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# iTrent User Guide – Holidays and Absence

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<b>Version</b>	<b>Date</b>	<b>Comments</b>	<b>Name</b>
1.0	23/02/2022	Version 1.0	Lizzie Prosser-Higdon

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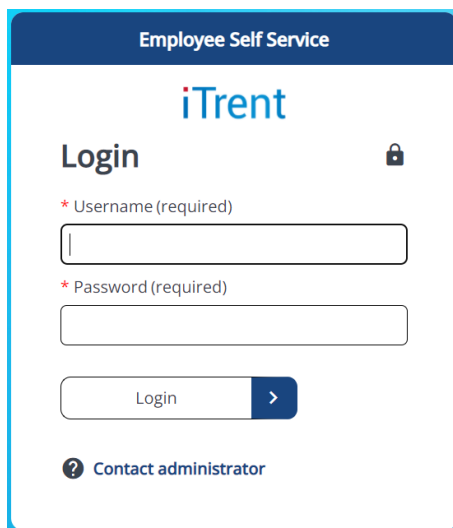
## Background

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'.

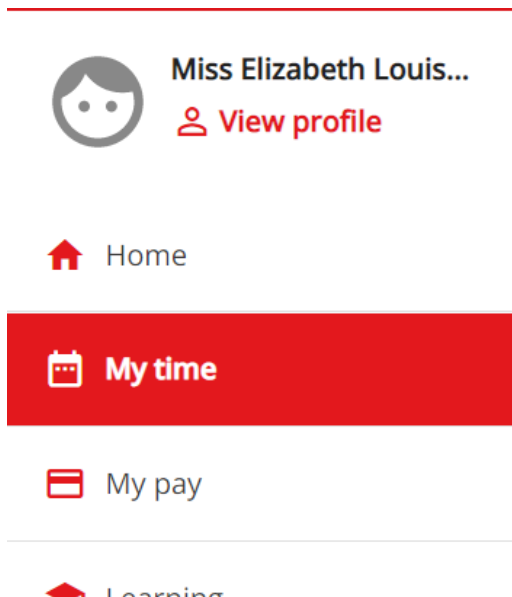


The screenshot shows the 'Employee Self Service' login interface. At the top, there is a dark blue header with the text 'Employee Self Service'. Below this is the 'iTrent' logo. The main heading is 'Login' with a lock icon to its right. There are two required input fields: '\* Username (required)' and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

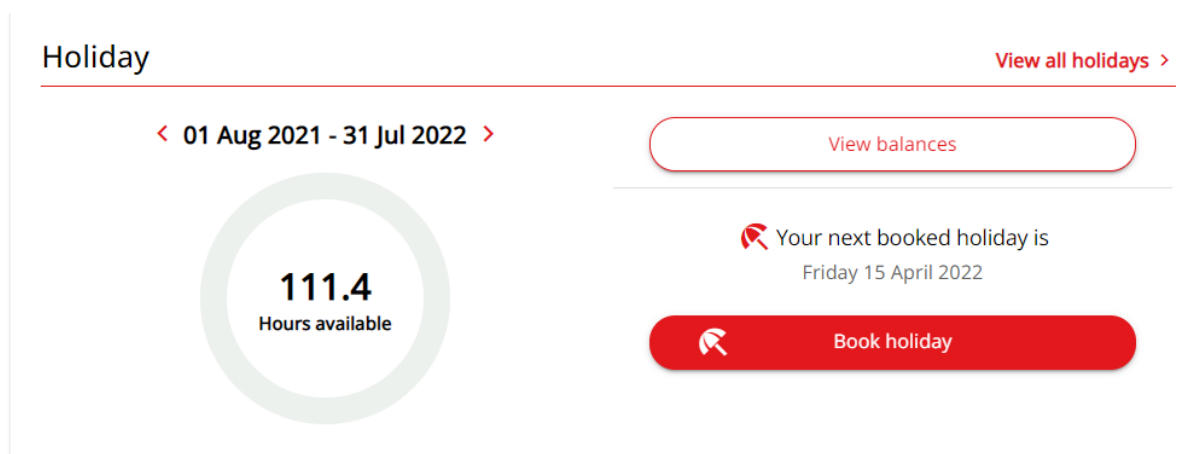
Note: Your credentials are the same as logging into your work PC

## Request a Holiday

To start the process of booking annual leave, click on 'My Time' on the left-hand side menu.



This will take you to an overview page where you can quickly see how many holidays hours you have available and when your next holiday is booked. To book new time off click on 'Book Holiday'



On the following page you will be given some fields to fill in. The first being 'Absence Type', then 'Period'. Once you have selected from the drop down you will be given additional fields to enter the date(s) of the annual leave you wish to request.

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## Holiday details

**\* Absence type (required)**

**\* Holiday period (required)**

**Notes**

Save

Cancel

Book holiday

You can choose whether to add a note to be included with your request. When completed click on 'Save' to send this request for approval. If you want to request additional periods of annual leave click on 'Book Holiday' to do the process again.

## Request Other Absence

To enter a different absence type, again go to 'My Time'. In the tile named 'Other Absence' click on '+Add Other Absence'

## Other absence

[View all other absence >](#)  
[+ Add other absence](#) [View other absence in calendar](#)

Again, this will give provide a form to fill out. Choose the absence type, absence reason and absence period from the drop downs. Once you have done this additional fields will open to enter the dates of the absence into.

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### Other absence details

**\*Absence type (required)**

**Absence reason**

**\*Absence period (required)**

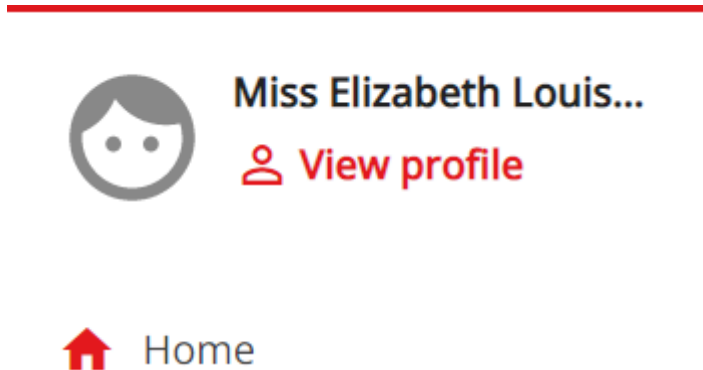
**Notes**

[Save](#) [Cancel](#) [+ Add other absence](#)

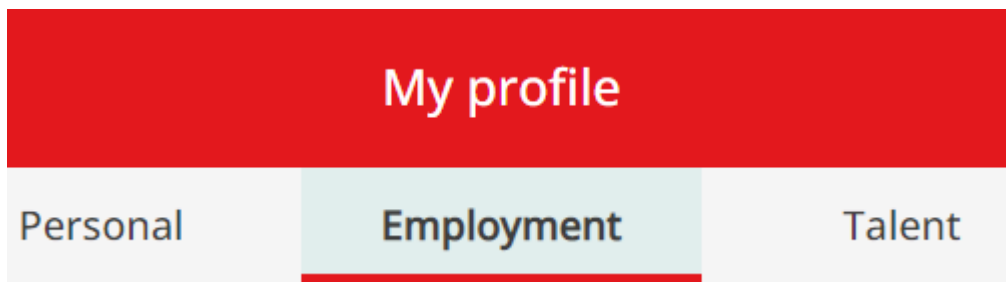
Add a note if required and then click on 'Save' or '+ Add other absence' to enter an additional record.

## Complete Self Certification

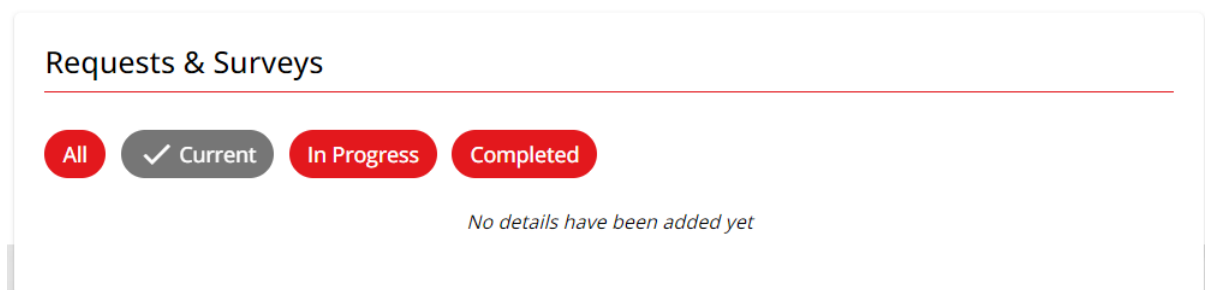
To enter add your self-certification, click onto 'View Profile'



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



At the bottom of the screen there is a tile called 'Requests and Surveys'



If you have any surveys to be completed they will show here. Click on it to begin the process.