User Guide

Return to work Manager Guide

Updated 31/10/2022

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1. Introduction

1.1 Overview

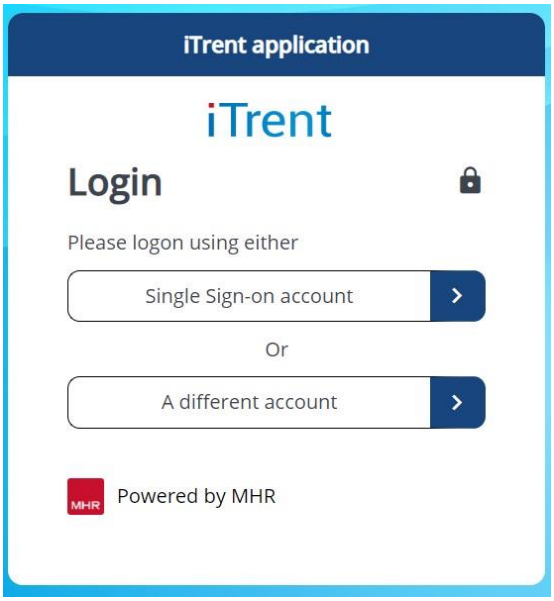
People Manager now has a function where you can enter your Employee's Return to work.

Please use the following link to see what is included as NCG Sickness Absence Policy.
https://people.ncgrp.co.uk/policies/health-wellbeing/absence/

1.2 How to log in

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

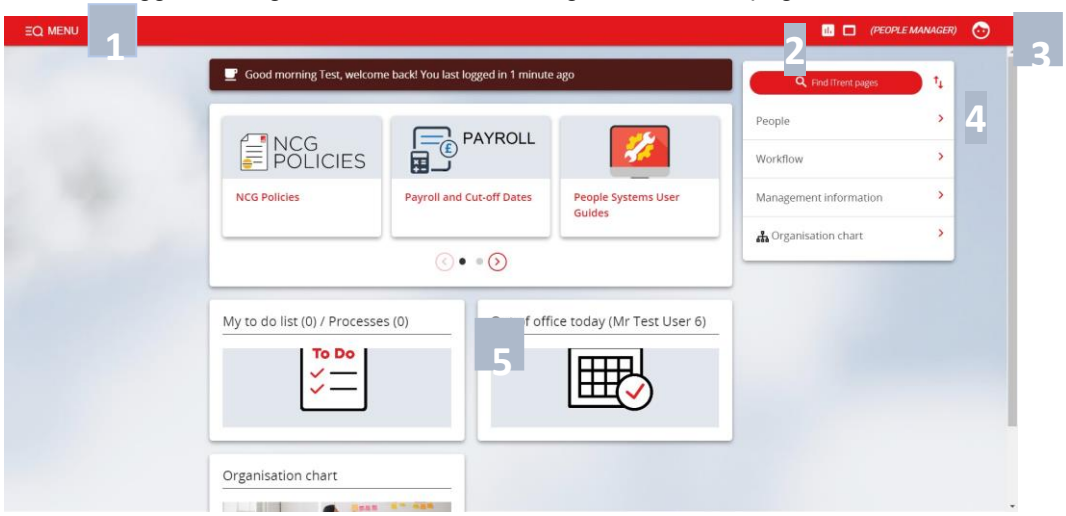
If you are accessing iTrent when on campus or connected to the VPN, you will now be automatically logged in via single sign on.



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:



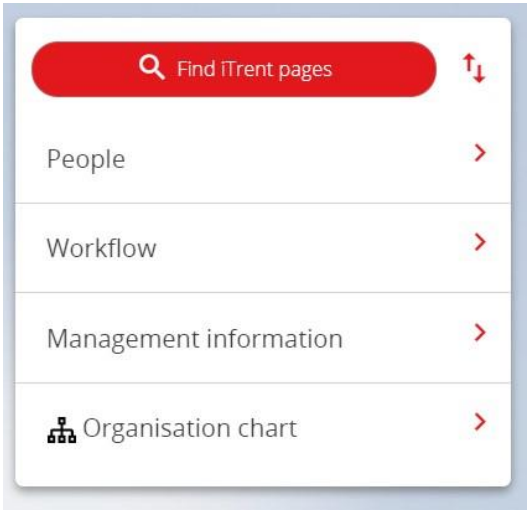
1. Menu – Access to quick search.

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.

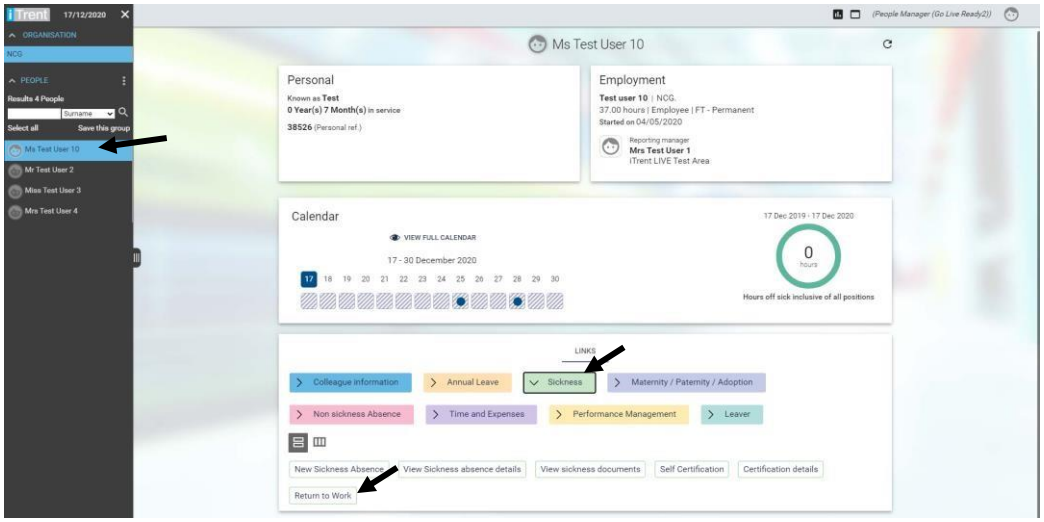
3. Adding Return to Work

3.1 How to add the Return to Work in iTrent

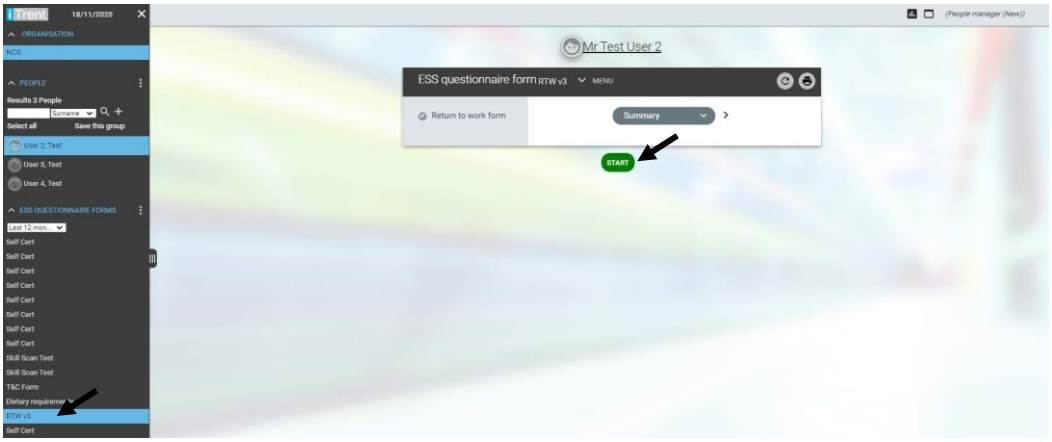
Once you have completed your one to one with your employee after an absence, log into iTrent and go to the home page. Click on the People section

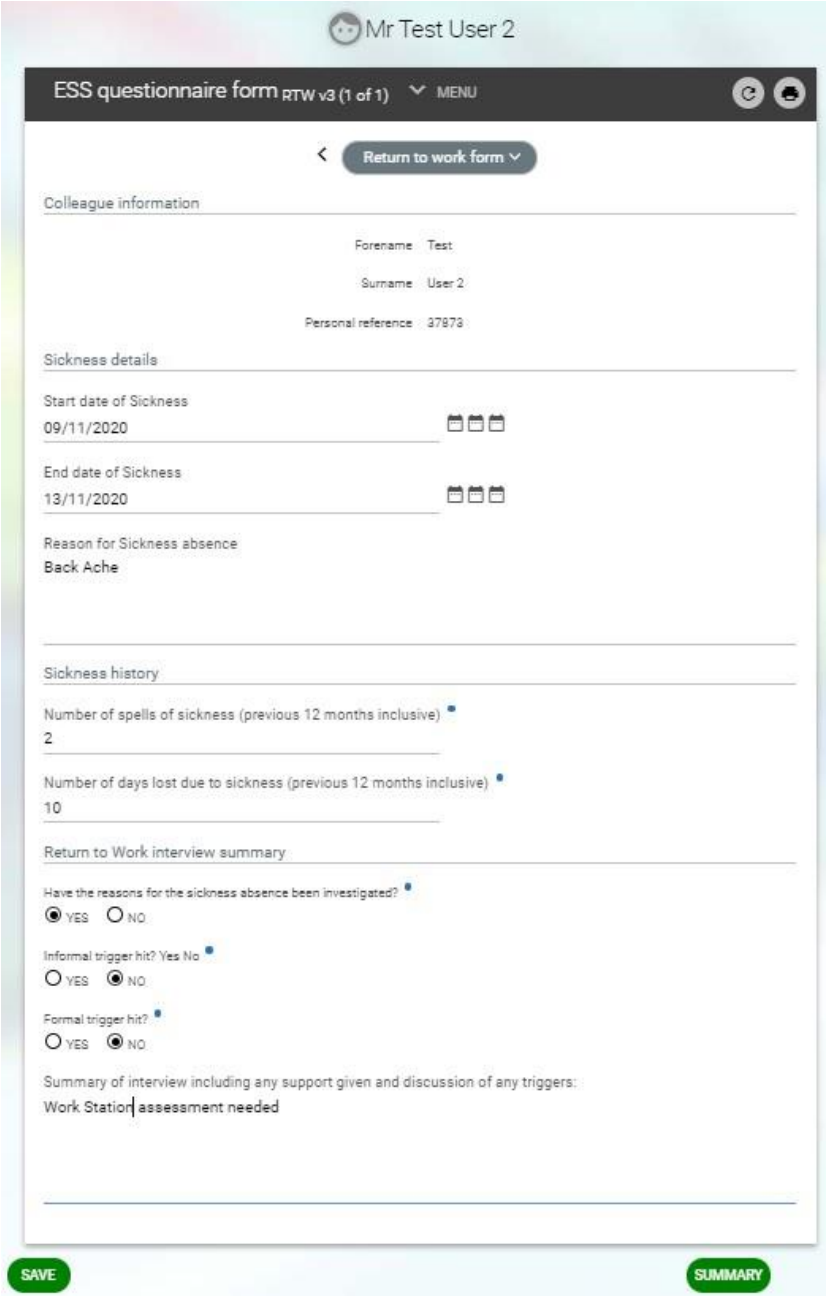


Select the person, click on Sickness and then click Return to Work



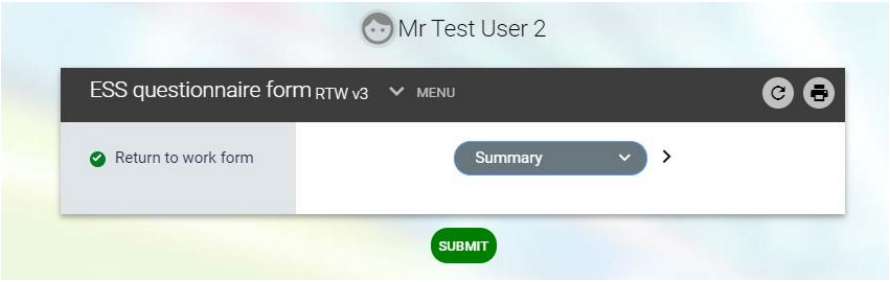
The following screen will appear, click on RTW and then Start


iTrent
18/11/2020
ORGANISATION
PEOPLE
Results 3 People
Select all
Save this group
User 2, Test
User 3, Test
User 4, Test
ESS QUESTIONNAIRE FORMS
Self Cert
Skill Scan Test
T&C Form
RTW v3
Self Cert
(People manager (New))
Mr Test User 2
ESS questionnaire form RTW v3
MENU
Return to work form
Summary
START



Fill out the following:

- Start Date
- End Date
- Reason for Absence
- Sickness History
- Return to work Interview

Once complete press save

Go back to the summary page and press submit