

SDPR Viewing ESS

Login to 'Employee Self Service'

The screenshot displays the iTrent Employee Self Service (ESS) dashboard. At the top left, the iTrent logo is visible. The user's name, Ms Beryl Barnett, and a 'View profile' link are shown. A navigation menu on the left includes 'Home', 'My time', 'My pay', and 'Learning'. The main content area features a welcome message: 'Good afternoon Beryl, welcome back!'. Below this, there are four main sections: 'Holiday', 'Latest payslips', 'Time & expenses', and 'Sickness'. The 'Holiday' section indicates no personal holiday absence scheme is currently attached. The 'Latest payslips' section shows no details to display. The 'Time & expenses' section lists four categories: 'Authorised' (with a green checkmark), 'Awaiting authorisation' (with a yellow hourglass), 'Provisional' (with a yellow hourglass), and 'Errors' (with a red exclamation mark). A blue 'Add claim' button is located at the bottom of this section. The 'Sickness' section has a 'View sickness in calendar' button. The 'Other absence' section includes an 'Add other absence' button and a 'View other absence in calendar' button. The background of the dashboard is a scenic image of a beach and ocean.

iTrent Home

Ms Beryl Barnett
View profile

Home

My time

My pay

Learning

Good afternoon Beryl, welcome back!

Holiday View all holidays >
There is no Personal holiday absence scheme currently attached

Latest payslips View my pay >
There are no payslip details to display

Time & expenses View all time & expenses >

- Authorised
- Awaiting authorisation
- Provisional
- Errors

+ Add claim

Sickness View all sickness >
View sickness in calendar

Other absence View all other absence >

+ Add other absence View other absence in calendar

Click on 'View Profile' note within My profile, personal page is highlighted

The screenshot shows the iTrent 'My profile' page. The user is Ms Beryl Barnett. The page is divided into a left sidebar with navigation links (Home, My time, My pay, Learning) and a main content area. The main content area has a 'My profile' header with 'Personal' and 'Employment' tabs. The 'Personal' tab is active and highlighted. Below the tabs are four sections: 'My personal details' (with an 'Edit' link), 'Confidential information' (with links for 'Special requirements' and 'Sensitive information'), 'Contact information' (with 'Add address' and 'Add contact details' buttons), and 'Friends and family' (with an 'Add emergency contact' button and a table of contacts).

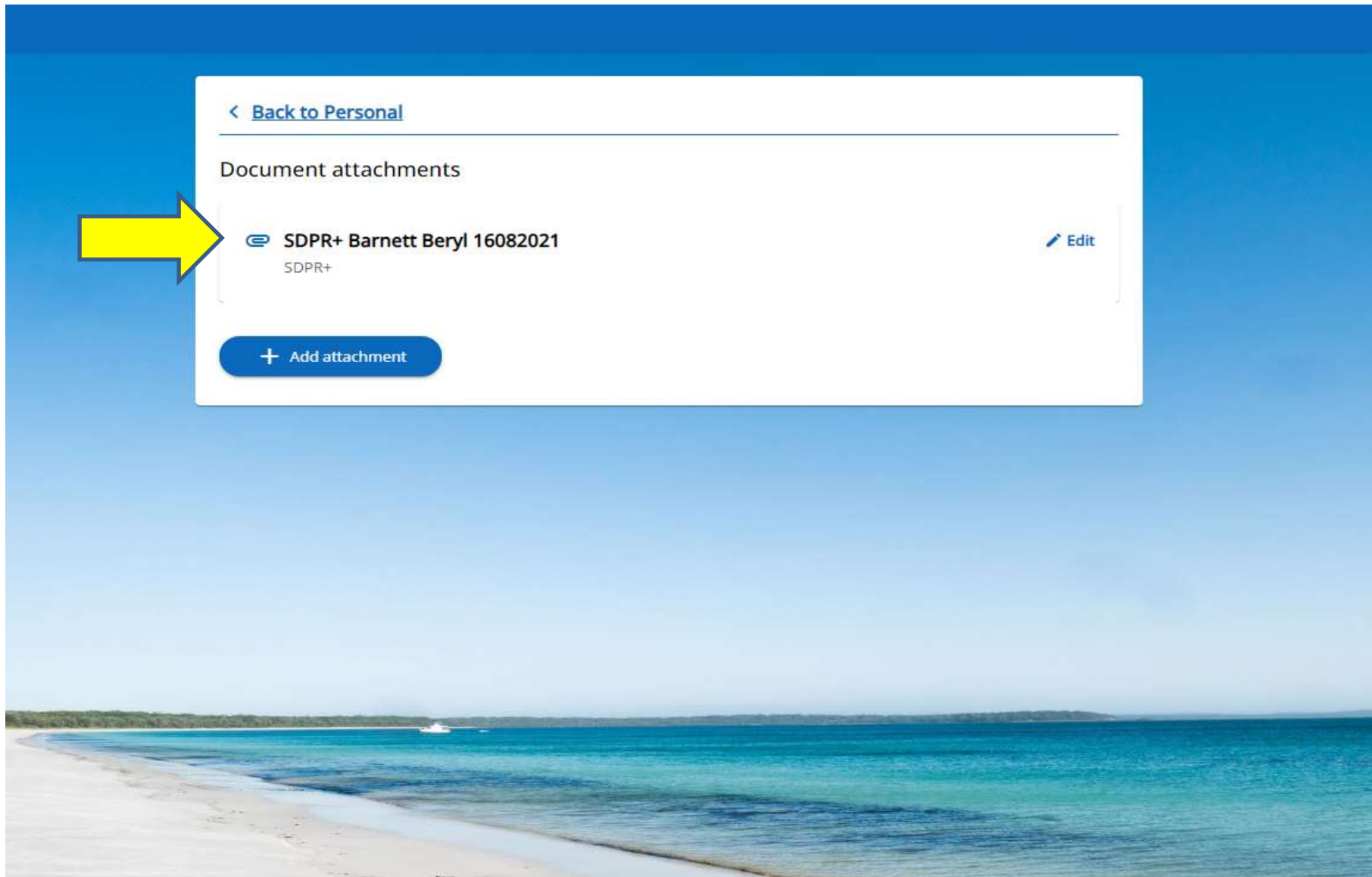
Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Barry Davies	Close Neighbour		No

Click on paperclip icon 'View attachments' within the 'Personal' details box.

The screenshot shows the iTrent 'My profile' page. The page is divided into a left sidebar and a main content area. The sidebar contains navigation links: Home, My time, My pay, and Learning. The main content area is titled 'My profile' and has two tabs: 'Personal' (selected) and 'Employment'. Under the 'Personal' tab, there are three main sections: 'My personal details', 'Confidential information', and 'Contact information'. The 'My personal details' section shows the user's name as 'Ms Beryl Barnett' and 'Known as: Beryl'. A yellow arrow points to a paperclip icon and the text 'View attachments' in this section. The 'Confidential information' section has links for 'Special requirements' and 'Sensitive information'. The 'Contact information' section shows the user's UK home address and home telephone number, with buttons to 'Add address' and 'Add contact details'. Below this is a 'Friends and family' section with a table of contacts.

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Barry Davies	Close Neighbour		No

Click on the 'paperclip' icon



Click on the "Download" button and this will enable you to open up the document.

