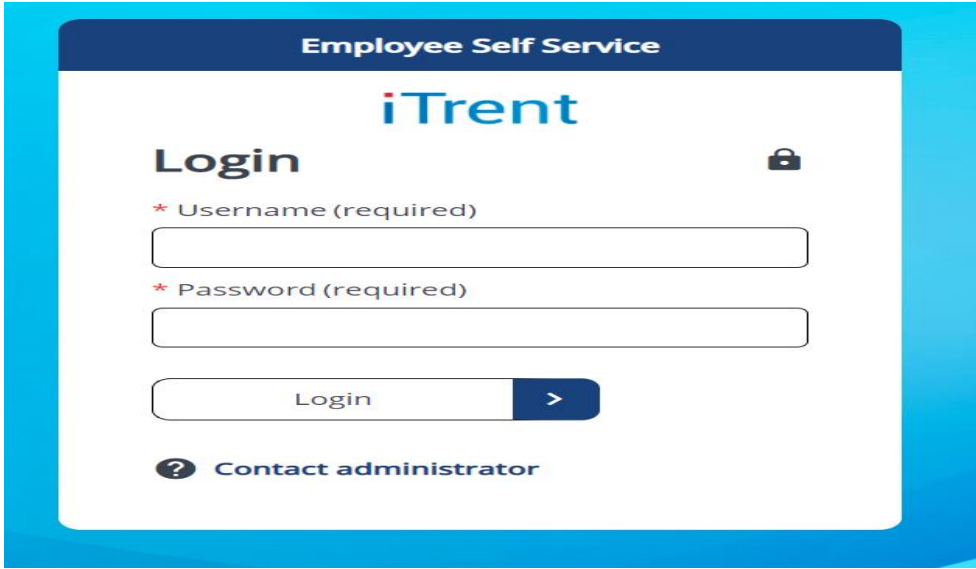


Employee Self Service (ESS) Guidance

Employee Self Service (ESS) allows you to securely access and update your personal details, contact information, emergency contact details and sensitive information. It also allows you to view your holiday entitlement and book annual leave, look at your sickness absence and close off periods of sickness and view your recent payslips. This guidance gives you information on the following:-

- [Personal Details](#)
- [Annual Leave](#)
- [Other Absence](#)
- [Sickness Absence](#)
- [Payslips](#)

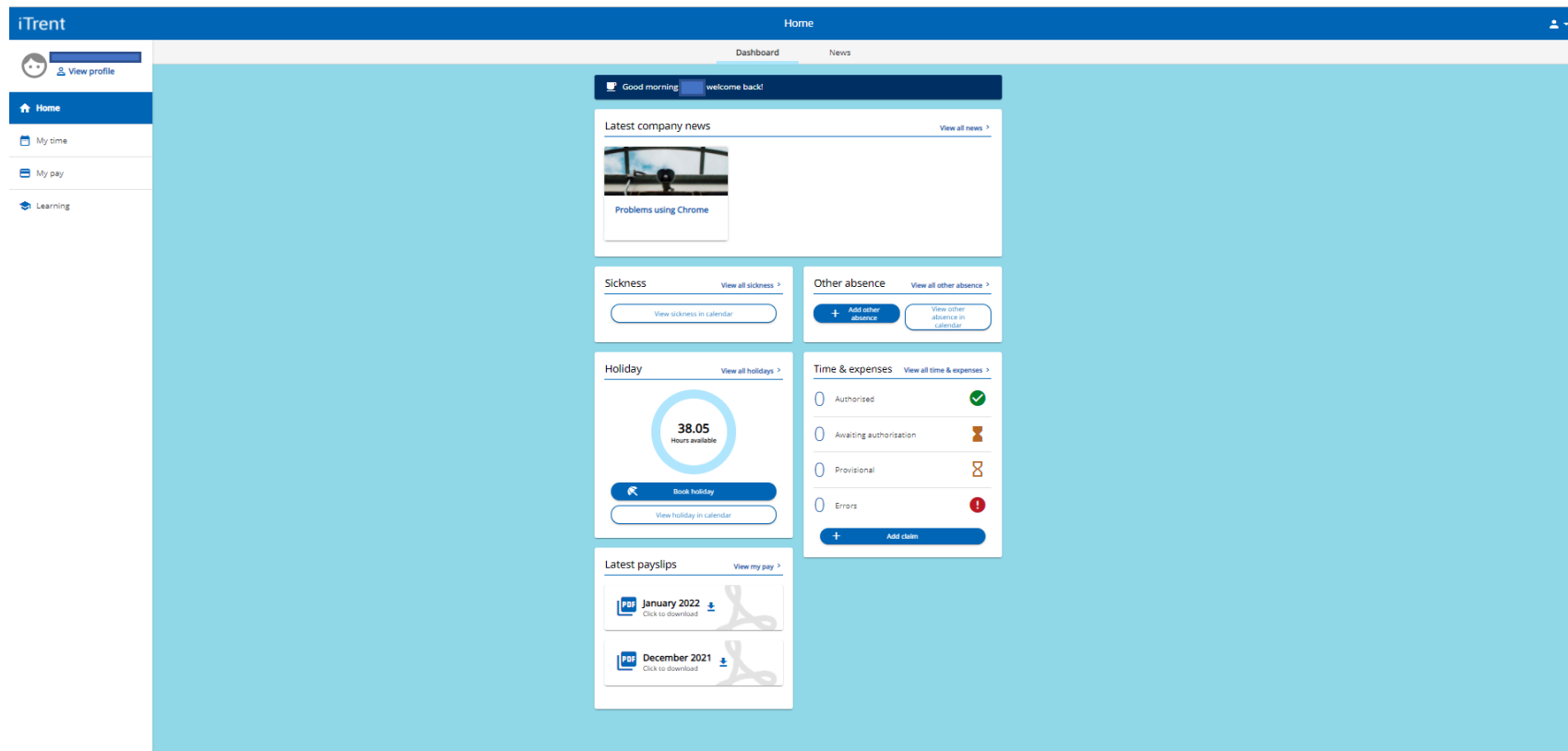
You will need to log into ESS using your University of Bath (UoB) username and password



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', accompanied by a padlock icon. There are two input fields: the first is labeled '* Username (required)' and the second is labeled '* Password (required)'. Below these fields is a 'Login' button with a right-pointing arrow. At the bottom, there is a link that says '? Contact administrator'.

Dashboard

As soon as you login to ESS you will see a Dashboard of information including any relevant UoB news and a quick snapshot of your remaining holiday entitlement along with tabs for you to view your sickness absence, other absence, time & expenses and your latest payslips.



Personal Details

'My Profile' allows you to view and update all your personal details and confidential information, you can do this by clicking on the "view profile" button that is located under your name shown in the top left-hand corner.

The screenshot displays the iTrent user interface. At the top, a blue header bar contains the 'iTrent' logo on the left and the word 'Home' on the right. Below this, a light gray navigation bar features two tabs: 'Dashboard' (which is active) and 'News'. On the left side of the dashboard, there is a vertical sidebar. At the top of this sidebar is a user profile icon and a blue bar with the text 'View profile', which is pointed to by a green arrow. Below this are four menu items: 'Home' (with a house icon), 'My time' (with a calendar icon), 'My pay' (with a wallet icon), and 'Learning' (with a graduation cap icon). The main content area of the dashboard is light blue and contains several widgets. The first widget is titled 'Latest company news' and includes a link 'View all news >'. It features a thumbnail image of a person at a computer with the headline 'Problems using Chrome'. Below this are two more widgets. The 'Sickness' widget has a link 'View all sickness >' and a button 'View sickness in calendar'. The 'Other absence' widget has a link 'View all other absence >', a blue button with a plus sign and the text 'Add other absence', and a button 'View other absence in calendar'.


Once in the “My Profile” screen you will be able to view your personal details, confidential information, contact information, emergency contact details and bank details.

My profile

Personal

Employment

My personal details

Name:

[Edit](#)


Confidential information


Select the links below to view or amend your information


[Special requirements >](#)

[Sensitive information >](#)

Contact information

 UK home address -

 Mobile telephone:

 Personal Email:

+ Add Address

+ Add Contact Details

Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	<input type="text"/>			

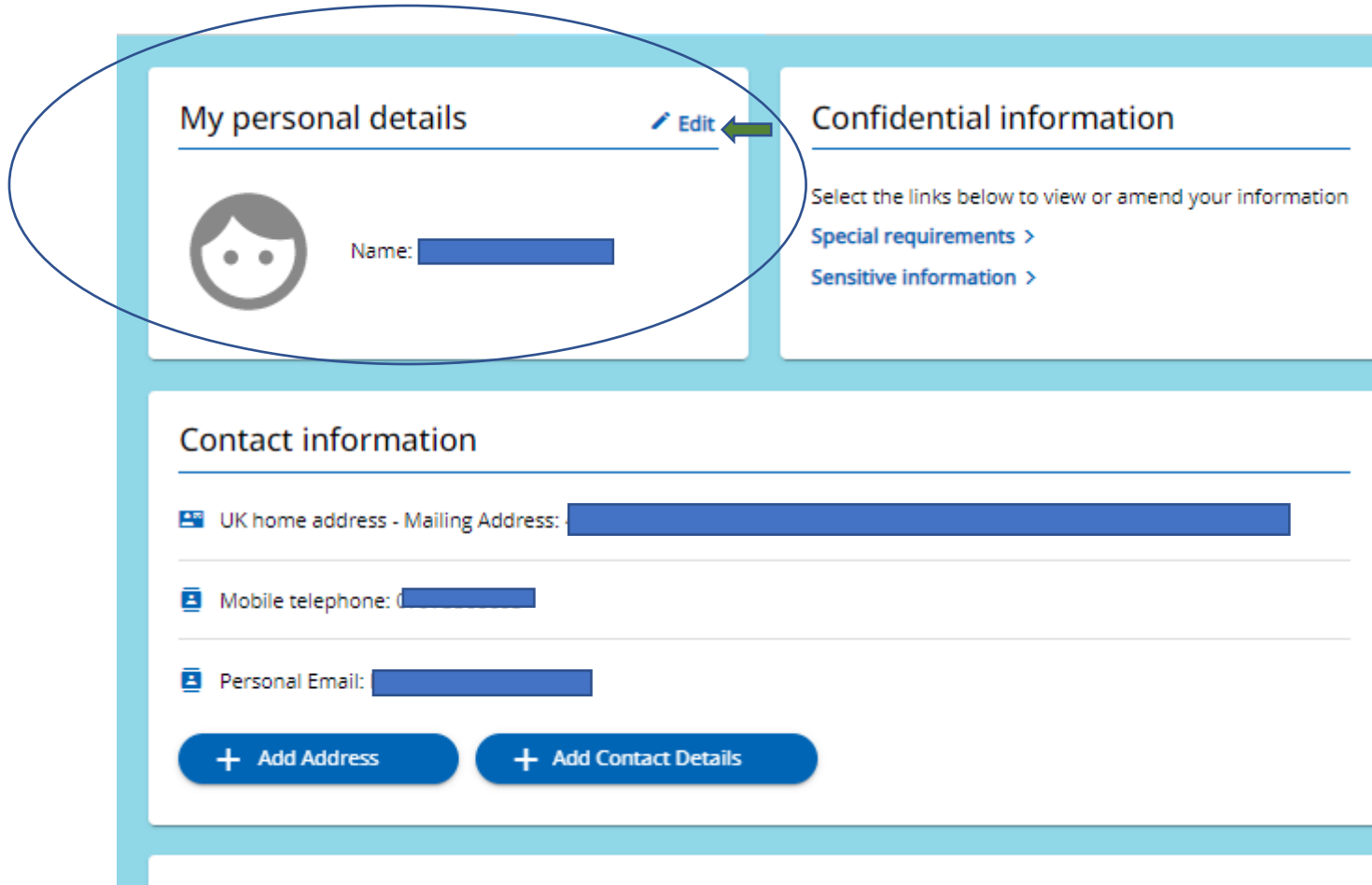
+ Add Emergency Contact

Bank details

Account name	Bank name	Sort code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Viewing & Updating Personal Details

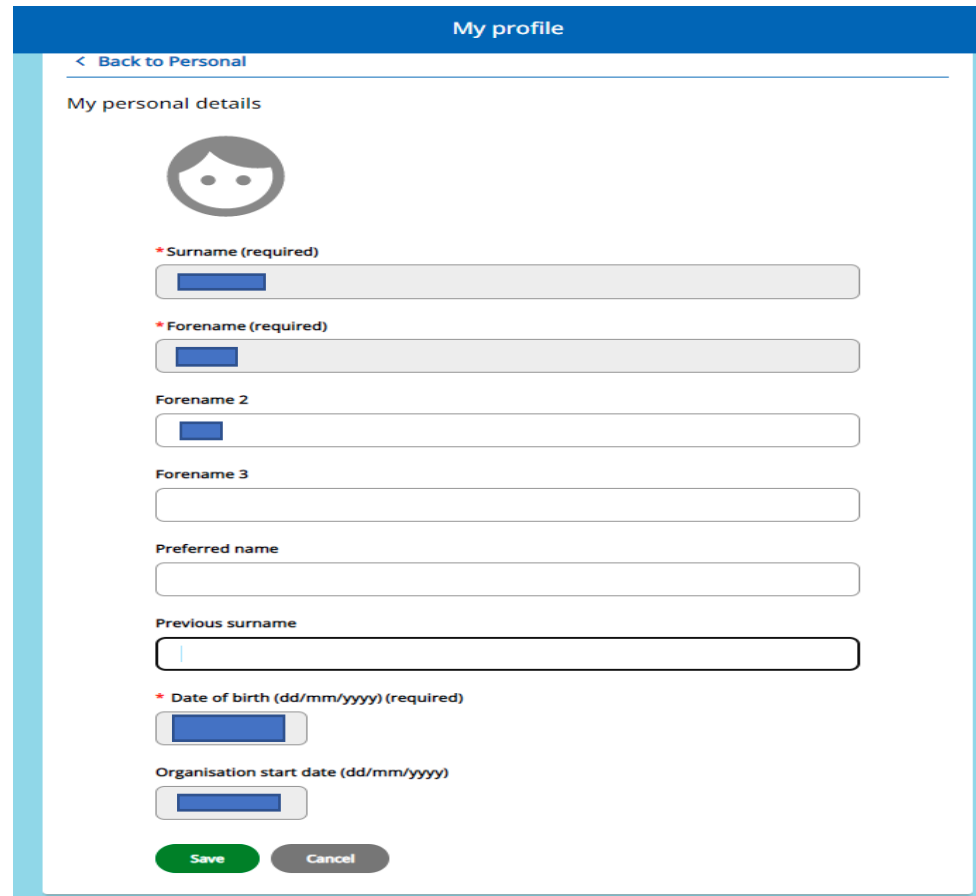
To view your personal details, you will need to click on the “edit” button in the “My personal details” box



The screenshot shows a user profile interface with a light blue border. It is divided into three main sections: 'My personal details', 'Confidential information', and 'Contact information'.

- My personal details:** This section is circled in blue. It contains a placeholder icon for a profile picture, the text 'Name: [text input]', and an 'Edit' button with a pencil icon. A green arrow points to the 'Edit' button.
- Confidential information:** This section contains the text 'Select the links below to view or amend your information' and two links: 'Special requirements >' and 'Sensitive information >'.
- Contact information:** This section contains three input fields: 'UK home address - Mailing Address: [text input]', 'Mobile telephone: [text input]', and 'Personal Email: [text input]'. Below these fields are two buttons: '+ Add Address' and '+ Add Contact Details'.

Once you are in the “My Personal Details” screen you can view your details and update certain information (please note that you will not be able to update your Surname, Forename, Date of Birth or Organisational Start Date – if wish to change any of this information you will need to contact hr-operations@bath.ac.uk).

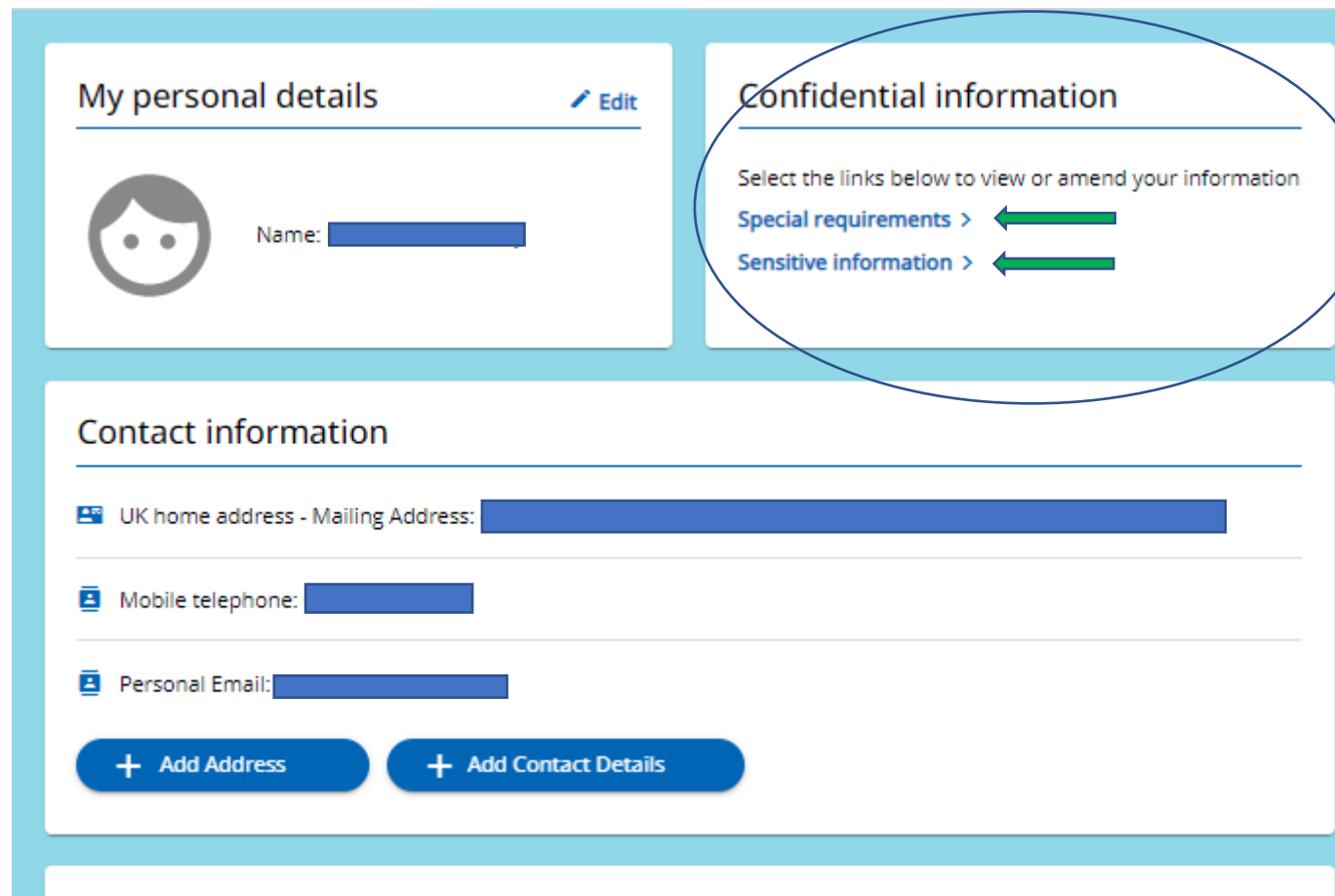


The screenshot shows a mobile application interface for editing a profile. At the top is a blue header with the text "My profile". Below the header is a navigation bar with a back arrow and the text "< Back to Personal". The main content area is titled "My personal details" and contains a profile picture placeholder (a grey circle with a white face icon). Below the picture are several form fields: a required Surname field, a required Forename field, a Forename 2 field, a Forename 3 field, a Preferred name field, and a Previous surname field. Each of these fields has a blue selection bar on the left. Below these are two date fields: "Date of birth (dd/mm/yyyy) (required)" and "Organisation start date (dd/mm/yyyy)", both with blue selection bars. At the bottom of the form are two buttons: a green "Save" button and a grey "Cancel" button.

To update your information, you need to click in the relevant box, type in the information and press the “Save” button at the bottom of the screen.


Viewing & Updating Confidential Information

Special Requirements (e.g disability information) and Sensitive Information (e.g nationality status) can be viewed and updated in the “Confidential Information” section of ESS. To view & update this information you need to click on the relevant link in the “Confidential Information” box.




The screenshot displays the ESS user interface with a light blue border. It is divided into three main sections: 'My personal details', 'Confidential information', and 'Contact information'. The 'Confidential information' section is circled in blue. Below the 'Contact information' section, there are two blue buttons: '+ Add Address' and '+ Add Contact Details'.


My personal details [Edit](#)

 Name:


Confidential information


Select the links below to view or amend your information


[Special requirements >](#) 

[Sensitive information >](#) 

Contact information

 UK home address - Mailing Address:

 Mobile telephone:

 Personal Email:

[+ Add Address](#) [+ Add Contact Details](#)

Under the “Sensitive Information” section you can view Nationality, Religion, Ethnic Origin, Place of Birth, Sexual Orientation and Disability Status.

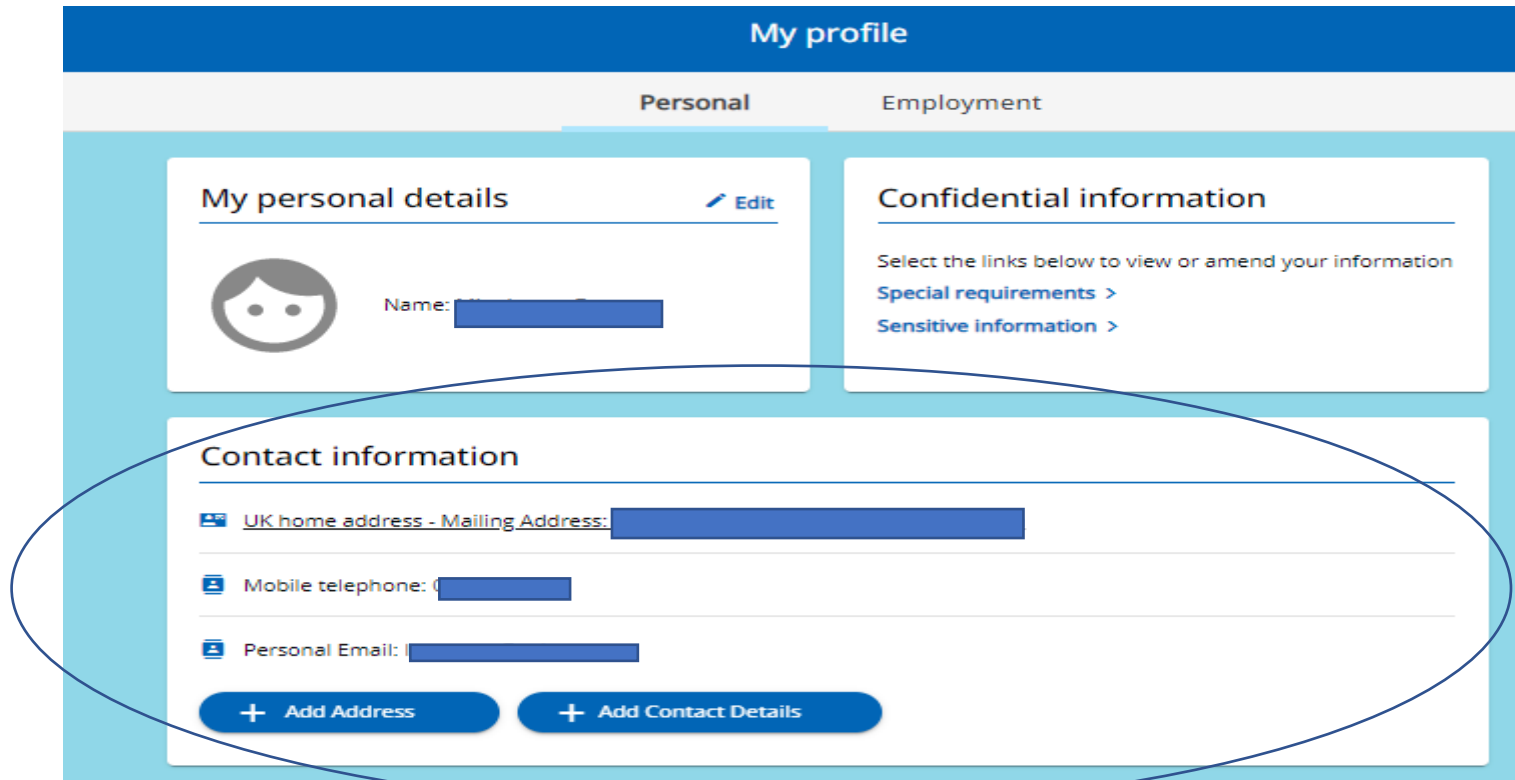
You are able to update everything in this section apart from your Nationality, if you wish to update your Nationality or would like to check on what ‘right to work’ status we hold for you, please contact hr-operations@bath.ac.uk

The screenshot shows a web form titled "Sensitive information" with a "Back to Personal" link. A green banner at the top states "Changes have been saved." The form contains three sections: "Religion", "Sexual orientation", and "Self-certified disabled". The "Religion" section has a dropdown menu that is currently open, displaying a list of options: "Christian", "Buddhist", "Christian", "Hindu", "Jewish", "Muslim", and "No religion". A green arrow points to the dropdown arrow icon on the right side of the "Religion" field. The "Sexual orientation" and "Self-certified disabled" sections also have dropdown menus, but they are not open. At the bottom of the form are "Save" and "Cancel" buttons.

To update your information, you will need to click and select from the relevant drop-down menu.

Contact Information

Your contact information can be viewed in the “Contact Information” box. You can update your home address, telephone number and email address by clicking on the relevant link




The screenshot shows a web interface for 'My profile'. At the top is a blue header with the text 'My profile'. Below this is a navigation bar with two tabs: 'Personal' (selected) and 'Employment'. The main content area is divided into three sections. The top left section is 'My personal details' with an 'Edit' link and a profile icon. The top right section is 'Confidential information' with links for 'Special requirements' and 'Sensitive information'. The bottom section is 'Contact information', which is circled in blue. This section contains three input fields: 'UK home address - Mailing Address', 'Mobile telephone', and 'Personal Email'. At the bottom of this section are two buttons: '+ Add Address' and '+ Add Contact Details'.

My profile

Personal Employment

My personal details [Edit](#)

 Name:


Confidential information


Select the links below to view or amend your information


[Special requirements >](#)

[Sensitive information >](#)

Contact information

 [UK home address - Mailing Address:](#)

 Mobile telephone:

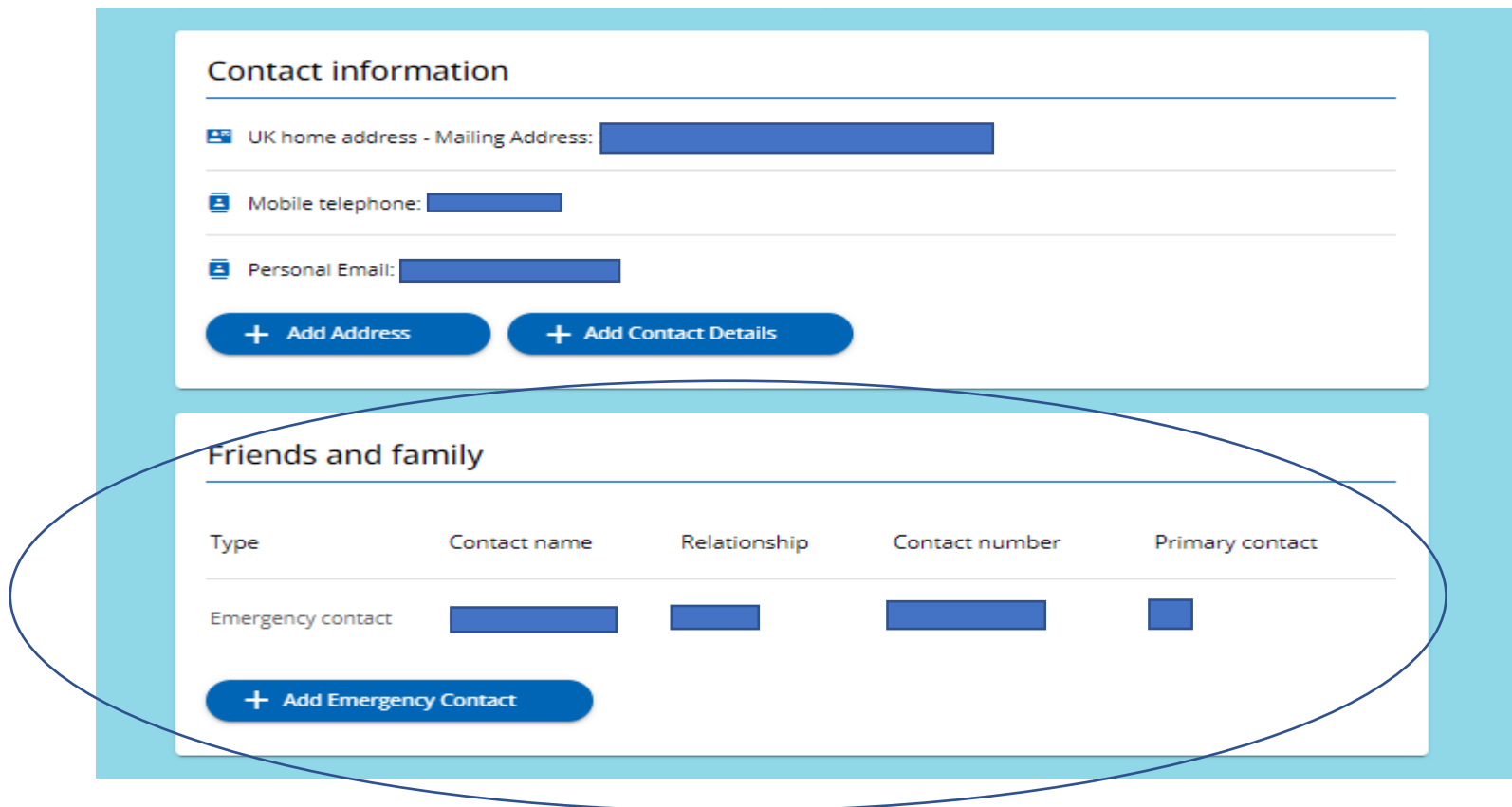
 Personal Email:

[+ Add Address](#) [+ Add Contact Details](#)

If you would like to add an additional address you should click on the “Add Address” button and if you would like to add an additional telephone number or email address you should click on the “Add Contact Details” button.

Emergency Contact Details

Details of your emergency contact details can be found under the “Friends & Family” section. You can view and update your information by clicking on the “Emergency Contact” link. If you want to add an additional emergency contact, you can do this by clicking on the “Add Emergency Contact” button.



The screenshot shows a web form with two main sections: 'Contact information' and 'Friends and family'. The 'Friends and family' section is highlighted with a blue oval. It contains a table with columns for Type, Contact name, Relationship, Contact number, and Primary contact. A single row is visible with the Type 'Emergency contact'. Below the table is a button to 'Add Emergency Contact'.

Contact information

UK home address - Mailing Address:

Mobile telephone:

Personal Email:

[+ Add Address](#) [+ Add Contact Details](#)

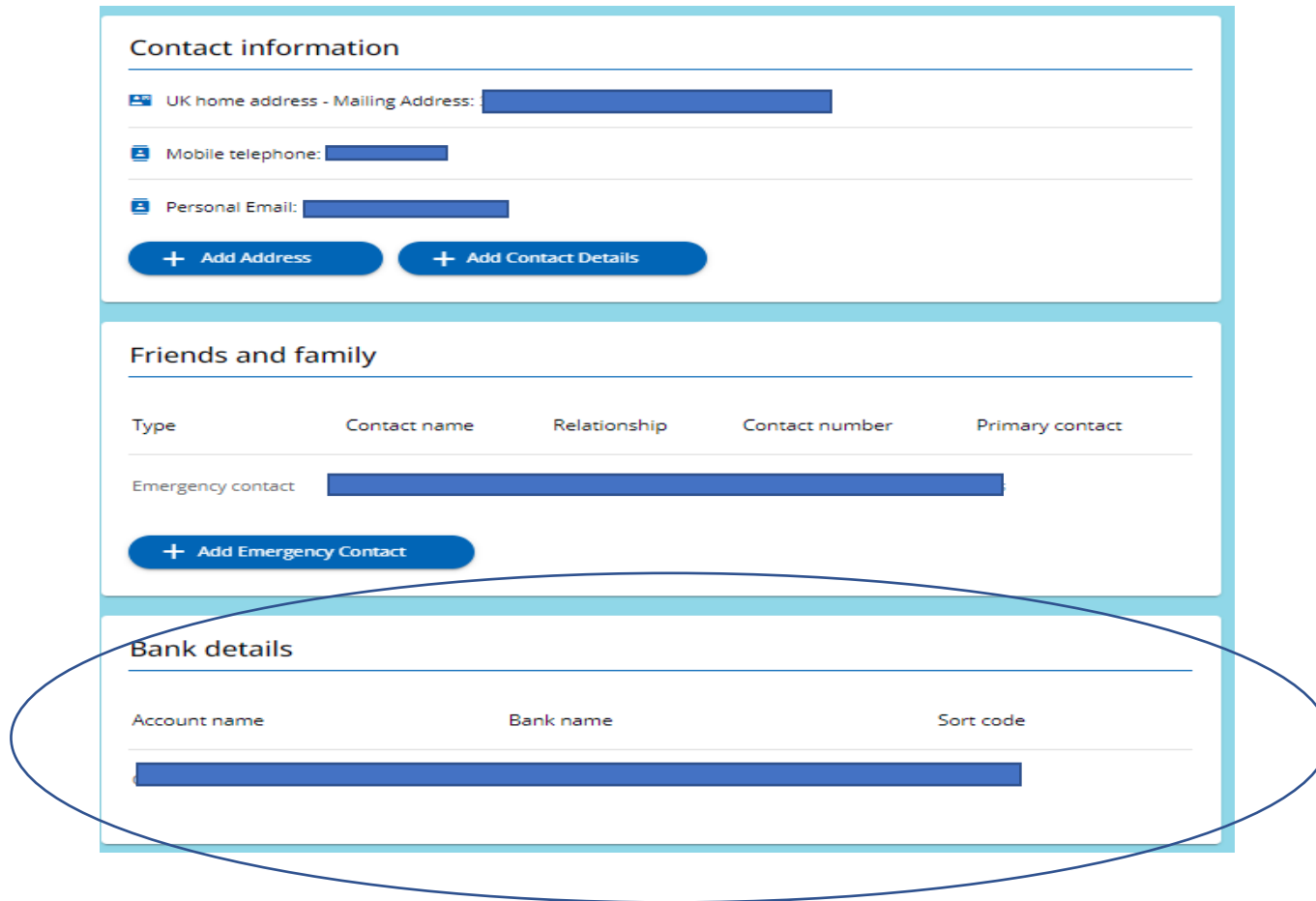
Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[+ Add Emergency Contact](#)

Bank Details

You can view your bank details under the “Bank Details” section. If you wish to update your bank details you will need to contact payroll@bath.ac.uk.



The screenshot shows a user profile form with three main sections, each with a light blue header and a white body. The 'Bank details' section at the bottom is circled in blue.

Contact information

UK home address - Mailing Address:

Mobile telephone:

Personal Email:

[+ Add Address](#) [+ Add Contact Details](#)

Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	<input type="text"/>			

[+ Add Emergency Contact](#)

Bank details

Account name	Bank name	Sort code
<input type="text"/>		

Annual Leave

You can view your holidays by either clicking on the “view all holidays” link on the “Holiday” section of the Dashboard or by selecting the “My Time” button which can be found on the left-hand side of the screen and then clicking on “View all holidays” link in the Holiday section.

The screenshot displays the iTrent dashboard interface. On the left-hand side, there is a vertical navigation menu with the following items: 'Home' (with a house icon), 'My time' (with a calendar icon and a green arrow pointing left), 'My pay' (with a document icon), and 'Learning' (with a graduation cap icon). The 'My time' item is circled in blue. The main content area has a top navigation bar with 'Home', 'Dashboard', and 'News'. Below this, the 'Dashboard' section is active. It contains several widgets: 'Latest company news' with a link to 'View all news >', 'Sickness' with a link to 'View all sickness >' and a button 'View sickness in calendar', 'Other absence' with a link to 'View all other absence >' and buttons '+ Add other absence' and 'View other absence in calendar', 'Holiday' (highlighted with a blue circle) showing '38.05 Hours available' and buttons 'Book holiday' and 'View holiday in calendar', and 'Time & expenses' with a link to 'View all time & expenses >' and a list of items: 'Authorised' (0, green checkmark), 'Awaiting authorisation' (0, orange hourglass), 'Provisional' (0, orange hourglass), and 'Errors' (0, red exclamation mark), with an 'Add claim' button. At the bottom, there is a 'Latest payslips' section with a link to 'View my pay >' and a calendar icon for 'January 2022'.

To book a holiday you can click on the “book holiday” button on either the Dashboard “holiday” section or through the “My time” holiday section.

Under “absence type” “Personal Holiday” will already have been auto selected (you can only book personal holiday through this section). You will need to select your holiday duration by clicking on the pull-down menu button on the “Holiday period” section.

Once you have selected the duration of your holiday the boxes for you to input the start and end dates of your holiday will appear (please note that these will not appear until you have chosen the duration). Once you have entered the dates you will need to press the “Save” button at the bottom of the screen.

The screenshot shows a web form titled "Holiday details" with a light blue header bar containing a back arrow and the text "< Back to Dashboard". Below the header, there is a blue informational box with white text: "You are encouraged to use your annual leave entitlement throughout the year, as part of a positive work-life balance." followed by a numbered tip "1 You are entitled to carry over up to a maximum of 36.5 hours from one leave year to the next (pro-rated for part time staff)." and a note "(Trent will automatically adjust the leave balance at the end of each leave, no manual intervention is required within these limits.)". The form fields are as follows: "Absence type (required)" is a dropdown menu with "Personal Holiday" selected; "Holiday period (required)" is a dropdown menu with "More than one day" selected, with a red circle around the dropdown arrow; "Start date (dd/mm/yyyy) (required)" is a date input field with "25/02/2022" and a calendar icon; "Full or part day (required)" is a dropdown menu with "Full day" selected; "End date (dd/mm/yyyy) (required)" is a date input field with "15/03/2022" and a calendar icon; "Full or part day (required)" is a dropdown menu with "Full day" selected. Below these fields is a "Notes" section with a large text area. At the bottom of the form are three buttons: "Save" (green, circled in red), "Cancel" (grey), and "Book holiday" (blue).

< Back to Dashboard

Holiday details

You are encouraged to use your annual leave entitlement throughout the year, as part of a positive work-life balance.

1 You are entitled to carry over up to a maximum of 36.5 hours from one leave year to the next (pro-rated for part time staff).

(Trent will automatically adjust the leave balance at the end of each leave, no manual intervention is required within these limits.)

* Absence type (required)
Personal Holiday

* Holiday period (required)
More than one day

* Start date (dd/mm/yyyy) (required)
25/02/2022

* Full or part day (required)
Full day

* End date (dd/mm/yyyy) (required)
15/03/2022

* Full or part day (required)
Full day

Notes

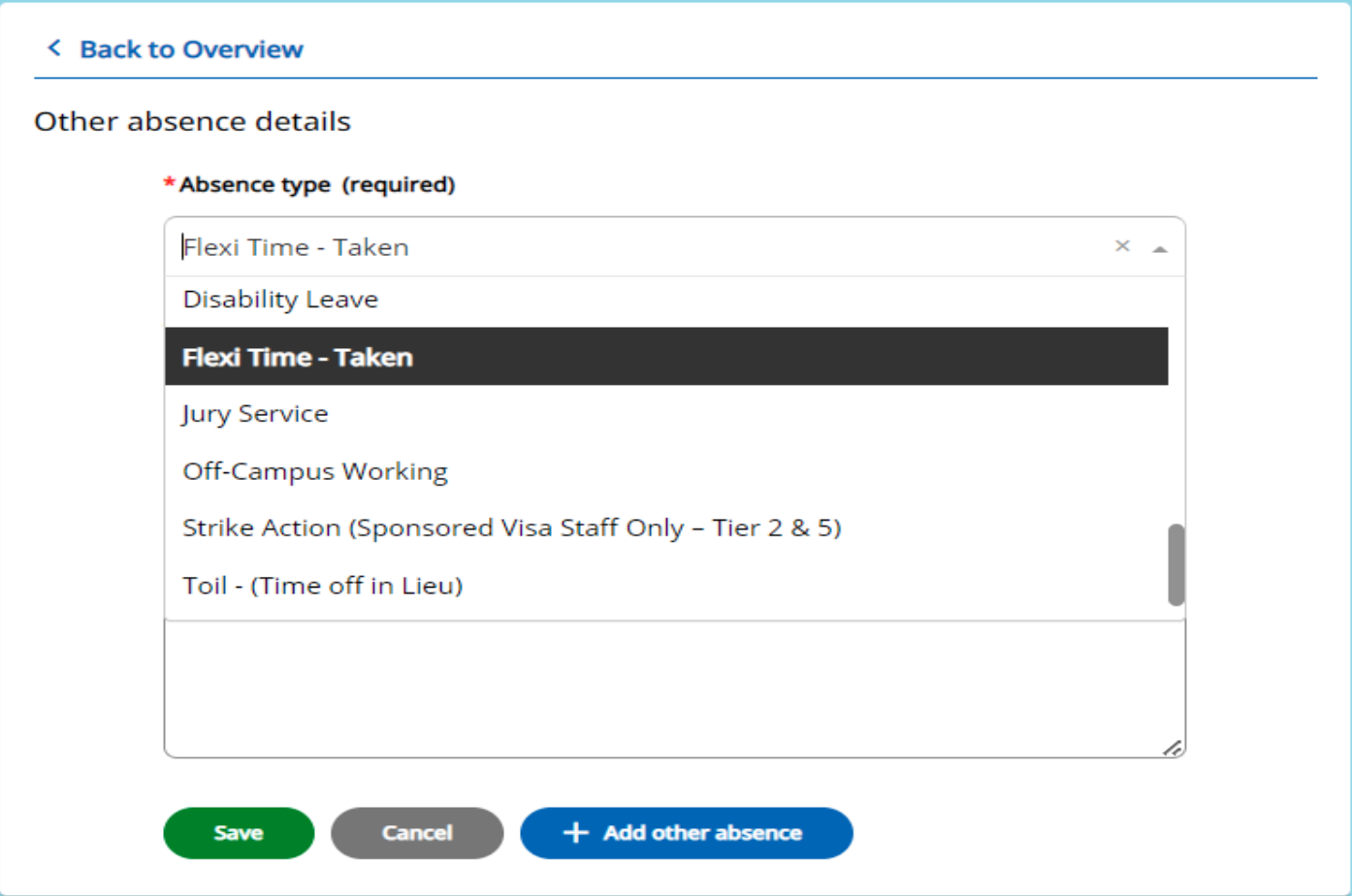
Save Cancel Book holiday

Other Absence

If you wish to view or book leave that does not fall under the “Annual Leave” category e.g. Flexi Time, Compassionate Leave, you can do this by either clicking on the “view all other absence” on the “Other Absence” section on the Dashboard or by going through the “My Time” tab on the left hand side of the screen.

The screenshot displays the iTrent dashboard interface. On the left, a vertical navigation menu includes 'Home', 'My time' (circled in blue), 'My pay', and 'Learning'. The main content area features several sections: 'Latest company news' with a link to 'View all news >', 'Sickness' with a link to 'View all sickness >' and a button for 'View sickness in calendar', 'Holiday' with a circular gauge showing '38.05 Hours available' and buttons for 'Book holiday' and 'View holiday in calendar', and 'Time & expenses' with a link to 'View all time & expenses >' and a list of categories: 'Authorised' (green checkmark), 'Awaiting authorisation' (orange hourglass), 'Provisional' (orange hourglass), and 'Errors' (red exclamation mark). A blue button labeled '+ Add claim' is at the bottom of this list. The 'Other absence' section is circled in blue, containing a blue button '+ Add other absence' and a white button 'View other absence in calendar'. At the bottom, a 'Latest payslips' section shows a link to 'View my pay >' and a partial view of a payslip for 'January 2022'.

To book “other absence”, you need to click on the “Add other absence” button in the “Other Absence” box, this will take you to the “other absence details” screen. You will need to select the type of absence by clicking on the drop down menu and selecting the appropriate absence that you wish to request i.e Flexi Time – Taken



The screenshot displays a web form titled "Other absence details". At the top left, there is a link "< Back to Overview". Below the title, a red asterisk indicates a required field: "* Absence type (required)". A dropdown menu is open, showing a list of absence types. The first option, "Flexi Time - Taken", is highlighted in a dark grey bar. Other visible options include "Disability Leave", "Jury Service", "Off-Campus Working", "Strike Action (Sponsored Visa Staff Only – Tier 2 & 5)", and "Toil - (Time off in Lieu)". At the bottom of the form, there are three buttons: a green "Save" button, a grey "Cancel" button, and a blue "+ Add other absence" button.

< Back to Overview

Other absence details

* Absence type (required)

Flexi Time - Taken

Disability Leave

Flexi Time - Taken

Jury Service

Off-Campus Working

Strike Action (Sponsored Visa Staff Only – Tier 2 & 5)

Toil - (Time off in Lieu)

Save Cancel + Add other absence

Once you have selected the appropriate leave type you will need to select the duration of your absence using the drop-down menu – i.e Full day. The boxes for you to input the start and end dates of your absence will appear once you have selected the duration. Once you have entered the dates you will need to press the “Save” button at the bottom of the screen.

The screenshot shows a web form for requesting an absence. At the top left is a link '< Back to Overview'. Below this is the section 'Other absence details'. It contains three required fields: 1. '* Absence type (required)' with a dropdown menu showing 'Flexi Time - Taken'. 2. '* Absence period (required)' with a dropdown menu showing 'Full day'. 3. '* Start date (dd/mm/yyyy) (required)' with a text input showing '01/03/2022' and a calendar icon. Below these is a 'Notes' section with a large text area. At the bottom are three buttons: 'Save' (green), 'Cancel' (grey), and '+ Add other absence' (blue). Blue circles are drawn around the 'Save' button, the 'Absence type' dropdown, and the 'Absence period' dropdown.

< Back to Overview

Other absence details

* Absence type (required)

Flexi Time - Taken

* Absence period (required)

Full day

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

01/03/2022

Notes

Save Cancel + Add other absence

Sickness

When you have a period of sickness, your line manager will need to start the sickness absence using “Manager Self Service”. Once you return from your period of sickness, you will need to end it through ESS. You can do this by clicking on the “View all sickness” link in the “Sickness” box on the Dashboard or by clicking on the “My Time” tab on the left-hand side of the screen.

The screenshot displays the iTrent dashboard interface. On the left, a navigation menu includes 'Home', 'My time' (highlighted with a blue circle), 'My pay', and 'Learning'. The main content area features several widgets. The 'Sickness' widget, also highlighted with a blue circle, contains a 'View all sickness >' link and a 'View sickness in calendar' button. Other visible widgets include 'Latest company news', 'Other absence', 'Holiday' (showing 38.05 hours available), 'Time & expenses', and 'Latest payslips'.

Once you click on the “view all sickness” link, you will be taken to the Absence Records screen. Your sickness absence will be listed at the bottom of the screen (as shown below). You will need to click on the sickness absence that you wish to close off.

[< Back to Overview](#)

Absence records

Searching with neither Start date nor End date will return all absences.

All

Holiday

✓

Sickness

Other

Type

All

Status

Not refused

Start date (dd/mm/yyyy)

29/01/2022

End date (dd/mm/yyyy)

Search

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
24 Feb 2022			Sickness		Not applicable	

Once you have clicked on the sickness absence you wish to close off, it will take you to the “sickness details” screen. You will need to enter the end date of your sickness absence and select if it was a full day or half day and then click on the save button. If you have more than one position within the University of Bath, you will also need to select which position it applies to using the drop down menu next to the “Position” box.

The screenshot shows a web form titled "Sickness details" with a back arrow and "Back to Absence records" link. The form contains several required fields, each marked with a red asterisk. The "End date (dd/mm/yyyy) (required)" field is circled in blue and contains the date "28/02/2022" with a calendar icon. The "Full or part day (required)" field below it is also circled in blue and contains "Full day". The "Position (required)" field is a dropdown menu, also circled in blue, showing a blue bar. At the bottom, the "Save" button is circled in blue, and the "Cancel" button is next to it. Other fields include "Absence type" (Sickness), "Absence reason" (Electric shock), "Sickness period" (More than one day), "Start date" (24/02/2022), and "Full or part day" (Full day). There is also a "Notes" text area and an "Authorisation" dropdown set to "Not applicable".

< Back to Absence records

Sickness details

- * Absence type (required)
Sickness
- * Absence reason (required)
Electric shock
- ☐ Hide absence reason
- * Sickness period (required)
More than one day
- * Start date (dd/mm/yyyy) (required)
24/02/2022
- * Full or part day (required)
Full day
- * End date (dd/mm/yyyy) (required)
28/02/2022
- * Full or part day (required)
Full day
- * Position (required)
[Dropdown menu]

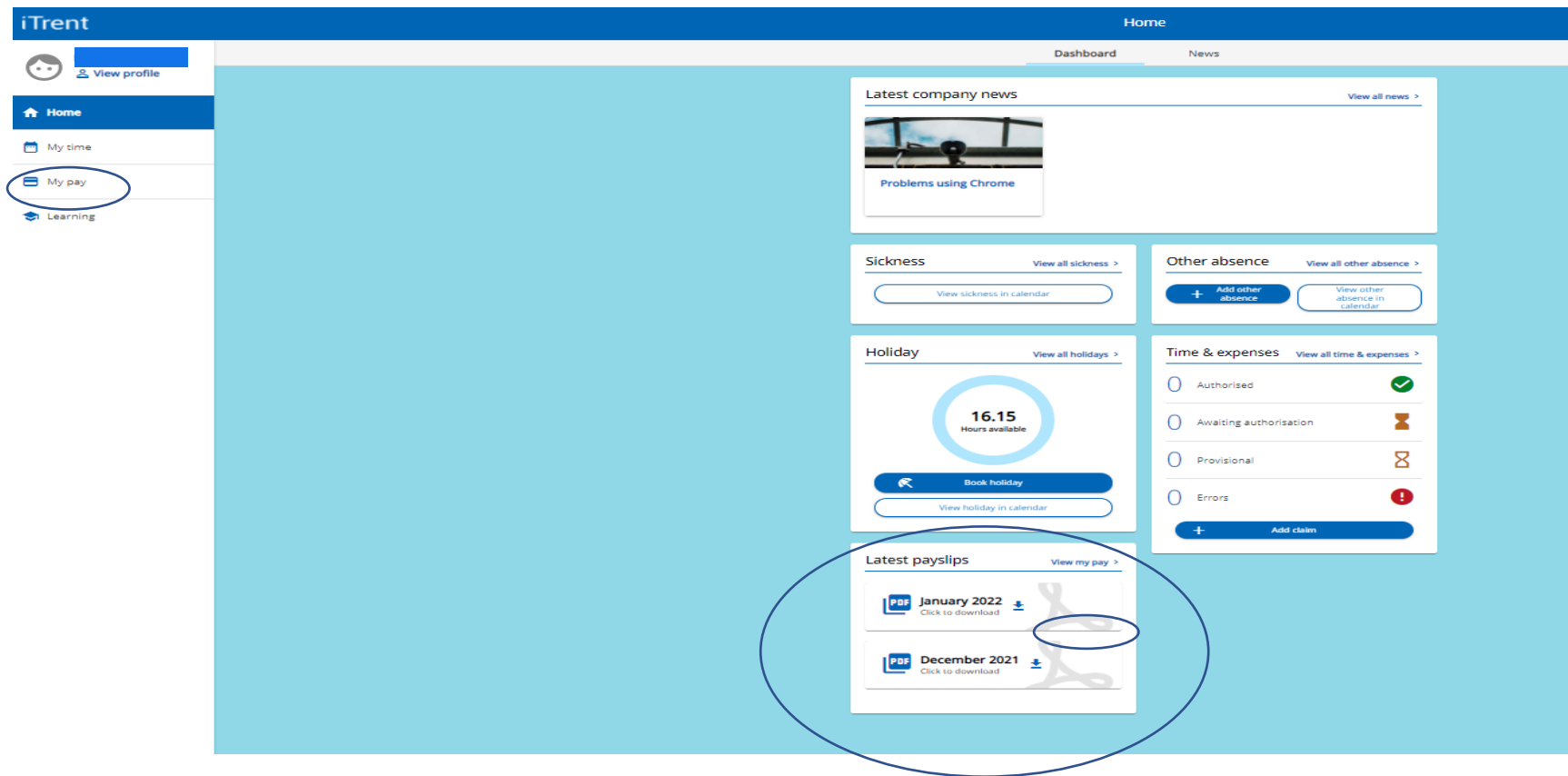
Notes

Authorisation
Not applicable

Save Cancel

Payslips

ESS allows you to view your payslips, you can do this by either clicking on the relevant pdf payslip that will be displayed in the “Latest payslips” box on the Dashboard or if you wish to view all your payslips you can click on the “view my pay” link in the “Latest payslips” box or click on the “My pay” tab on the left hand side of the screen.



Once you have clicked on the “View my pay” link or “My pay” tab, it will take you to the “Payslips” screen which will show you the pay date and your net pay, you will also be able to download the relevant payslip by clicking on the “Download” arrow next to the relevant pay date that you wish to review.

You will also be able to view and download your P60's.

Payslips

[View my bank details >](#)

Searching with neither Start date nor End date will return all payslips.

Start date (dd/mm/yyyy)

End date (dd/mm/yyyy)

Search

Download all

Pay date	Net pay	Download
25 Jan 2022		
25 Dec 2021		
25 Nov 2021		
25 Oct 2021		
25 Sep 2021		
25 Aug 2021		
25 Jul 2021		
25 Jun 2021		

P60

Tax year	Employment period	
2020/2021	06 Apr 2020 - 05 Apr 2021 (University of Bath (monthly)) (Deputy HR Manager)	
2019/2020	06 Apr 2019 - 05 Apr 2020 (University of Bath (monthly)) (Deputy HR Manager)	
2018/2019	06 Apr 2018 - 05 Apr 2019 (University of Bath (monthly)) (Deputy HR Manager)	
2017/2018	06 Apr 2017 - 05 Apr 2018 (University of Bath (monthly)) (Deputy HR Manager)	