iTrent My To Do List User Guide

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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.
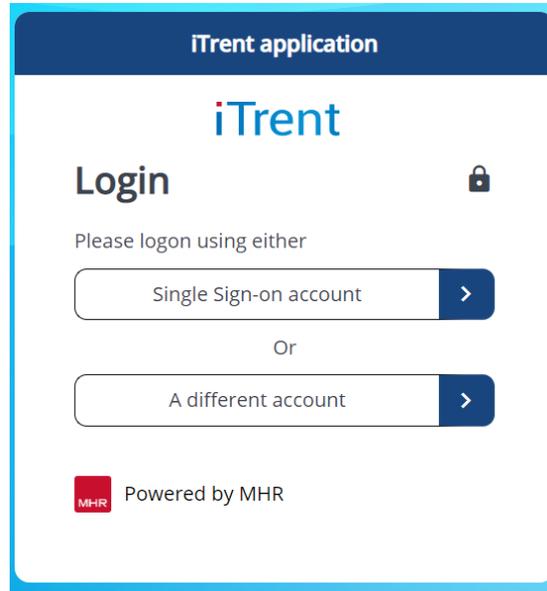
Once you have logged into iTrent People Manager you will then be greeted by the following front screen. To view you're to do list please select the option below:
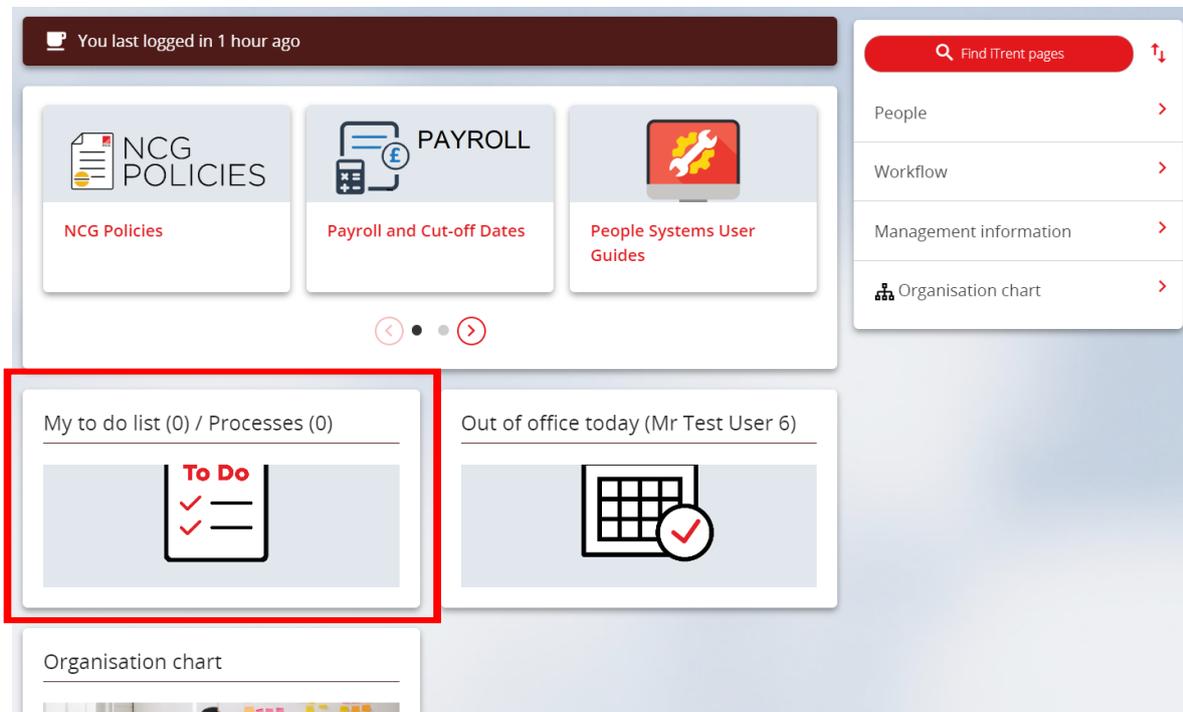
Once you have clicked this option a pop up box should appear with any outstanding items on you're to do list or any processes that are currently taking place. Here is what should appear below:

Any items should appear in your to do list that are outstanding from any staff. This could be holiday requests or time and expense claims for example.

Processes are anything working behind the scenes of Itrent to give you the information that you need. E.G Reports

| TO DO LIST (2) | PROCESSES (0) |

Filter   All active   Sort by   Due date

☐ Select all

Qualification details Mr T User 2 - 37873 * NCG. * Due: 09/08/2019
REQUIRES AUTHORISATION   More...

Holiday absence details Mr T User 2 - 37873 * NCG. * Start date: 23/08/2019 * End date: 23/08/2019 * Due: 10/08/2019
REQUIRES AUTHORISATION   More...

Authorising Requests

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 in the bottom corner a new screen should appear showing the requests that have been sent (as shown below)

| TO DO LIST (2) | PROCESSES (0) | ✕

Filter   All active   Sort by   Due date

☐ Select all

Qualification details Mr T User 2 - 37873 * NCG. * Due: 09/08/2019
REQUIRES AUTHORISATION   More...   ❯

Holiday absence details Mr T User 2 - 37873 * NCG. * Start date: 23/08/2019 * End date: 23/08/2019 * Due: 10/08/2019
REQUIRES AUTHORISATION   More...   ❯

As you can see above 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:

REDIRECT   ACTIONS   ⟶

Authorised

Not authorised
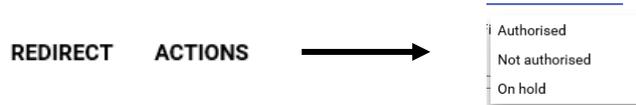
On hold

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.

If you have any queries please contact the HRMIS team on NCGRP.HRMIS@ncgrp.co.uk