



University
of Exeter



Authorising Paid Time

People Manager

Table of Contents

Authorising Paid Time	3
Introduction	3
iTrent	3
Approving Paid Time for your people	5
Not authorising a Paid Time claim	7
Workflow task redirections	8
Finding the cost code for a claimant's position	10

Authorising Paid Time

Introduction

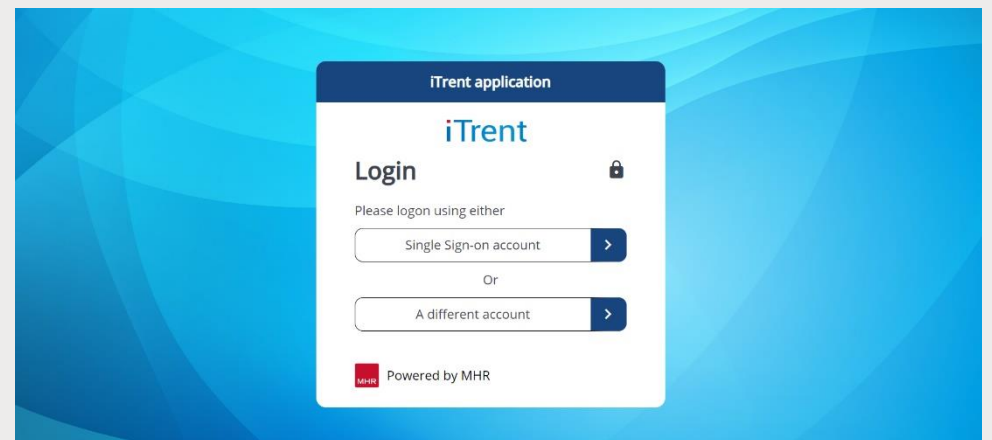
This tool enables Managers to view personal and organisational details, record sickness absence and approve annual leave for contracted staff that report to them.

As a People Manager user, you will only have access to the information related to staff who report to you. This information includes some sensitive details, and it is important that you use it responsibly to ensure that the security of your teams' details are maintained.

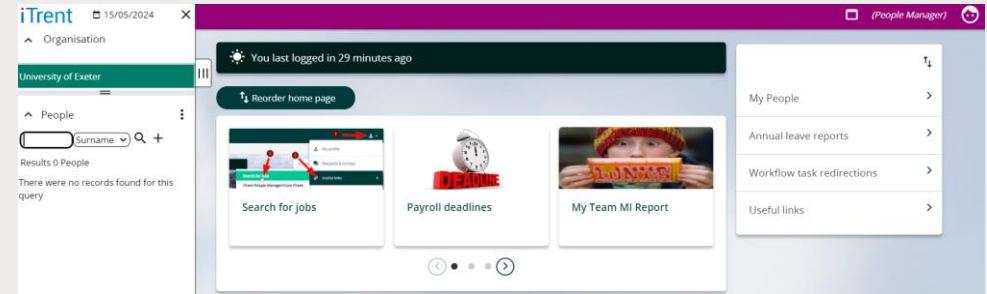
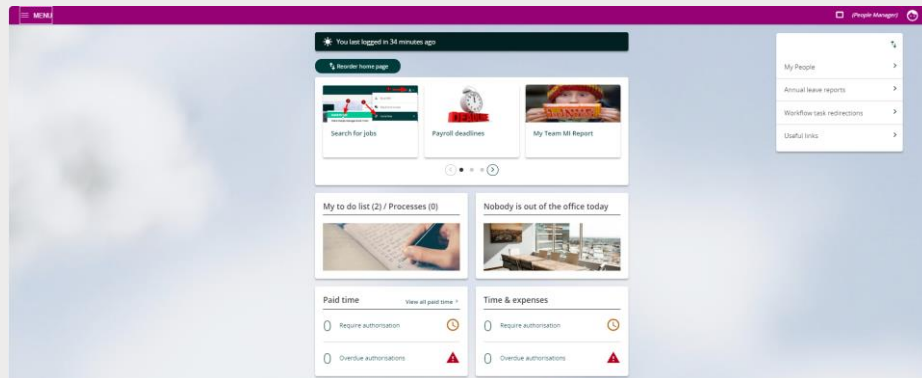
iTrent

Log into Trent by clicking here [iTrent - Login options \(exeter.ac.uk\)](https://exeter.ac.uk/iTrent-Login-options)

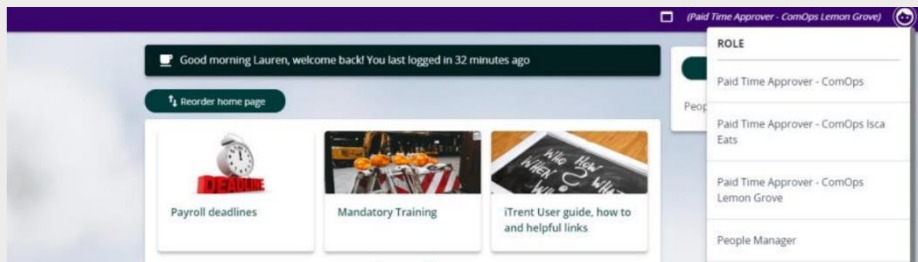
Choose single sign-on account and log in using your username and password.



You will be taken to your home screen as indicated below.



Click on the face in the top right-hand corner of the screen and choose the outlet that you require, as indicated below.



On the right-hand side, you will find a list of pages.

“My People” Click on this link to view details of your people shown on the left-hand side of the screen. Using the search button by their surname, payroll number, etc

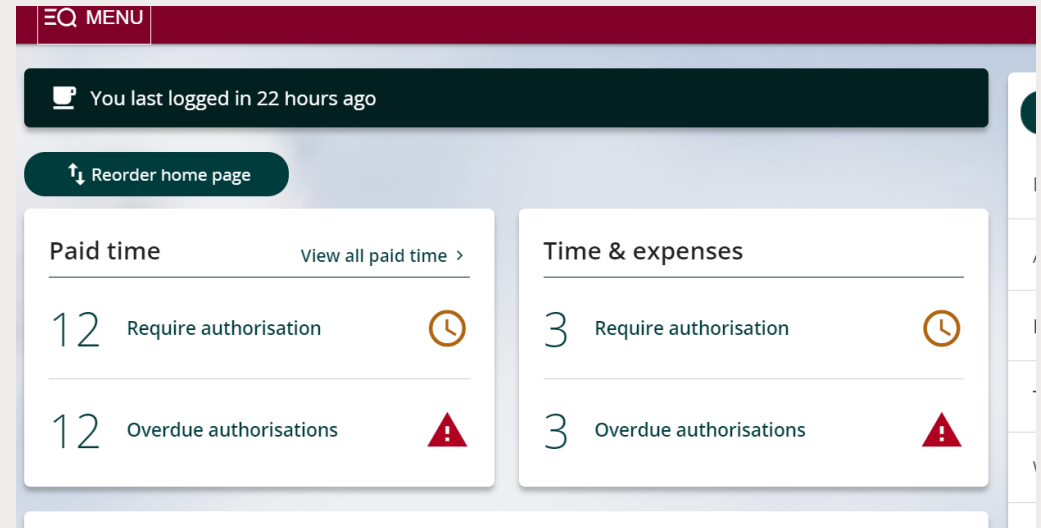
Approving Paid Time for your people

When one of your people submits a Paid time, you will receive the below email advising you that you have approvals to make:

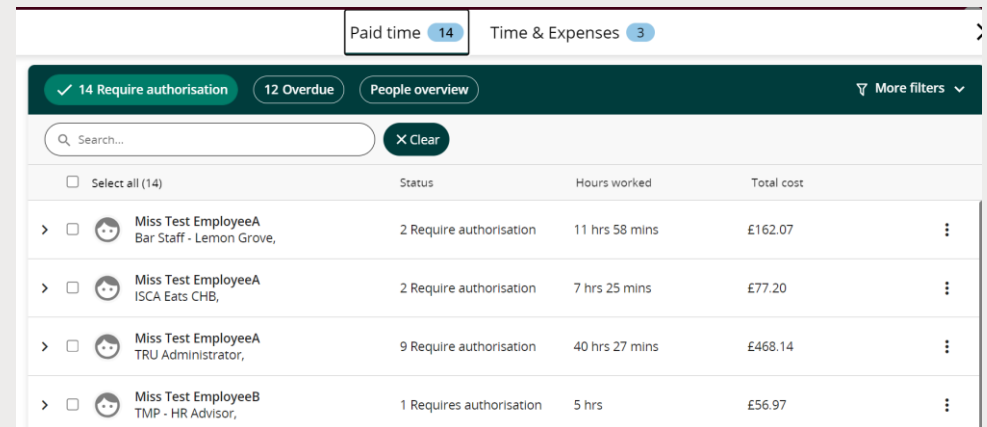


By clicking on the link at the bottom of the email you will be taken to the Paid time to be approved.

On the home screen you will also see the Paid Time for your people.



By clicking on "View all paid time" you will be taken to your peoples Paid time that need your authorisation.



Click on the arrow > to see the paid time that requires authorisation.

Paid time 14 Time & Expenses 3

14 Require authorisation 12 Overdue People overview More filters

Search... Clear Authorise

Multiple records selected (14) Status Hours worked Total cost

Miss Test EmployeeA Bar Staff - Lemon Grove, 2 Require authorisation 11 hrs 58 mins £162.07

Date	Status	Start time	End time	Hours worked	Total cost	AW Claim Hours worked
Wed 22 Nov	Overdue	17:00	23:59	6 hrs 59 mins	£92.65	6 hrs 39 mins
Thu 23 Nov	Overdue	19:00	23:59	4 hrs 59 mins	£69.43	4 hrs 59 mins

All will be ticked automatically, alternatively if you only want to authorise them individually you can by unticking the box and selecting the one that you want to authorise. To authorise the paid time selected, click the green “Authorise” button in the top right-hand corner.

You can also authorise or not authorise the paid time by clicking on the applicable paid time status.

Date	Status	Start time	End time	Hours worked	Total cost	Paid Time - Hours worked
Tue 02 Jan	Overdue	12:00	17:00	5 hrs	£67.24	5 hrs
Wed 03 Jan	Overdue	13:00	17:00	4 hrs	£53.79	4 hrs
Thu 04 Jan	Overdue	09:00	11:30	2 hrs 30 mins	£29.14	2 hrs 10 mins
Fri 05 Jan	Overdue	17:00	23:00	6 hrs	£80.69	6 hrs
Sun 07 Jan	Overdue	07:00	10:00	3 hrs	£40.35	3 hrs

Scroll to the bottom of the page, you will see a dropdown for you to choose to “Authorise” or “Not authorise” the paid time.

01/02/2024 (Paid Time Approver - ComCps)

Employee comments

Exception flag: No

Notes

Authorisation: Awaiting authorisation

Location: No location recorded

User name: LS1021

Authorisation status*

Reason

Save

Click on the green “save” button.

The time sheets will be removed from your queue and a pop-up box will advise the number of tasks that have been successfully completed.

Paid time 14 Time & Expenses 3

12 Require authorisation 10 Overdue People overview 2 task(s) successfully completed.

Search... Clear

Select all (12) Status Hours worked Total cost

Miss Test EmployeeA ISCA Eats CHB, 2 Require authorisation 7 hrs 25 mins £77.20

Miss Test EmployeeA TRU Administrator, 9 Require authorisation 40 hrs 27 mins £468.14

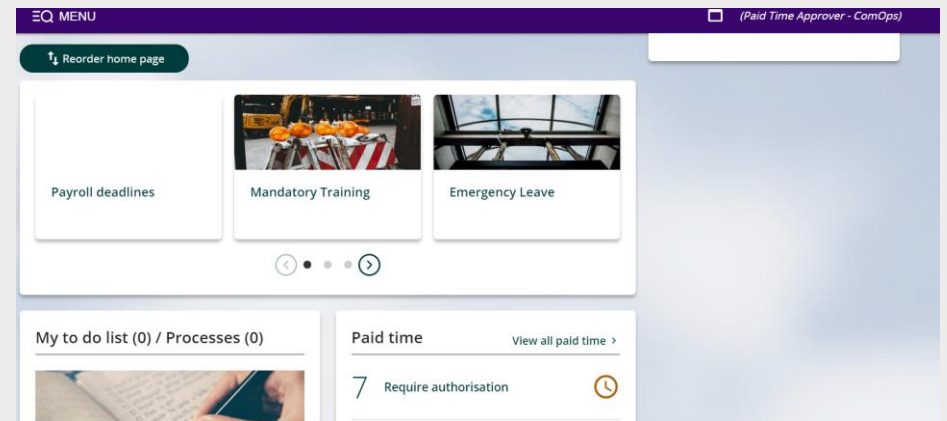
Miss Test EmployeeB TMP - HR Advisor, 1 Requires authorisation 5 hrs £56.97

Once a Paid Time record has been approved you will receive the below notification by email.



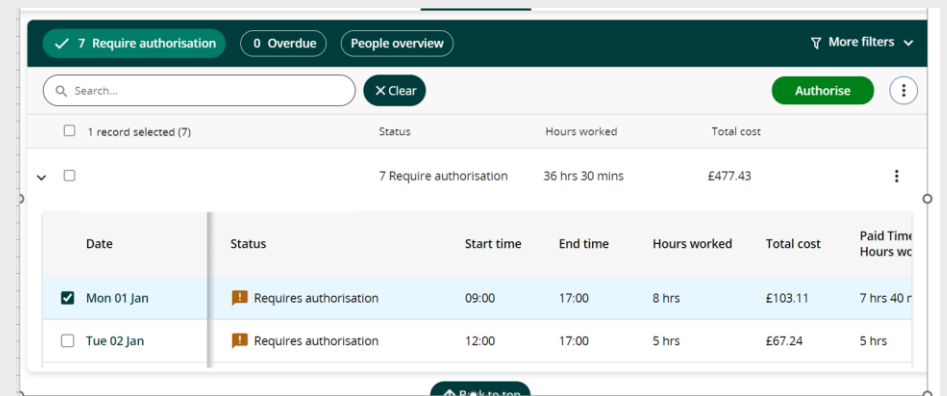
Not authorising a Paid Time claim

On the home screen click on the link advising of the Paid times requiring authorisation,

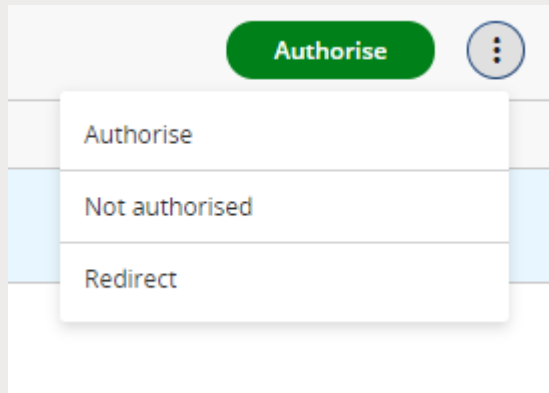


Click on the arrow > to see the paid times that are awaiting action.

Click on the paid time that you want to not authorise.



Click on the three dots on the top right-hand corner, where you will be given the option to not authorise the paid time.

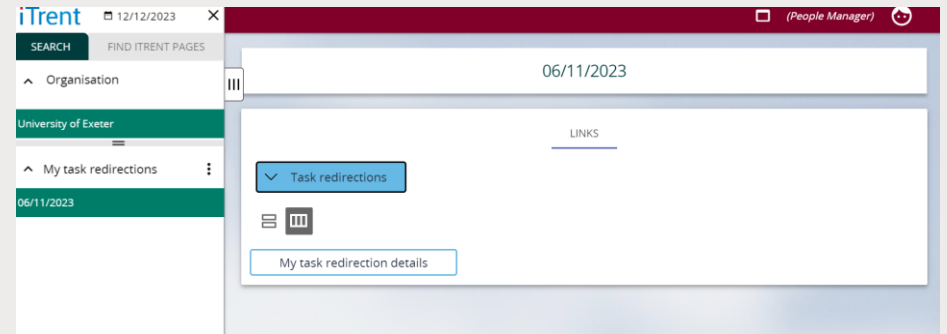


A pop-up box will advise that the task has been successfully completed and the paid time will be removed from the list.

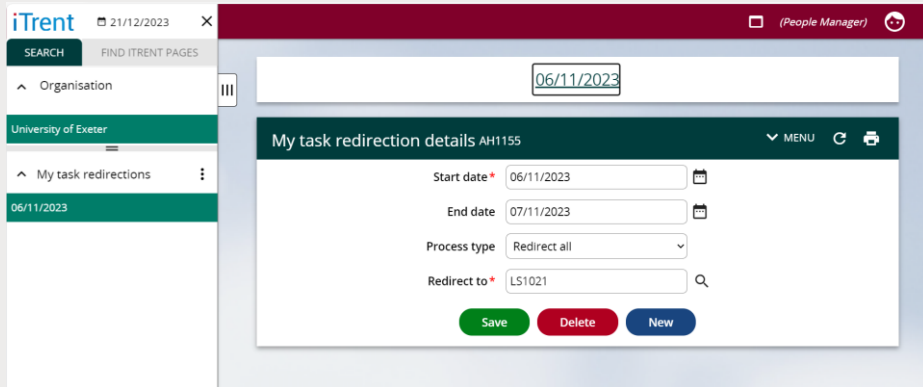
An email will be sent to the claimant advising that their hours have been not authorised and to contact you directly for further information.

Workflow task redirections

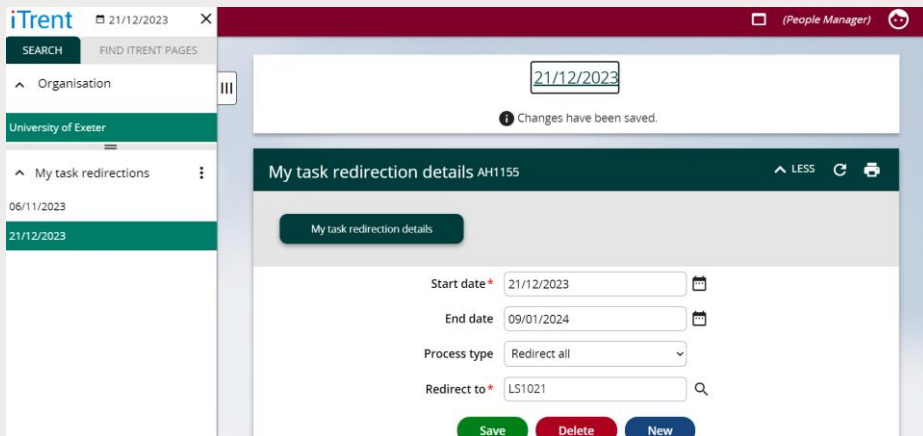
Click on this link to set up task redirection to another manager if you are due to be absent from work and unable to authorise annual leave requests or PTA timesheets. This will forward all workflow related Tasks and Emails to another specified user for the duration set.



You will need to enter the start and end date (if known – leave blank for ongoing redirections and end date can be added later), change the 'Process type' to Redirect all and search for the individual who is to receive the notifications in your absence by clicking on the magnifying glass against 'Redirects to'.

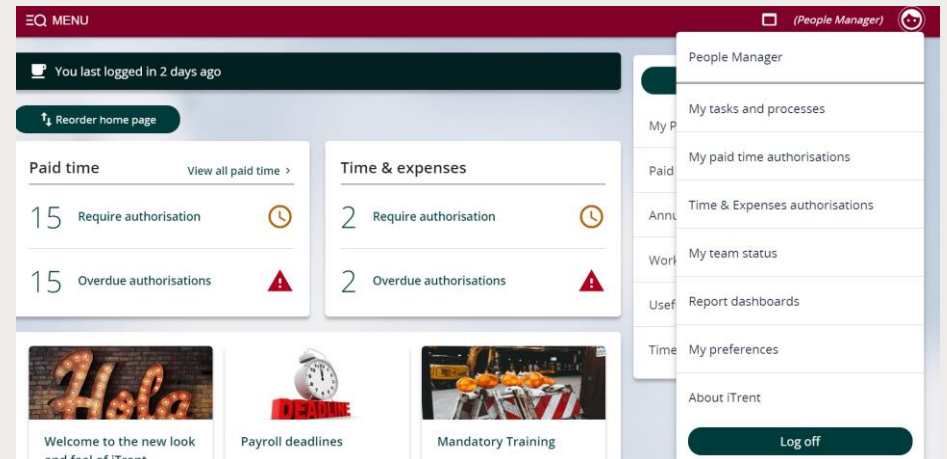


Click on the green “save” button at the bottom of the page to save your changes.



IMPORTANT SECURITY ADVICE As this Self-Service system includes some very sensitive information about your people it is important that you use it responsibly to ensure that the security of 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.

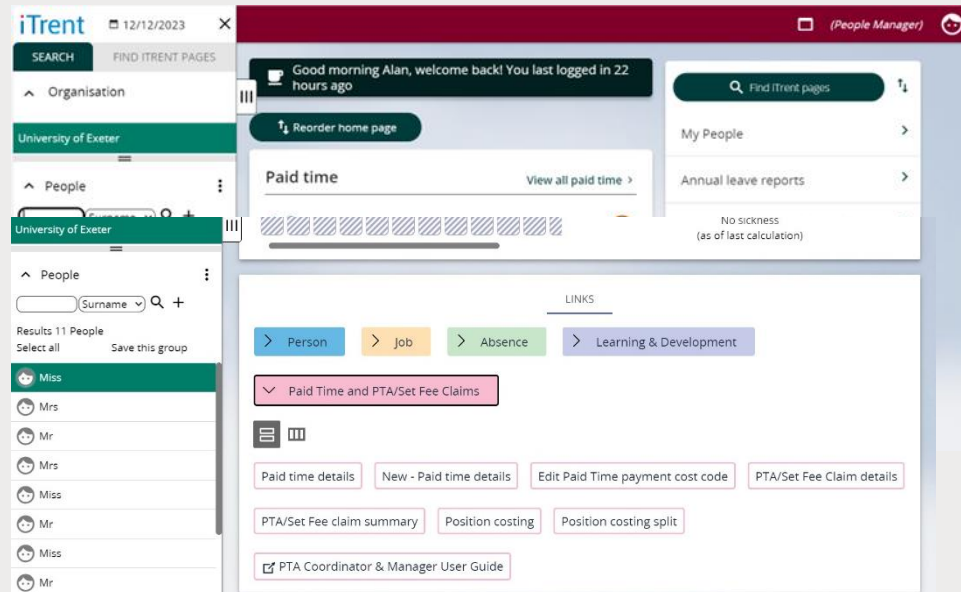


Alternatively, please ensure you close the browser or tab as this will log you out automatically.

Finding the cost code for a claimant's position

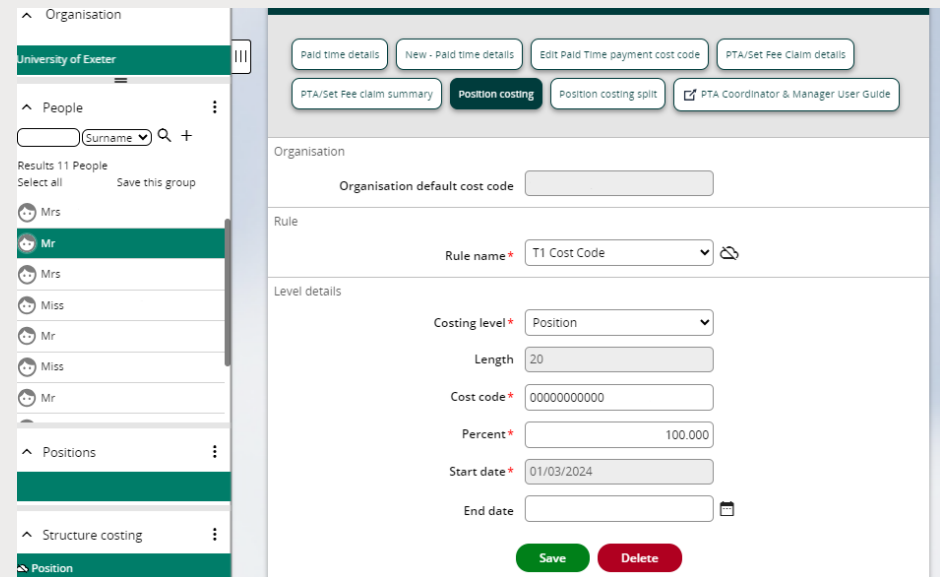
On the right-hand side, you will find a list of pages.

“My People” Click on this link to view details of your people shown on the left-hand side of the screen. Using the search button by their surname, payroll number, etc



To view the cost code for a claimant, you will need to select their name from the search list on the left-hand side.

You will need to select **“Paid Time and PTA/Set Fee Claims”** and then click **“Position costing”** to view the cost code attached to the claimant’s



position.