User Guide

Other Sickness

Manager Guide

Updated 31/10/2022

Contents

1. Introduction

1.1   Overview

ESS now has a function added to the Absence page where a Team member can add their Other Sickness. Please use the following link to see what is included as Other Absence (NCG Non Sickness Policy)
https://people.ncgrp.co.uk/policies/health-wellbeing/absence/

1.2   How to log in

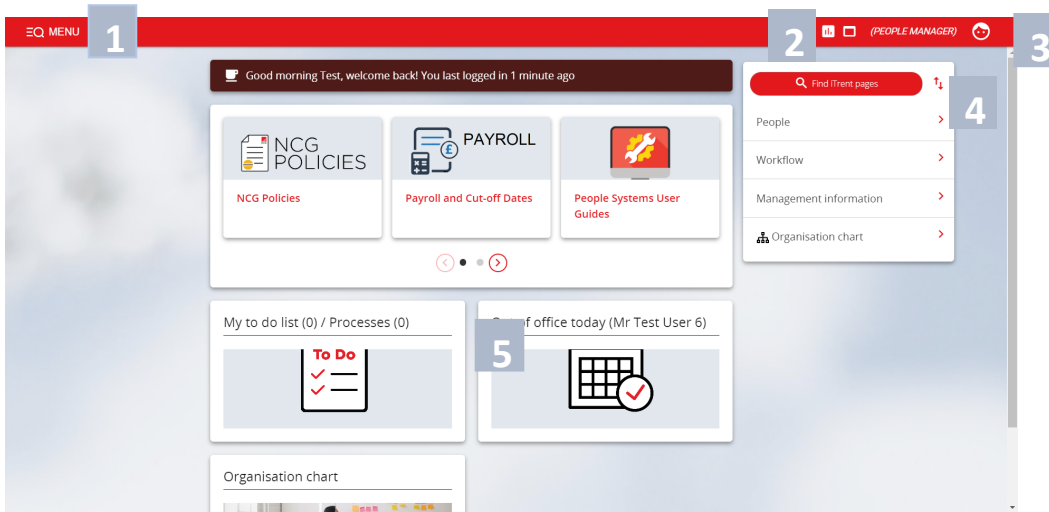iTrent can be accessed via the NCG intranet _____ and clicking the iTrent people manager icon.

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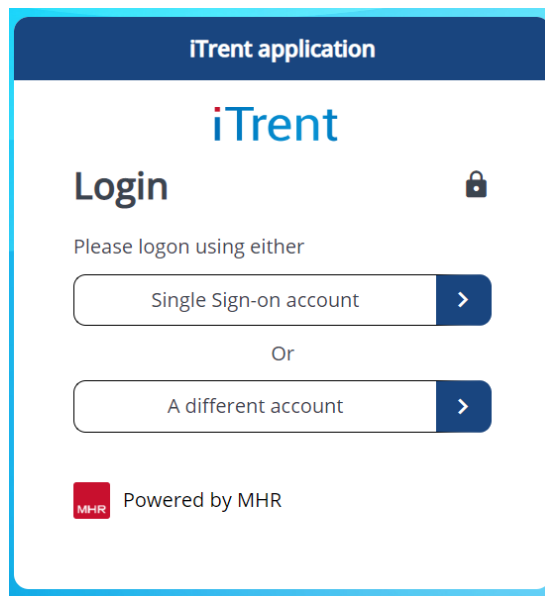
2. Navigating the Home Page

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.
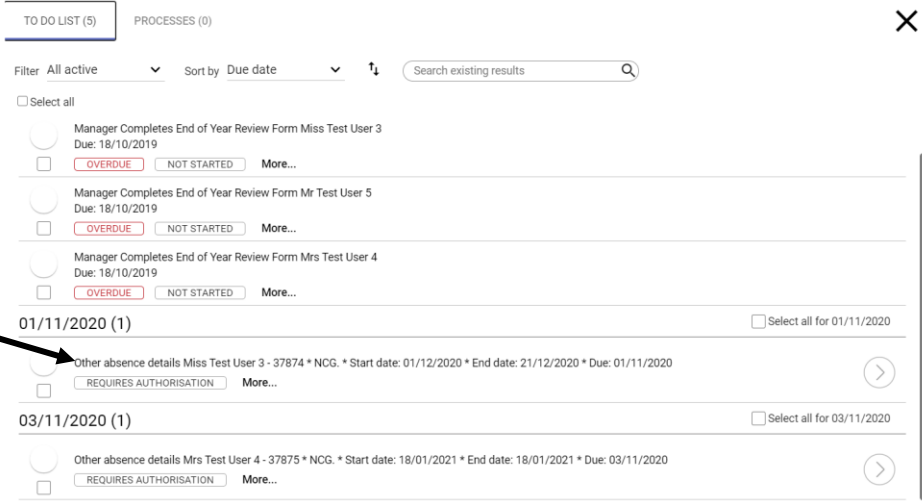
3. Authorising Other Absence

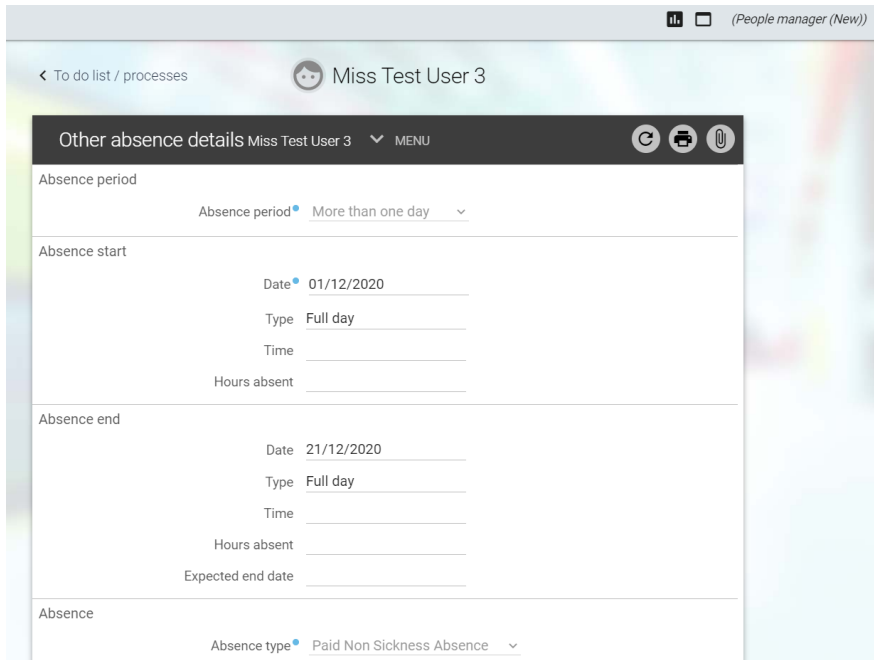## 3.1 Authorising Other Absence via the To Do section

When an absence is submitted you should receive an email to state that there is a absence in to approve/decline. Log into iTrent and go to the home page. Click on the To Do section
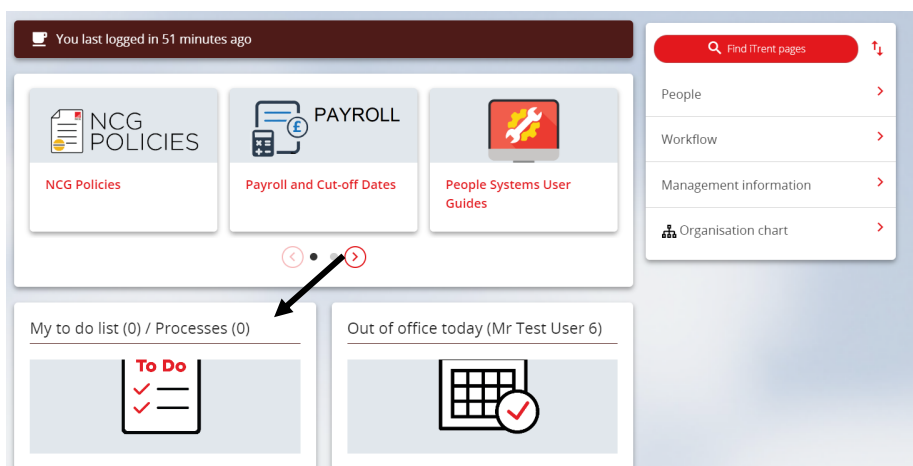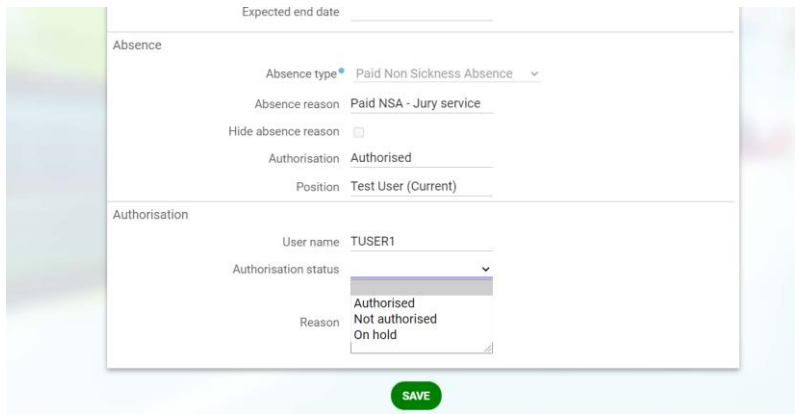
You will see that there is an absence to review

Click on the description as above and the following screen will appear

You can authorise the absence here by clicking on the Authorisation status drop down and press save

Or if you click on the iTrent icon [iTrent] then go back into your To Do list, you can authorise from there by selecting the claim using the tick box and press Actions then either Authorises/Not Authorised/On Hold.

4. Adding Other Absence

4.1 Adding an Other Absence on behalf of an Employee

If for some reason that an Employee cannot enter their Other Absence, you can do this for them. To do this go to People.

Then select the person and click on Absence then New Non sickness absence details

The following will appear, fill the absence period. Add the start date if it's more than one day add the end date also stating if it was a full or part day.

Next add the absence type and reason.

When complete press **SAVE** and this will be added to their absence record.