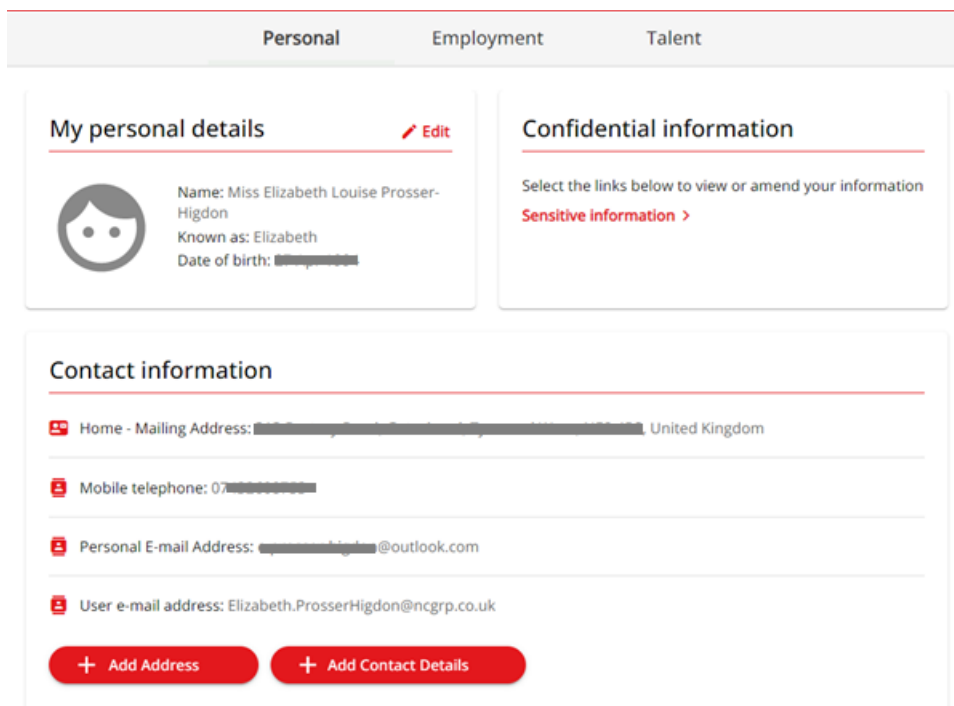


Personal Details

To update your Personal Details, click on the 'View Profile' hyperlink on the top left-hand side of iTrent. This will display a screen which gives an overview of your 'Personal' information stored in iTrent.



This will open a screen where you can see your Personal Details, Contact Information and Confidential Information.



You are able to view the area named 'My personal details' here, but no changes can be made to this area in Employee Self Service, if you believe details are incorrect, please contact Employee Operations. (Employee.Operations@ncgrp.co.uk).

Confidential Information

To amend or delete your Confidential Information, click ‘Sensitive Information’ link

Confidential information


Select the links below to view or amend your information

[Sensitive information >](#)

This will take you to a page where you can amend the sensitive information we hold about you.

[< Back to Personal](#)

Sensitive information

 The personal data that you enter into this form is voluntary, if you do provide the information requested, we will only use this in an aggregated and anonymised form.

Religion

Ethnic origin

Place of birth

Nationality

Sex identifier

Gender reassignment

Sexual orientation

To change this information, select from the drop downs and then click ‘Save’. If you do not wish to change anything, click on ‘Cancel’ to be returned to the previous screen.

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Contact Details

To amend or delete your contact details, click onto the one you wish to change.

Contact information

Home - Mailing Address: [redacted], United Kingdom

Mobile telephone: 07 [redacted]

Personal E-mail Address: [redacted]@outlook.com

User e-mail address: Elizabeth.ProsserHigdon@ncgrp.co.uk

[+ Add Address](#) [+ Add Contact Details](#)

On the next screen you can amend the details currently on your profile. If you would like to add an alternative number/email address click '+ Add Contact Details'. To remove this contact type entirely click 'Delete'

[< Back to Personal](#)

Contact details

* Contact type (required)

* Contact at (required)

[Save](#) [Delete](#) [Cancel](#) [+ Add Contact Details](#)

The only exception to this is if you are changing your address. If you are correcting an error you can click onto the existing address and change it. If you have moved house, click on '+ Add Address' to enter this information.

Emergency Contact Information

This tile will let you see who is your current emergency contact. This is normally a family member or friend that we would contact in case of an emergency.

Personal	Employment	Talent		
<h3>Friends and family</h3>				
Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	[Redacted]	[Redacted]	07 [Redacted]	No
+ Add Emergency Contact				

In the friends and family section you can add or amend your emergency contact. To edit an existing one click onto it, or to add a new contact click ‘Add Emergency Contact’

Emergency contact

* Contact name (required)

Relationship to me
Please choose

Contact at

Contact email

Primary contact
 Use as next of kin
 Use my home address

House name

Number/Street

Local area

Post Town

County

Postcode

Country
United Kingdom

[Save](#) [Cancel](#) [+ Add Emergency Contact](#)

Fill in the relevant fields and then click on ‘Save’

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Bank Details

The 'Bank details' tile will display your current bank details

To amend your bank details, click onto the account name in this section.

Bank details		
Account name ↑	Bank name	Sort code
Elizabeth Prosser-Higdon	Bank	█

This will take you to a form to enter/amend your bank details.

Bank details

i These details are used to pay your salary and any changes will take immediate effect. Please check the details carefully before saving.

* Sort code (required)

Bank name

Roll number

* Account number (required)

* Account name (required)

Save

Cancel

Double check these and when ready click on Save. Click on Cancel to exit this page without making any changes.

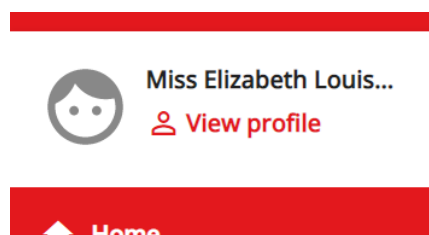
Please be aware that any changes made to these details will take immediate effect.

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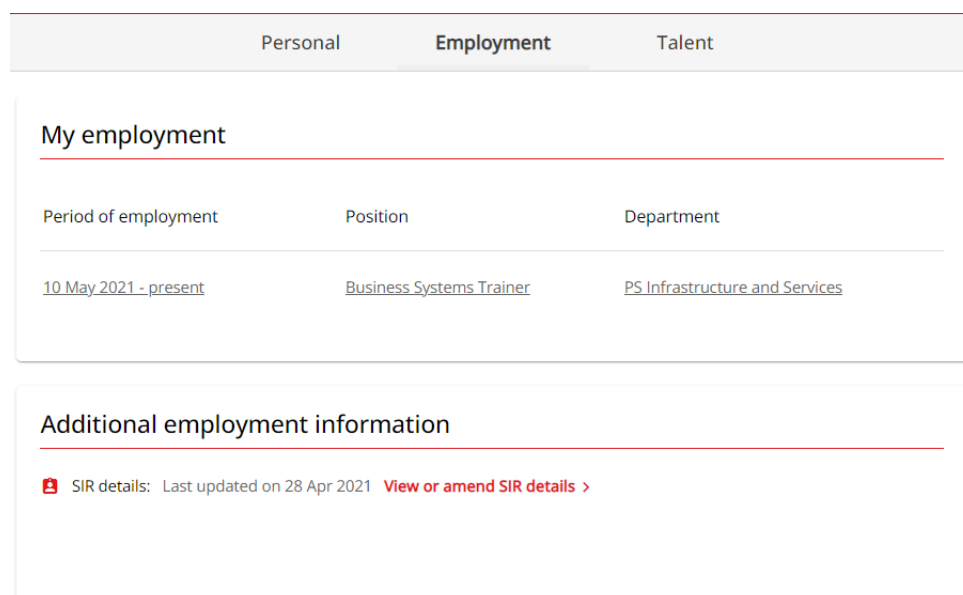


Submitting a resignation

To begin the process of submitting your resignation, click onto View Profile on the left-hand menu.



Then, from the tabs along the top select 'Employment'



From this page, in the 'My Employment' tile you can click on your job title to take you to a more detailed view of your position.

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Current job details

Job details

Department

PS Infrastructure and Services

Position name

Business Systems Trainer

Start date (dd/mm/yyyy)

10/05/2021

Payroll reference

39118

Contractual hours

37.00

Work pattern

F 37:00 MTuWThF - M 7.4 Tu 7.4 W 7.4 Th 7.4 F 7.4 (New)

Manager

Reporting manager and job title

Mrs Victoria Freyne - Head of Business Services Information and Data

Resignation notification

* Last working day (dd/mm/yyyy) (required)



Resign from all positions

* Resignation statement (required)

Save

Cancel

Please enter your reason for resigning.

At the bottom of this page (you may need to scroll down) you can input your last working day, whether you are resigning from all positions if you have more than one, and enter a resignation statement.

Once complete press 'Save'. An automatic email will go to your line manager with notification of your Resignation.

Please note: Once you press save you cannot amend this. If there is an error please contact your line manager.