iTrent Holiday Summary User Guide

Updated 31/10/2022

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.
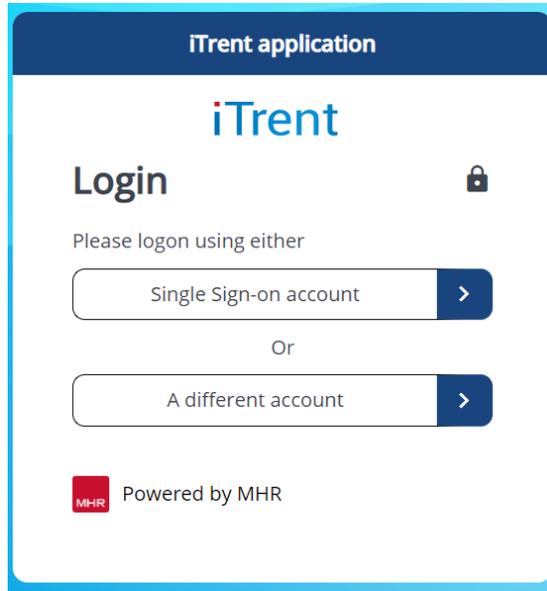
Once you have logged into iTrent People Manager you will then be greeted by the following front screen.
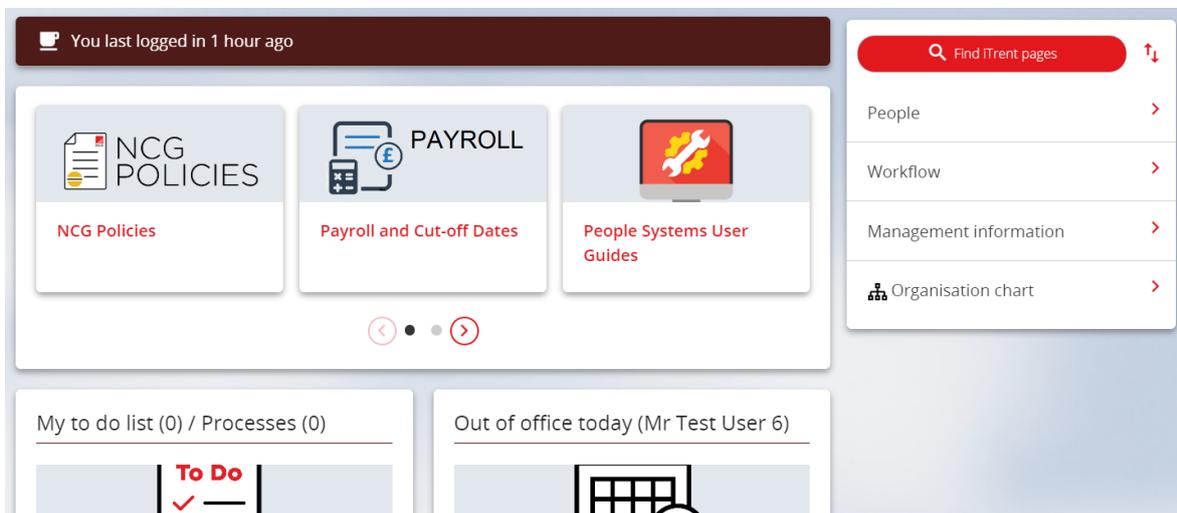
The Holiday Summary page is one of the most commonly used links within Itrent. This is where People Managers can view their reportee's previous and future holidays as well as how many hours are remaining in their entitlement.

To view the holiday summary page in iTrent please follow the instructions below:

Q Find iTrent pages

People >

Workflow >

Management information >

⛓ Organisation chart >
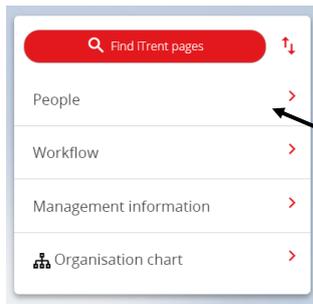
Please click the 'People' option on the home page here.

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∧ People ⋮

[   ] [Surname ∨] Q +

Results 4 People

Select all   Save this group

Ms Test User 10

Miss Test User 3

Mr Test User 6

Miss Test User7
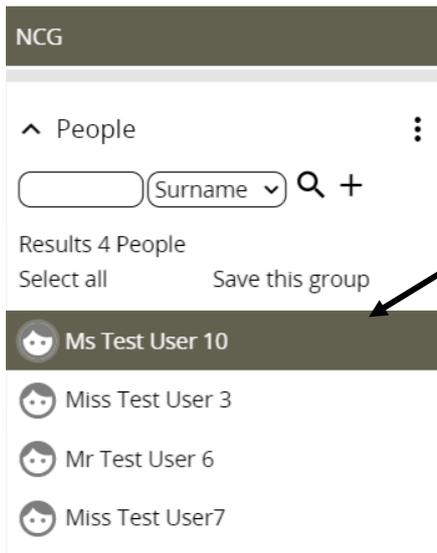
You will then be asked to choose a member of staff from the list of reportees available on the left side menu. Simply click on one of the names and a dashboard should appear.

At the bottom of the dashboard is a list of links. The link you will need in this case is the 'Absence' tab as highlighted below.

LINKS

∨ Absence   〉 Employment   〉 Personal information   〉 Profile   〉 Payroll   〉 Reviews

〉 UDF Details

Once you have clicked the Absence option you should have the following options to choose From. Select the option for 'Holiday Entitlement Summary';

| Absence calendar | Absence details | Absence history | Additional paternity absence details | Adoption absence details |

| Authorisation details | Certification details | Company/Bank holiday/NWP details | Correspondence details | Holiday absence details |

| Holiday entitlement adjustment | Holiday entitlement summary | Maternity absence details | New Holiday Absence |

You should then be taken to the next page which shows the breakdown of all holiday taken and the remaining entitlement.

iTrent

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From	To	Duration	Remaining entitlement
26/08/2019	26/08/2019	7.4	311.6
25/12/2019	25/12/2019	7.4	304.2
26/12/2019	26/12/2019	7.4	296.8

Period details

Holiday period dates: 01/08/2019 - 31/07/2020

Length of service at relevant date: 4 year(s) 9 month(s) 12 d

Scheme name: GS/NCL/NSFC - Personal Holiday - N

Membership dates: 01/08/2017 -

Entitlement for period: 319 hours (318.2 hours F

As you can see above this page summarises the holiday used in the selected year. It also shows the remaining entitlement as holiday is taken.

You can also access screen by clicking on the Annual Leave donut on the front screen dashboard;

1 Aug 2020 - 31 Jul 2021

67.5 of 355 hours

Holidays remaining (as of last calculation)

This donut shows at a glance the number of holiday hours remaining and the colleagues overall annual entitlement. Clicking on the donut will take you to the Holiday summary screen for more detail.

Any holiday queries please contact the HRMIS team at NCGRP.HRMIS@ncgrp.co.uk

If you believe entitlement is incorrect for any staff then this can be changed in the 'Holiday Adjustments' section below. Please seek authorisation from your line manager when doing so or if unsure please contact the HRMIS team on NCGRP.HRMIS@ncgrp.co.uk