Entering Hours into Paid Time

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Log in to iTrent.

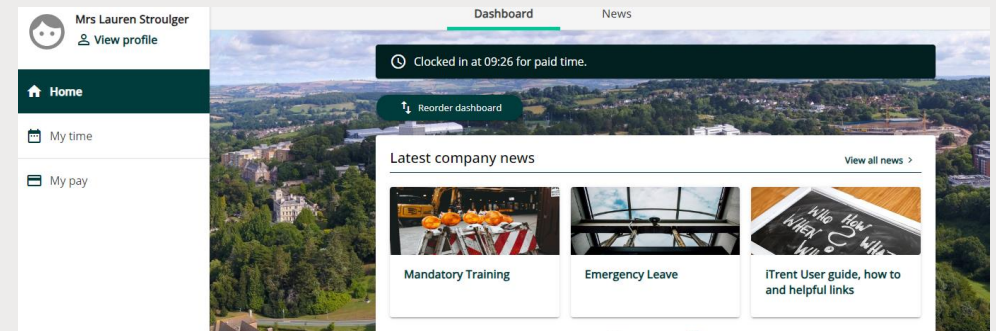https://staff.exeter.ac.uk/hrpr_ess/
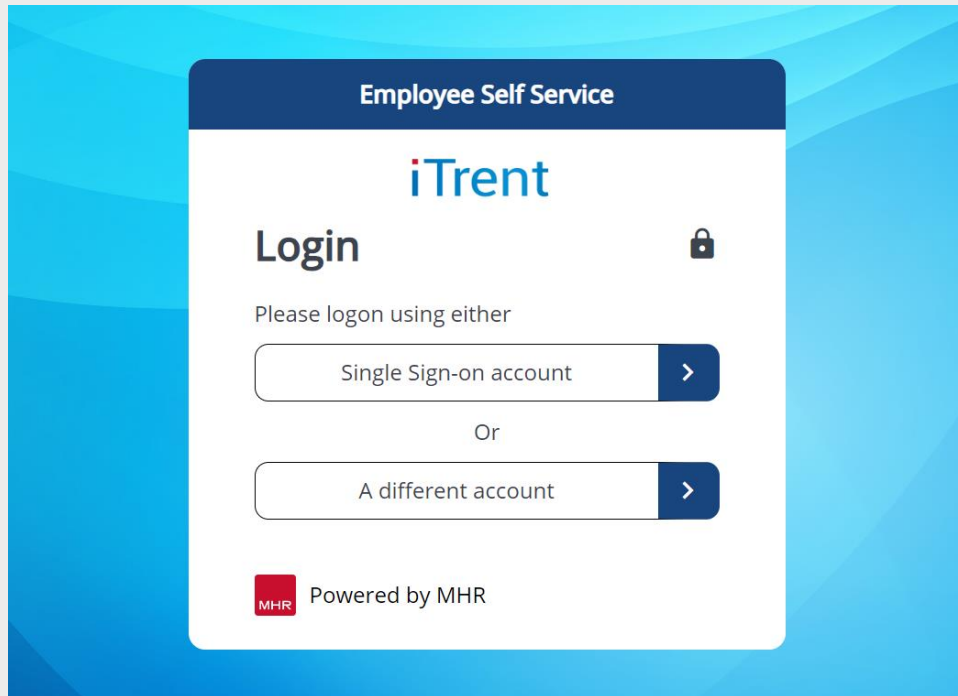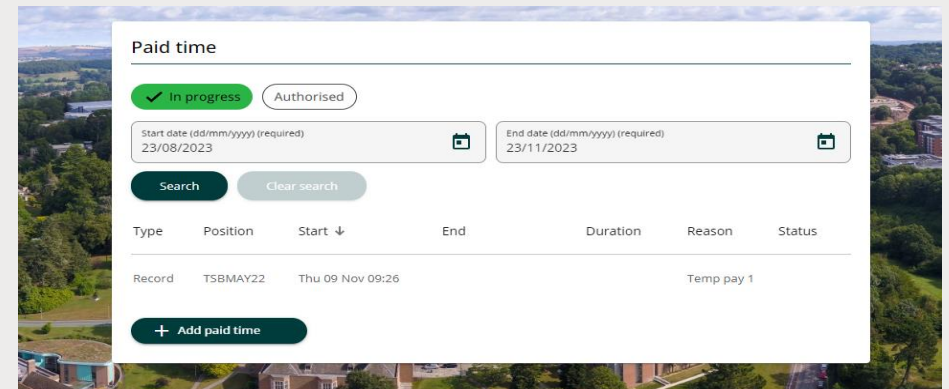

Choose Single Sign-on account.

Login using your username and password provided to you, if you are unsure, please contact your line manager.

From the home screen, click on "My Time" on the left-hand side of the screen.

From here you will be taken to an overview of your paid time, with two tabs "in progress" and "authorised".

Click on + Add paid time. On the next screen you will be able to add the details of the hours that you have worked.

< **Back to Overview**

Paid time

* Start date (dd/mm/yyyy) (required)

*Start time (hh:mm) (required)

*Position (required)

Please choose

*Reason (required)

Please choose

End date (dd/mm/yyyy)

End time (hh:mm)

Additional reference

Please choose

Employee comments

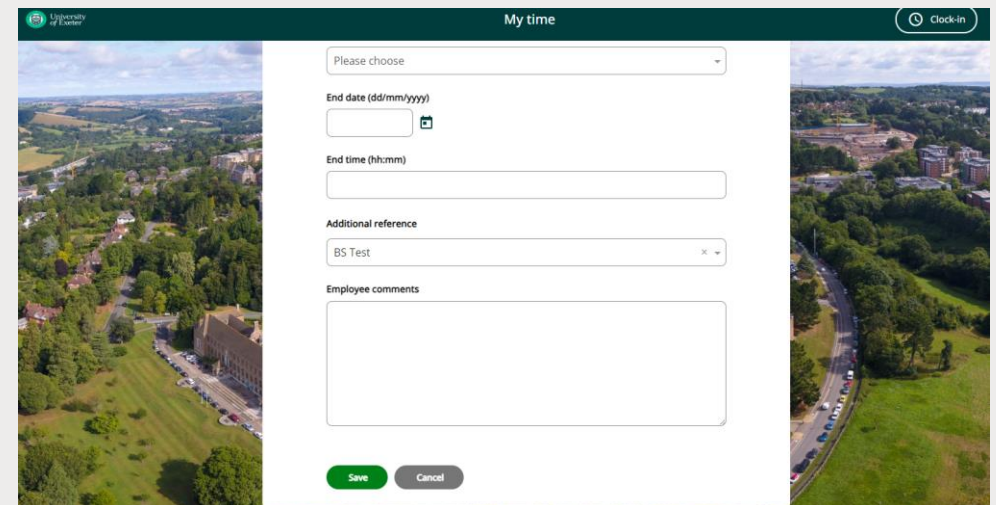https://staff2.exeter.ac.uk/hrtx_ess/ess/dist/#/main/mytime/overview/paid-time/new   1/2

Start date – The start date of which you are claiming for.

Start time – The time your shift started.

Position – From the drop-down list choose the position that you are claiming for.

Reason – The reason you are claiming.

End date – The end date that you are claiming for.

End time – The time your shift ended.

Employee Comments – Add any extra information relating to your claim.

To submit your hours, click "save" at the bottom of the page, this will then be sent to your line manager for authorisation.
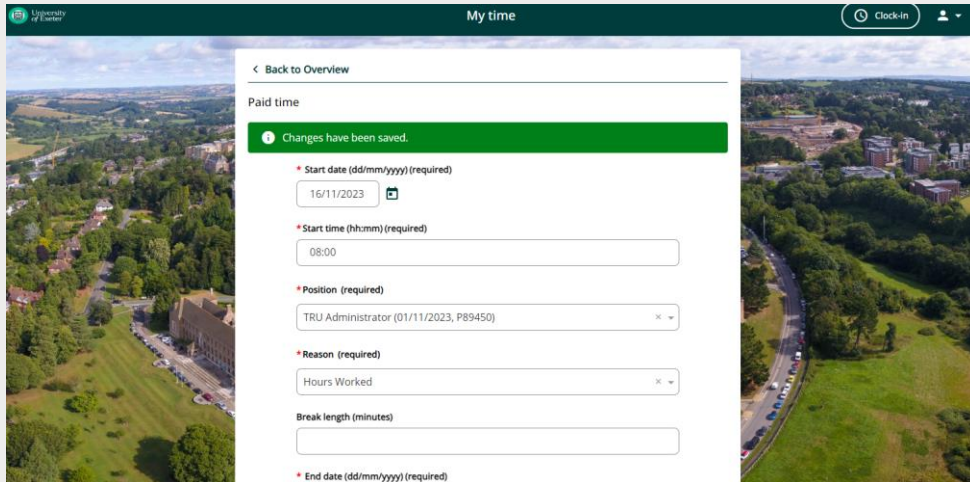
Please note based on your conditions of work iTrent will not allow you to input any hours worked over your entitlement and will advise you of this and not be saved.

For example – if your student visa only allows 20 hours of work and you try to claim for over this amount, the below warning will be shown.

iTrent will also advise you of how many hours you have left to claim should you have an amount left over based on your visa conditions, as shown below.
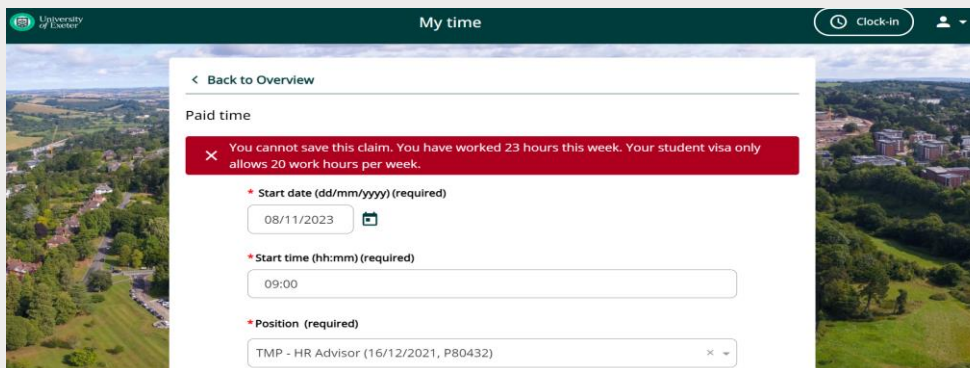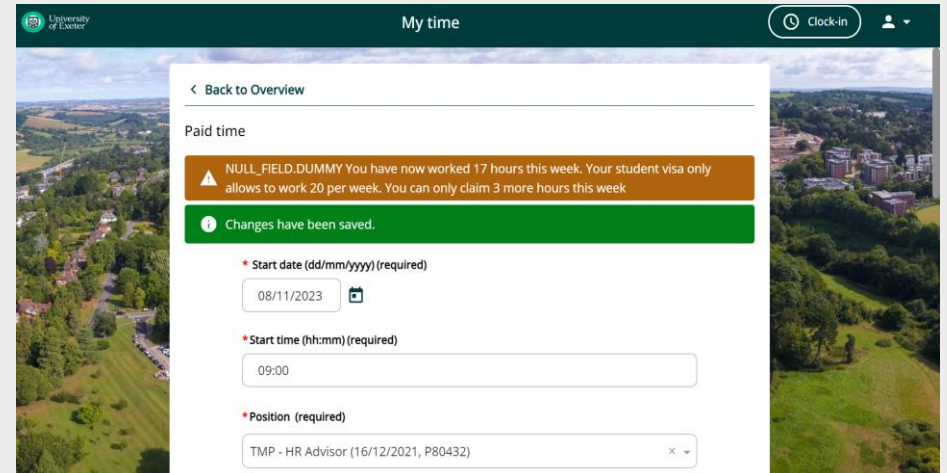
Should you try to claim for a shift that overlaps another shift that is being claimed for, the below warning will be shown.
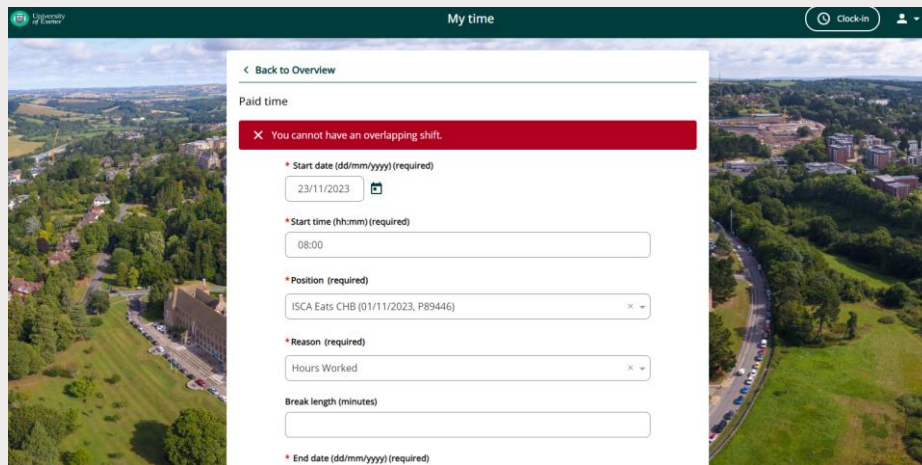
How do I edit my paid time?

Should you need to edit your paid time this can be done right up until it is authorised by your line manager.

Click on the "record" button for the hours that you want to change, indicated below.
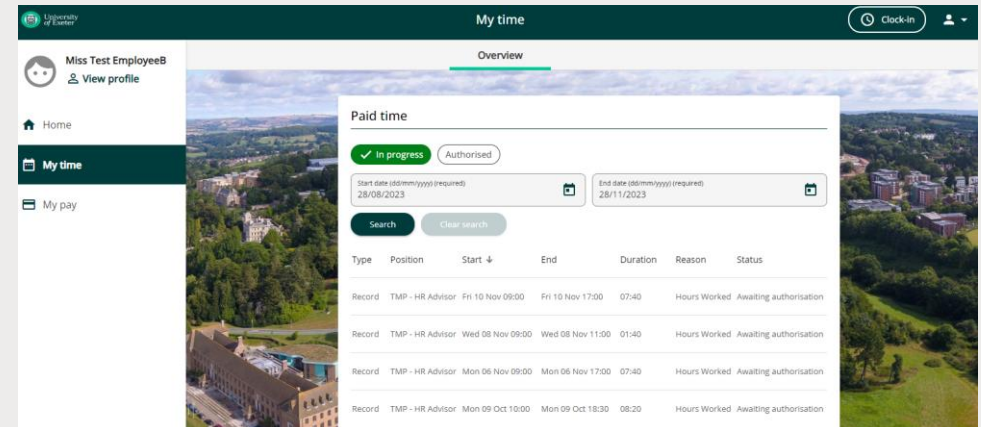
This will take you into the paid time where you can edit what is needed once this has been done click on the "save" button at the bottom of the page.

Alternatively, if you need to delete these hours you can do so by clicking on the "delete" button.

You will receive a confirmation via email and your Reporting Manager will also receive a notification via email to authorise, reject or put your request on hold.

Once your Reporting Manager has changed the status of your leave request (i.e., authorised or not authorised), you will receive another confirmation via email.

Timesheet Approved

Timesheet reference: **TRU000009**
Timesheet start date: **23/11/2023**
Position: **TRU Administrator (Position) - Occupant(s) Miss Test EmployeeA**
Approver comment:
Payment date: **30/10/2023**

Element	Type	Time/Units/Miles	Cash amount
AW Set Fee	Units		5,000.00
Total			5,000.00

These values are provisional. The final values will be shown on the payslip.

Once your hours have been authorised, it will appear in the overview "Authorised" section as shown below.
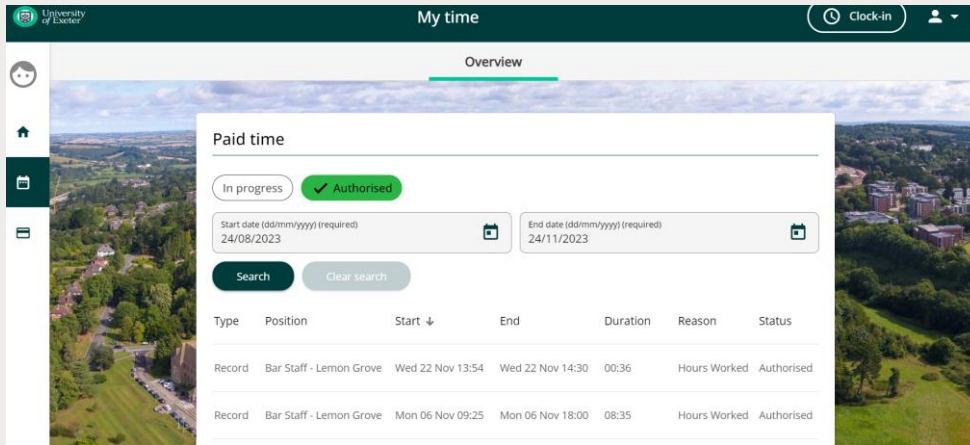
Please Note: Your paid time can take up to 3 days to be authorised.

How do I clock in and out?

From the home screen, click on the "clock in" button in the right-hand corner, as indicated below.
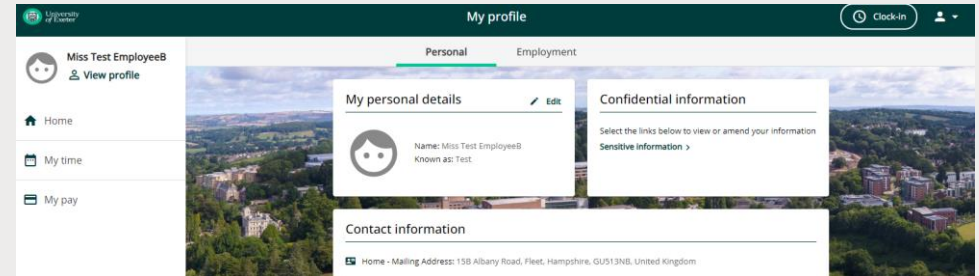
You will be taken to the paid time screen and some criteria will automatically be filled, start date, and start time.

You will need to fill in the position that you are claiming and the reason.

Click on the save button at the bottom of the page.

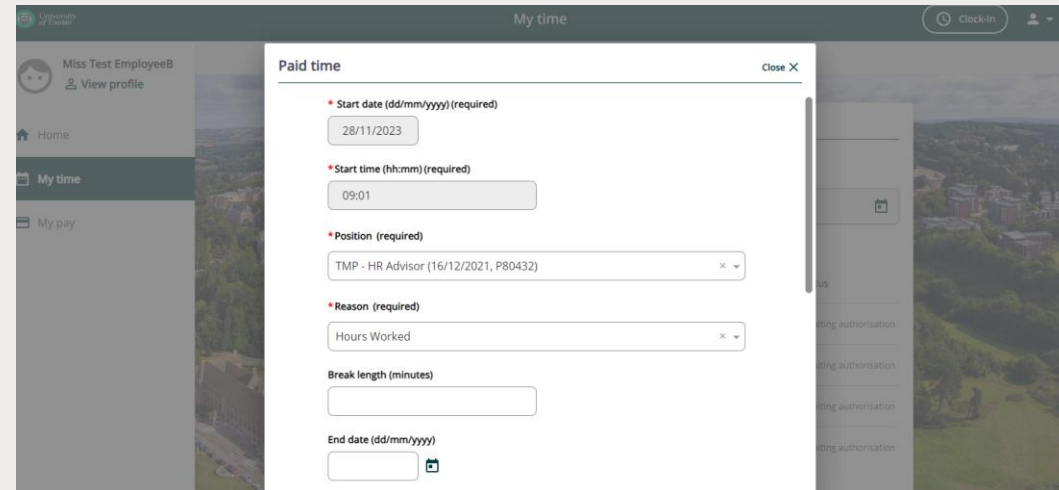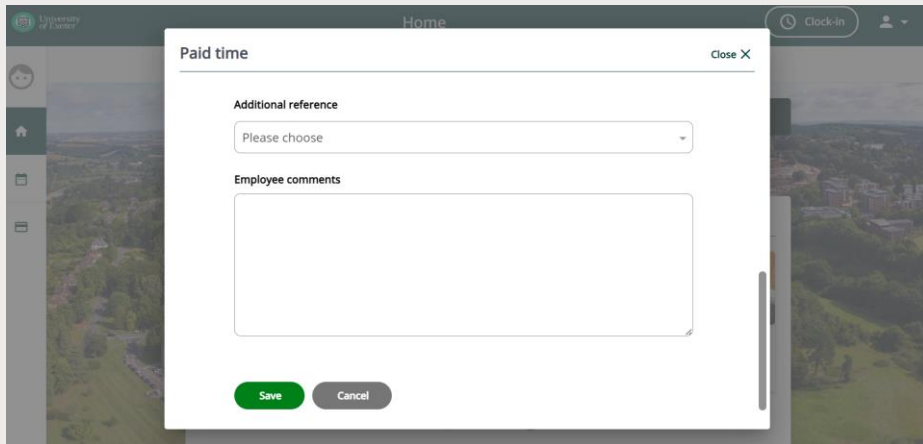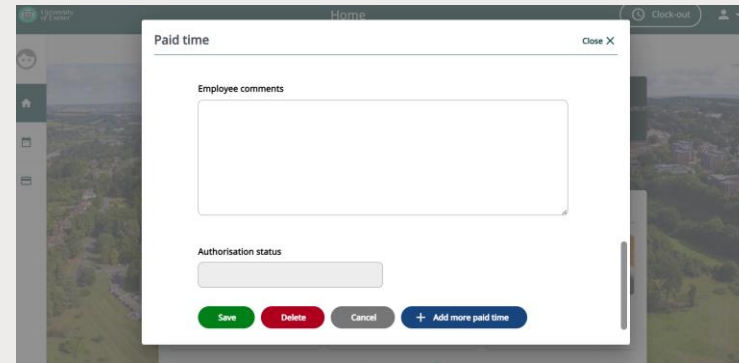You will be taken back to the home screen where the "clock in" button will have changed to "clock out".

The time that you clocked in will be shown on your dashboard.

Please remember at the end of your shift to click on the "clock out" button in the right-hand side of the screen.
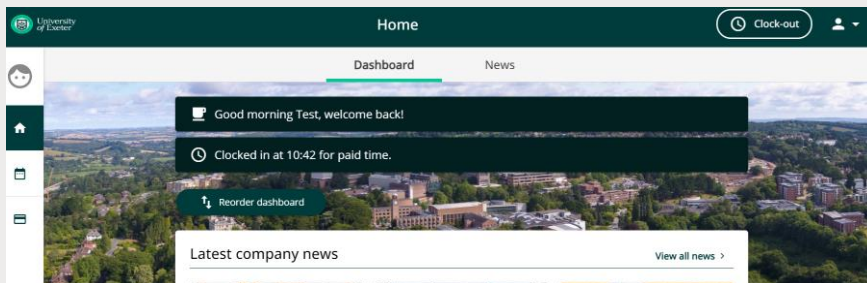
You will be taken to the paid time screen; the end date and end time will automatically be filled in with today's date and current time.

Any additional comments that you would like to add can be filled in in the employee comments at the bottom of the page, then click save to submit the hours worked.

Changes will be saved, close the screen at the top and you will be taken back to the home screen.

If there is an issue with your claim after it has been authorised, you will need to contact your manager directly as it cannot be edited or changed in Paid Time once it has been authorised.

Please note it is advisable that you submit your paid time daily to ensure consistency and prevent a backlog of your hours. By doing this it will ensure also that you are paid on time and within the payroll deadline.

IMPORTANT SECURITY ADVICE As this Self-Service system includes some very sensitive information about you it is important that you use it responsibly to ensure that the security of your personal information is maintained. You should therefore always log out of Self Service once you have finished using it and should never let anyone know your university username & password. To log out of Self Service always click on 'Sign out' which can be found in the Utility menu in the top right-hand corner. Alternatively, please ensure you close the browser or tab as this will log you out automatically.