University *of* Exeter

Entering Hours into Time & Expenses

Table of Contents
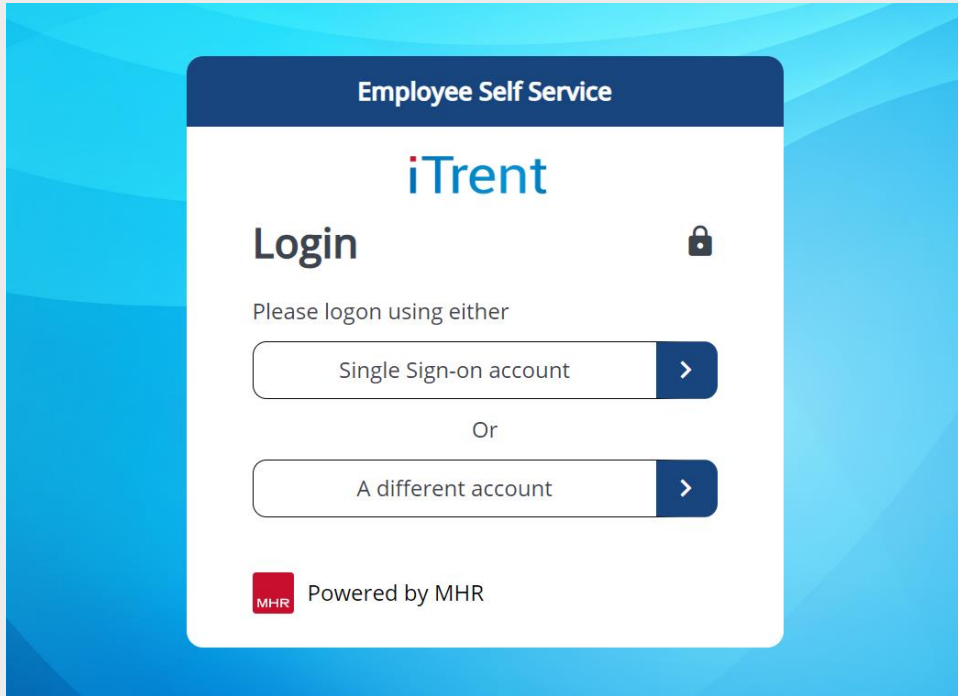
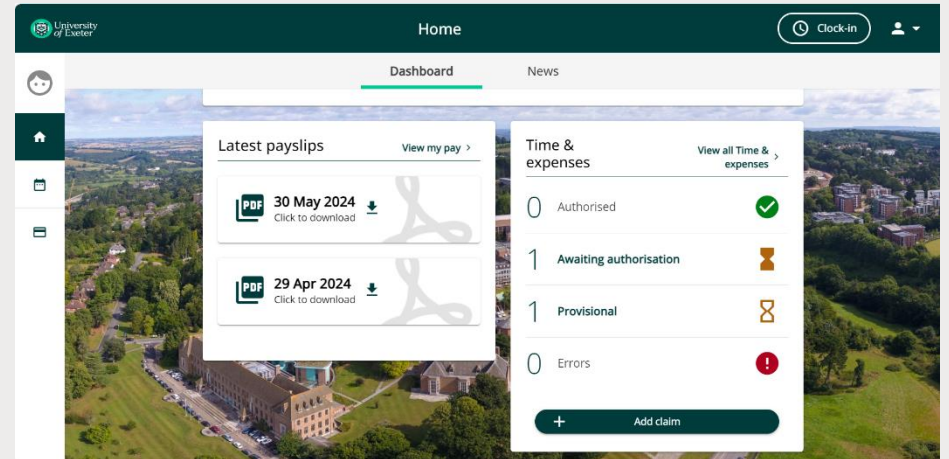## Entering Hours into Time & Expenses

Log in to iTrent.

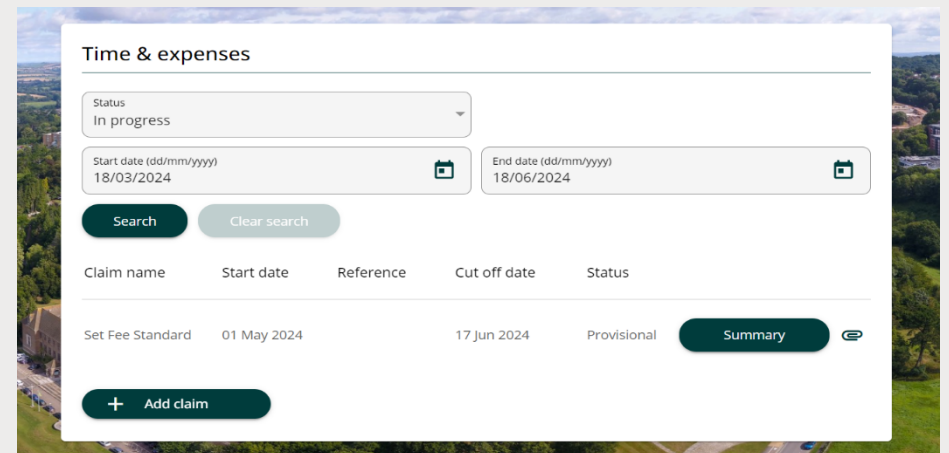**https://staff.exeter.ac.uk/hrpr_ess/**

Choose Single Sign-on account.

Login using your username and password provided to you, if you are unsure, please contact your line manager.
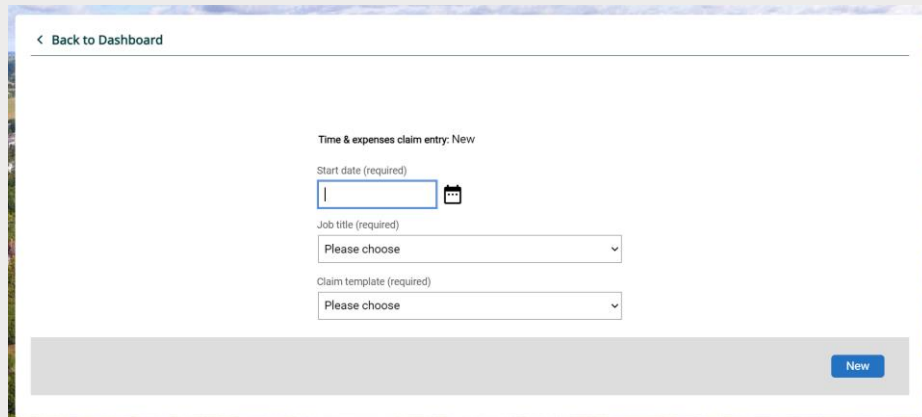
From the home screen, click on "View all Time & Expenses" on the bottom right-hand side of the screen.

From here you will be taken to an overview of your Time & Expenses.

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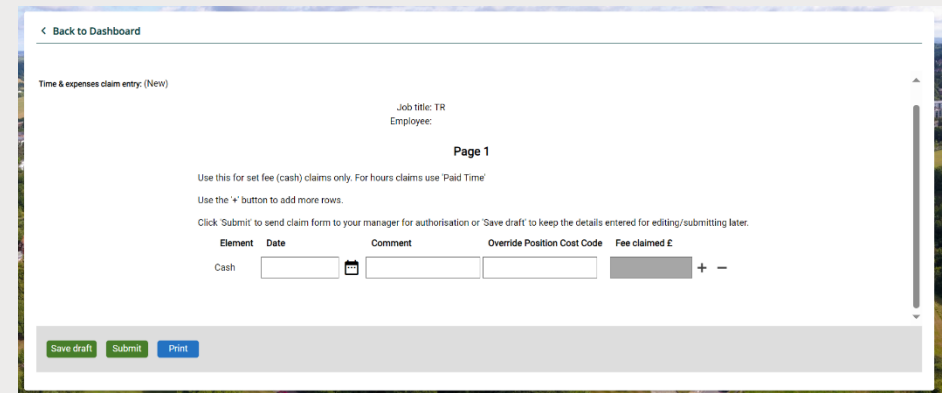

Start date – The start date of which you are claiming for.

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

Claim template – You will need to choose "Set Fee Standard".

Click "New" to continue to the next screen.

On this page you will be able to add the details of the Set Fee claim.

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

Comments – Add any extra information relating to your claim.

Override Position Cost Code – (Optional) This allows an amendment to the original cost code attached to the claimant's position.

Fee Claimed £ - The total Set Fee to be claimed.

To submit your claim, click "submit" at the bottom of the page.

The following page will be an overview of the Time & Expense claim submission. After checking all the details are correct, you will need to enter your password to confirm the changes made. Once you have entered your password click "submit" to confirm the changes made.
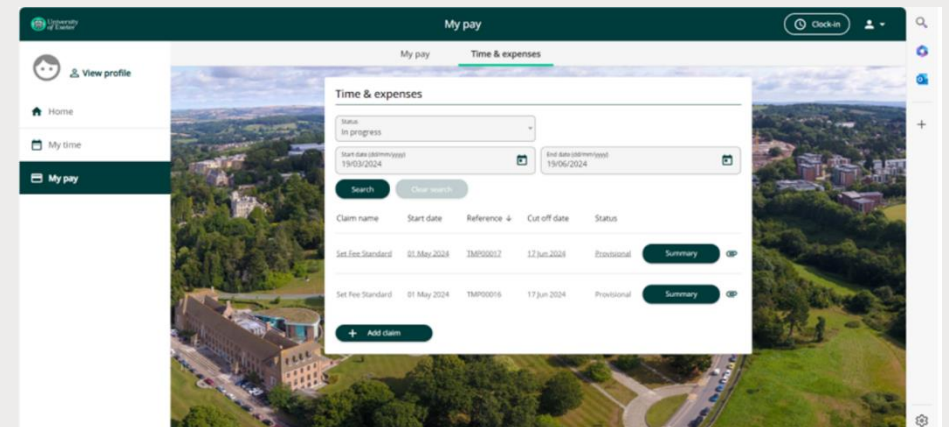

Once you have entered your password click "submit" to confirm the changes made. This will then be sent to your line manager for authorisation.

How do I edit my Time & Expenses?

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

Click on the claim that you want to change, indicated below.

This will take you into the Time & Expense where you can edit what is needed. Once this has been done click on the "submit" 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.

The following page will be an overview of the Time & Expense claim submission. After checking all the details are correct, you will need to enter your password to confirm the changes made. Once you have entered your password click "submit" to confirm the changes made.

You will receive a confirmation via email and your Reporting Manager will also receive a notification via email to authorise or not authorise your Time & Expense.

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

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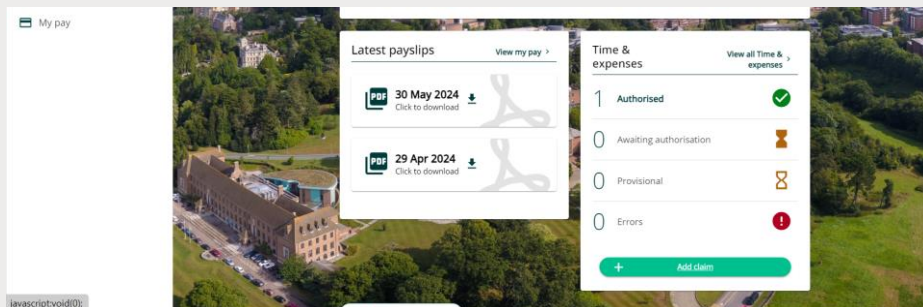
Please Note: Your Time & Expense can take up to 3 days to be authorised.

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.