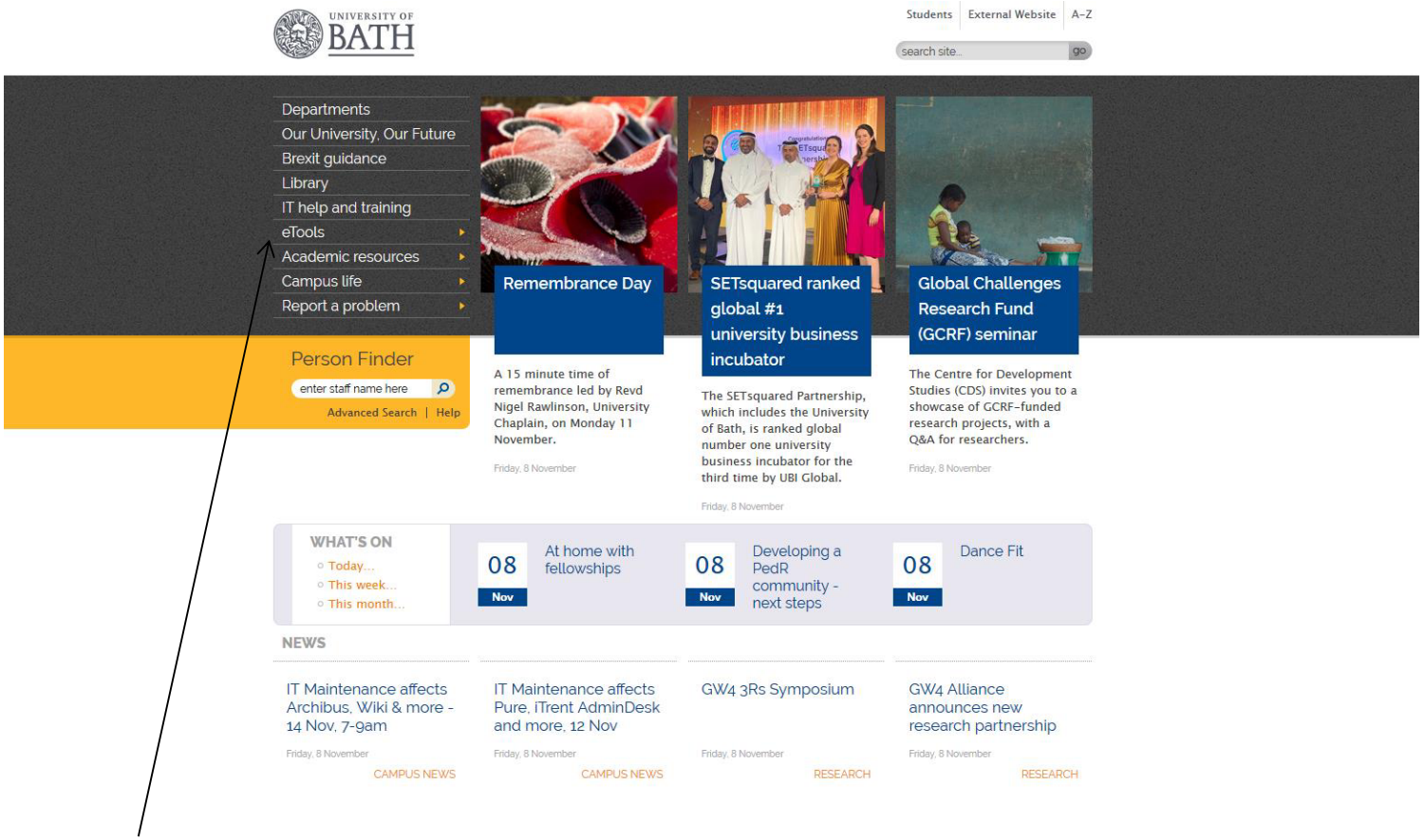
Employee Self Service

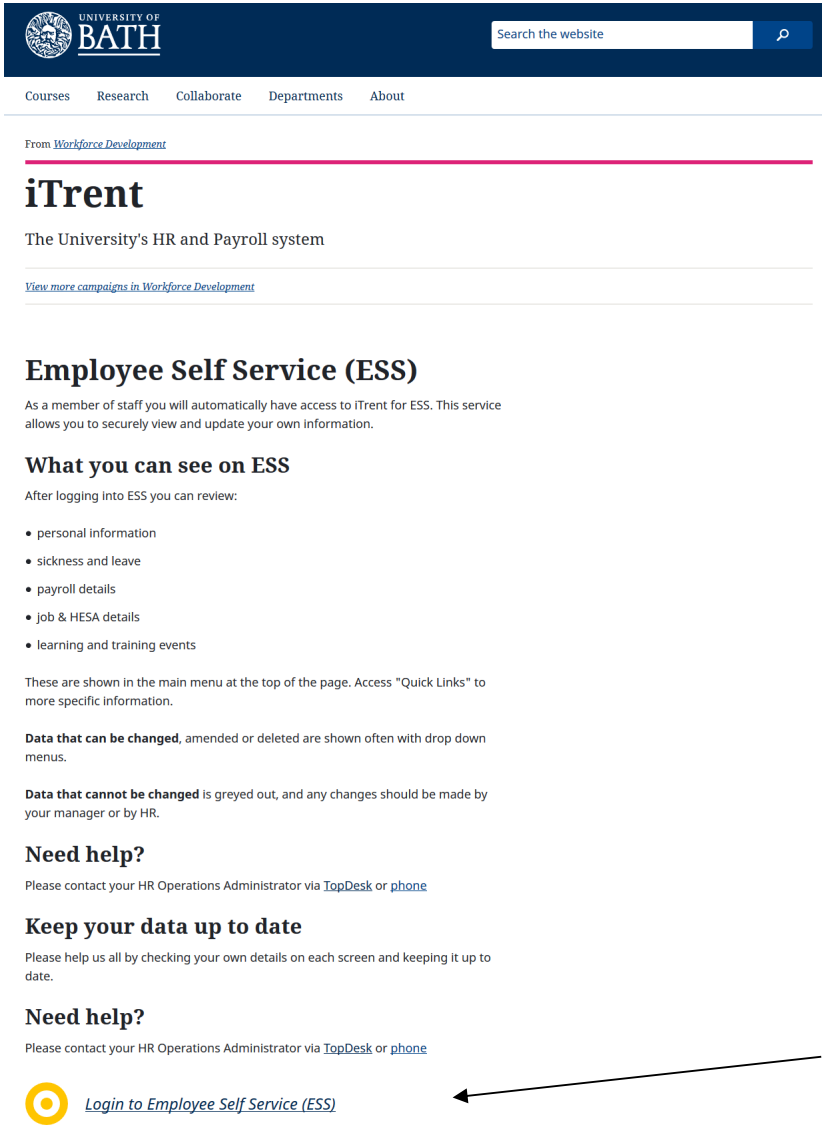
eTimesheets for Hourly Paid Workers

User Guide

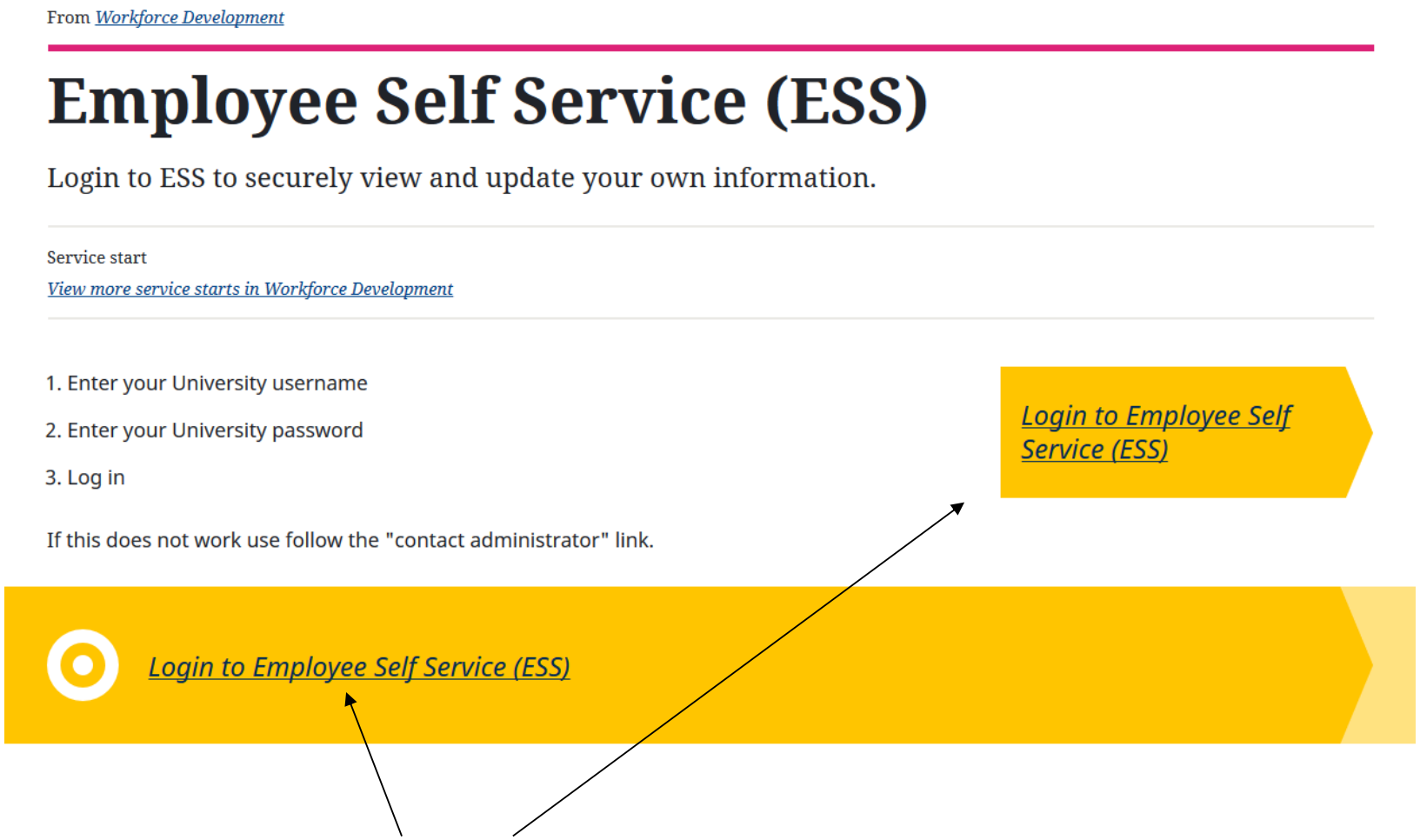
From your internet browser open the University's home page (www.bath.ac.uk). iTrent has been developed primarily to run in Firefox, other browsers (Chrome, Edge, Internet Explorer) will work but there may be some formatting issues.



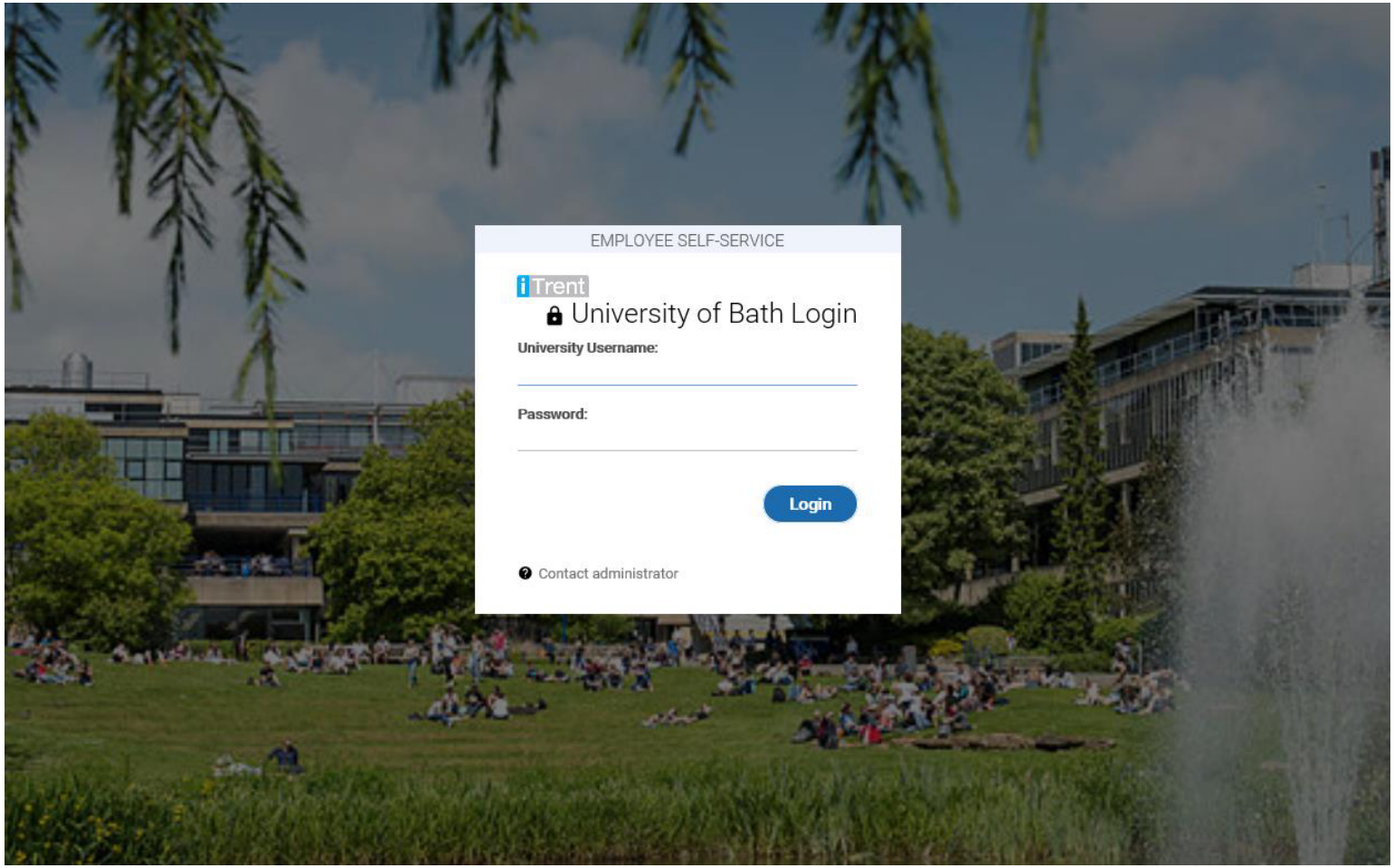
Open the ***eTools*** menu and select ***iTrent***.



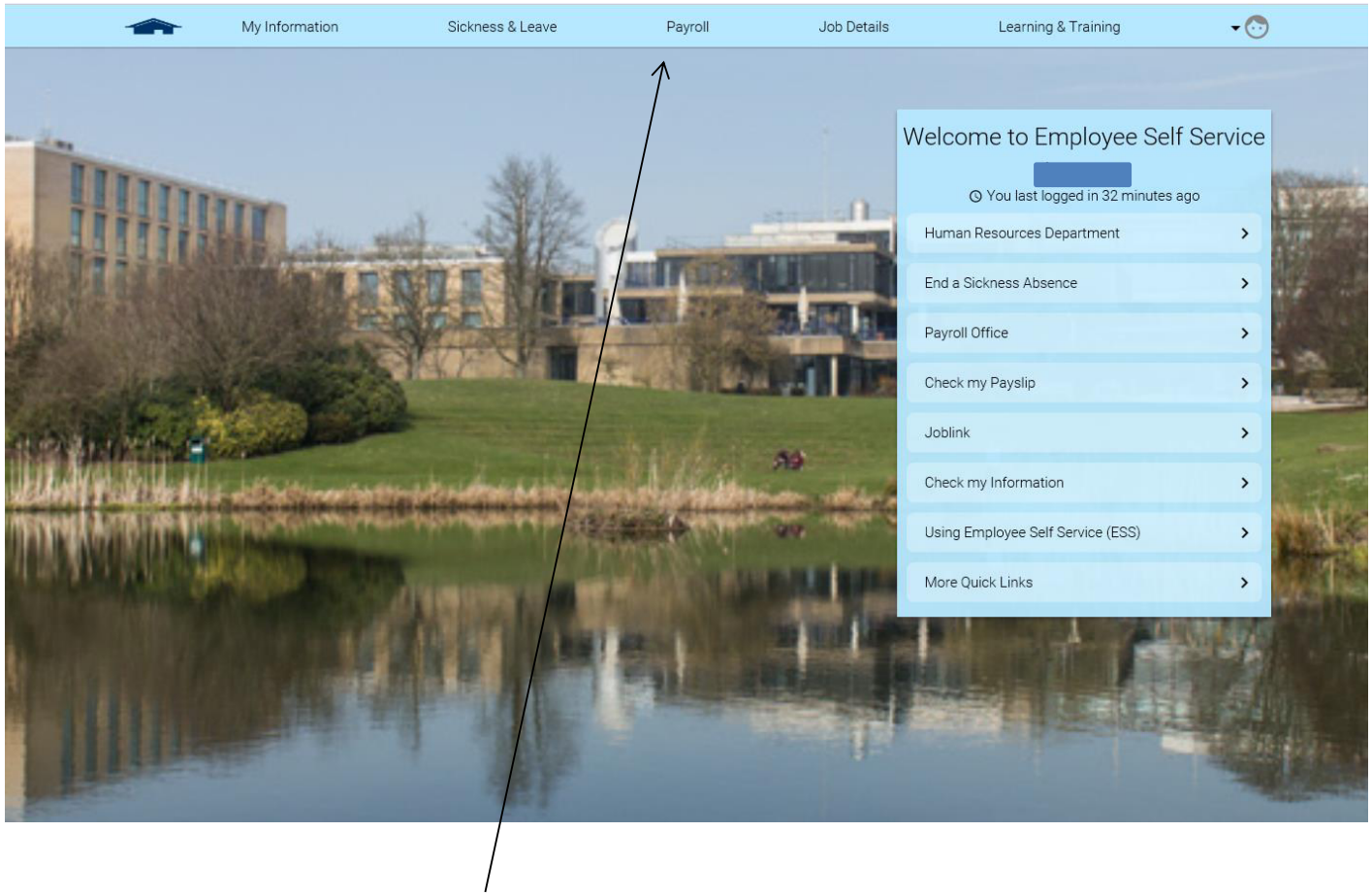
Scroll down and click on ***Login to Employee Self Service (ESS)***.



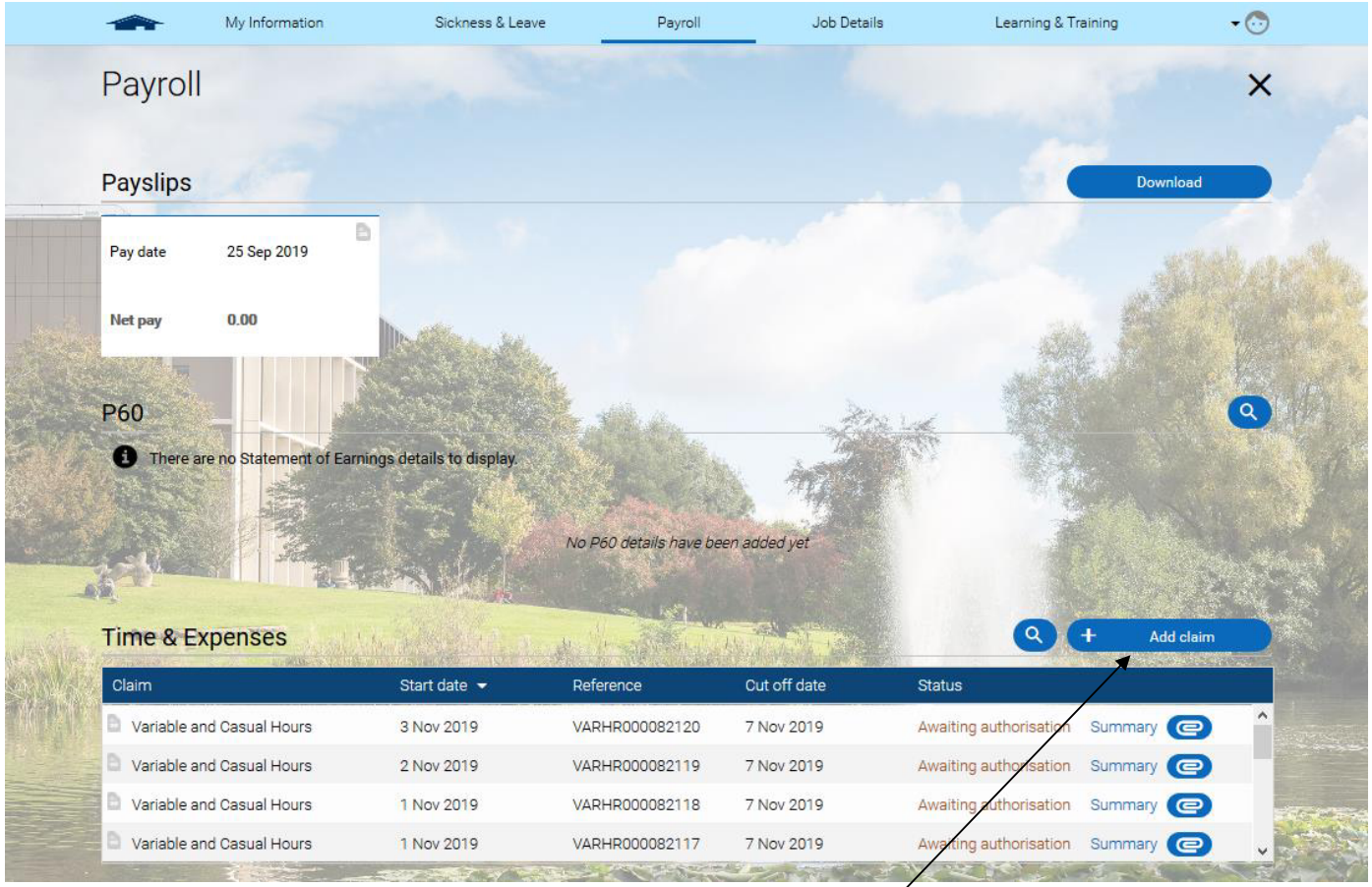
And then click on either of the login options on this screen.



On the login screen enter your ***User name*** and ***Password*** and login.



From the home screen select ***Payroll.***

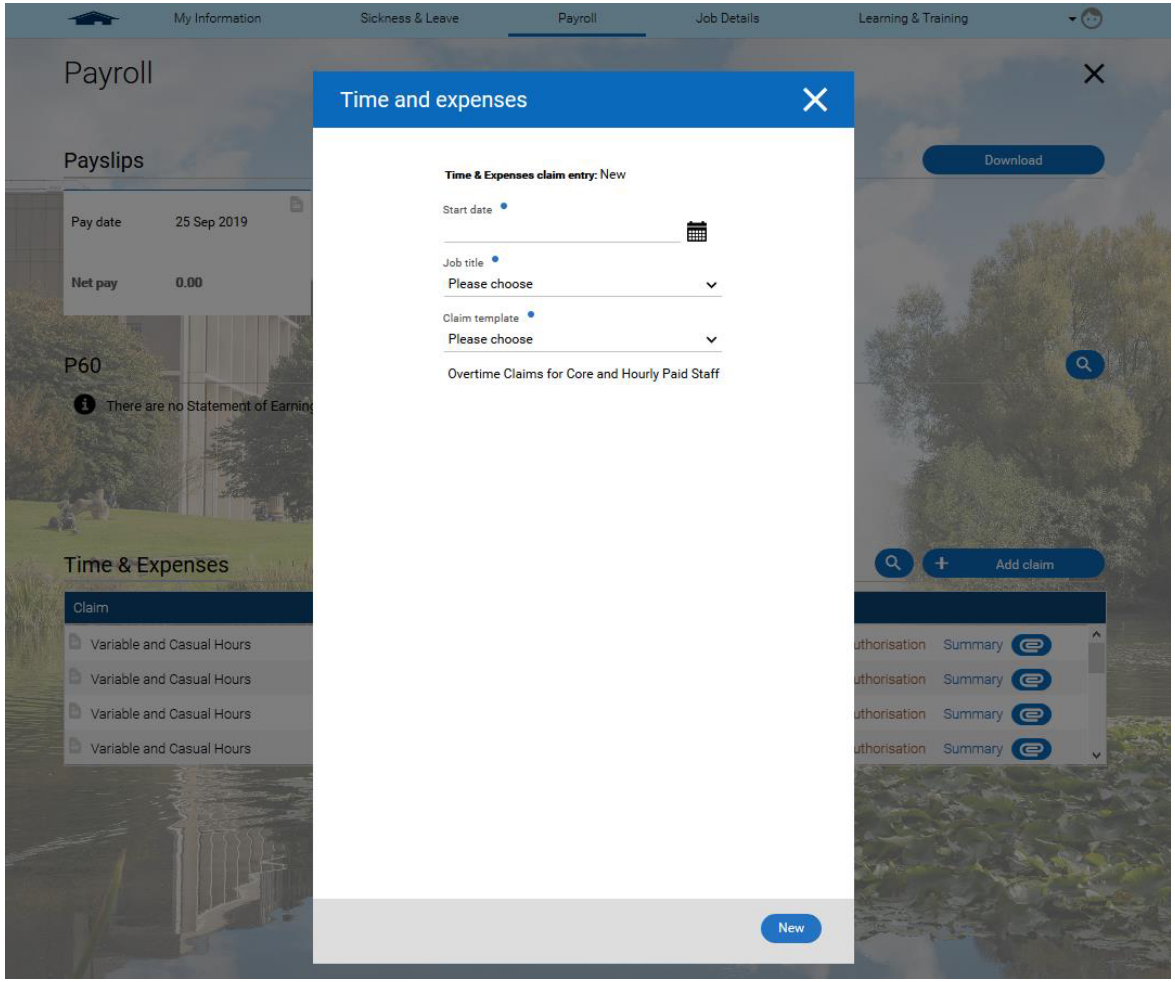


This screen shows all of your payroll related documents.

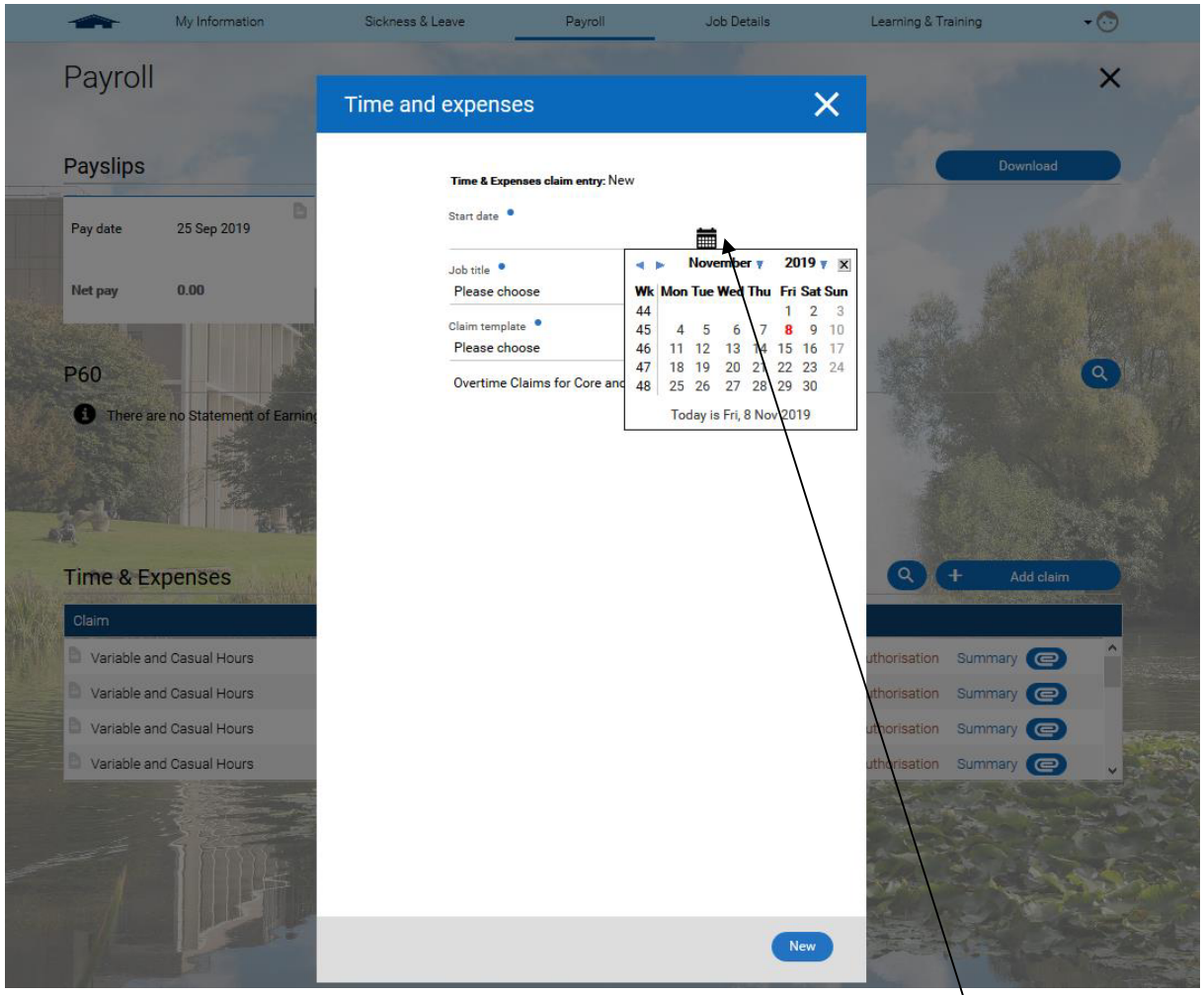
Under ***Time & Expenses*** your claims that are in progress are shown together with their authorisation status.

To start a new claim select ***Add claim***.

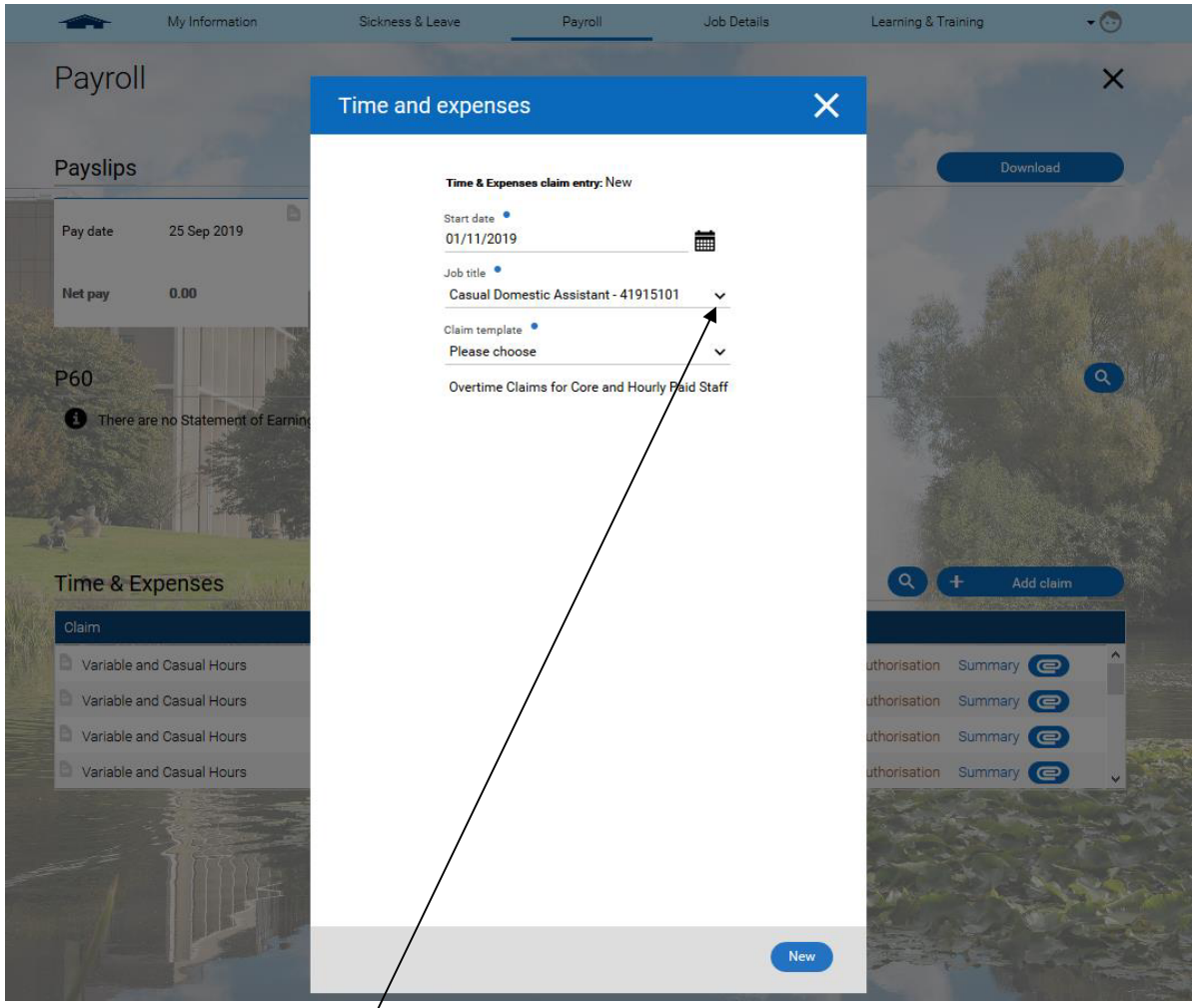
This is the ***Time and Expenses Claim*** header screen:



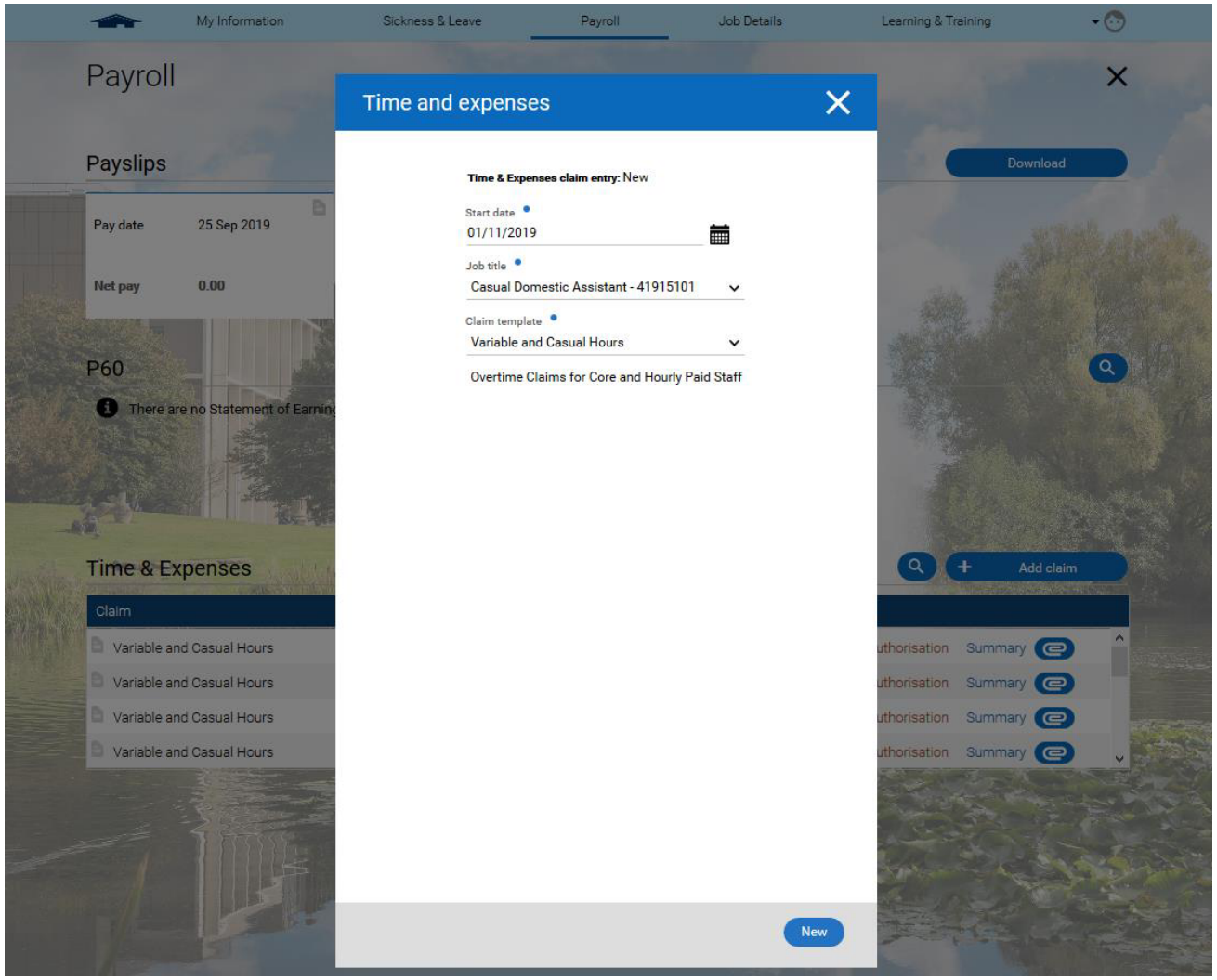
All **<u>three</u>** fields on this screen need to be completed.



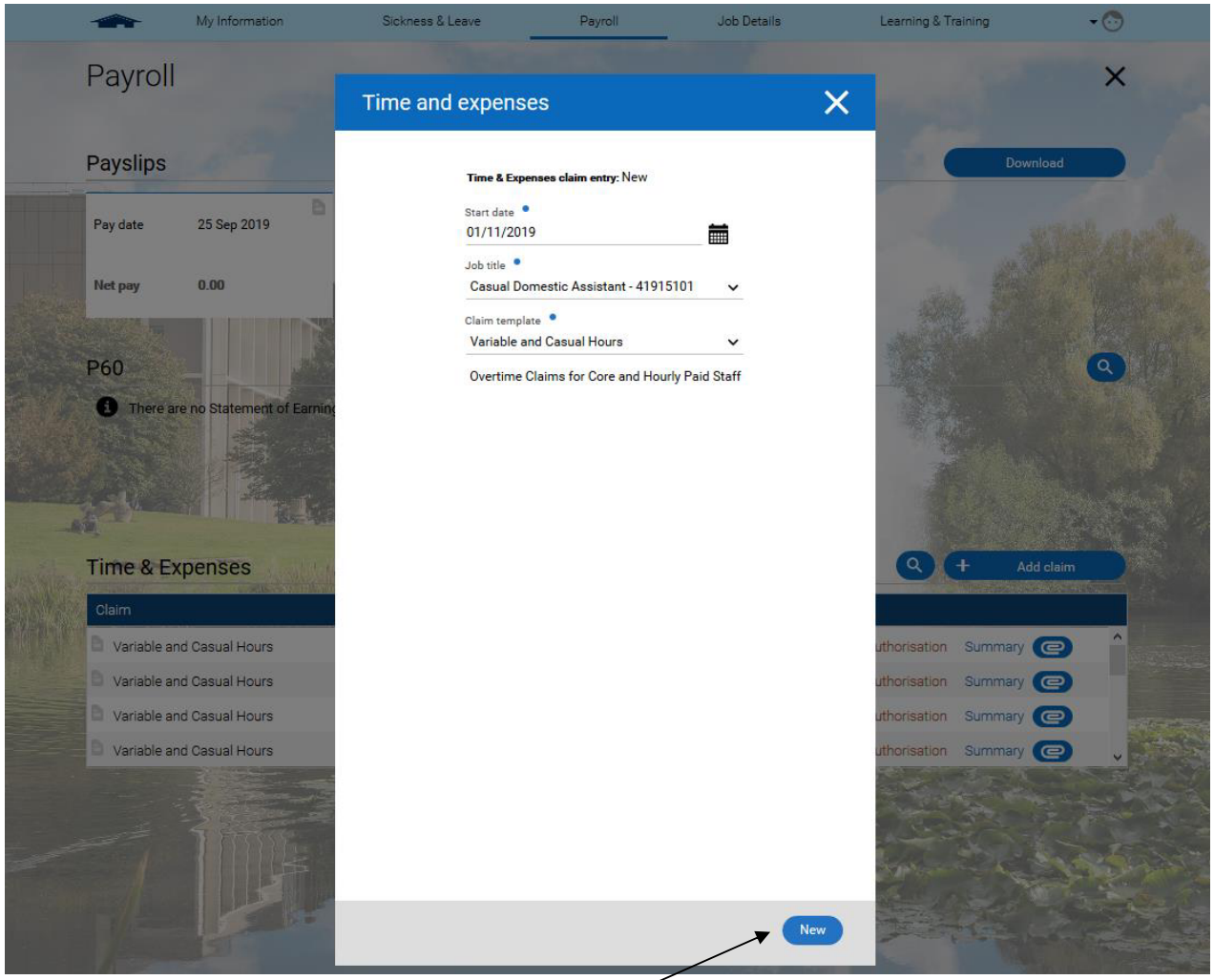
Start date - Either enter a date directly into this field or use the ***calendar*** button to display the pop up calendar and select a date. The start date is the first day of working for the period to be covered in this timesheet claim.



Job title - From the drop down list select the position/job that is relevant to this claim. Make sure you select the correct one and start a second timesheet if you want to make a claim for another position.

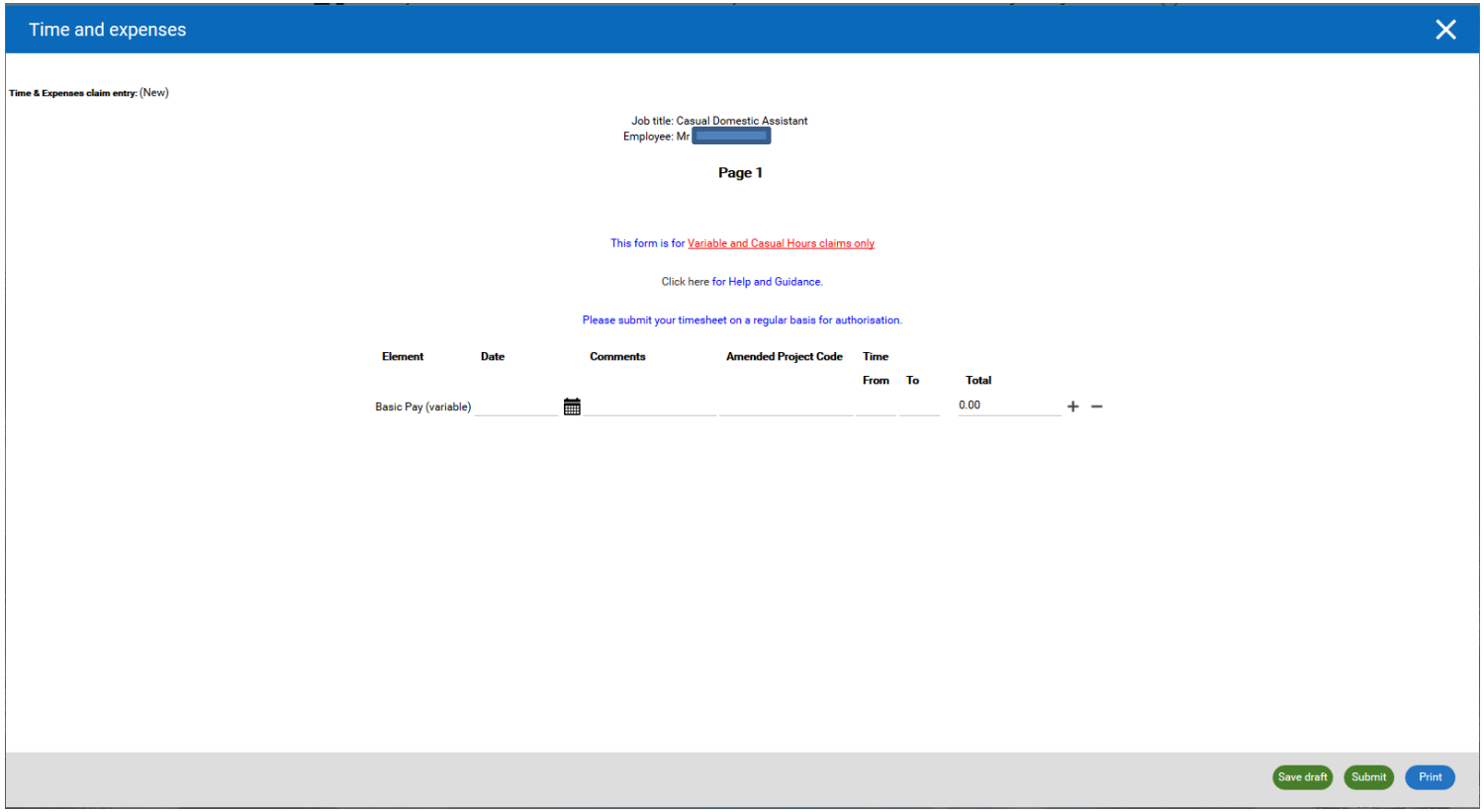


Claim template - Now select ***Variable and Casual Hours*** option from the drop down list.

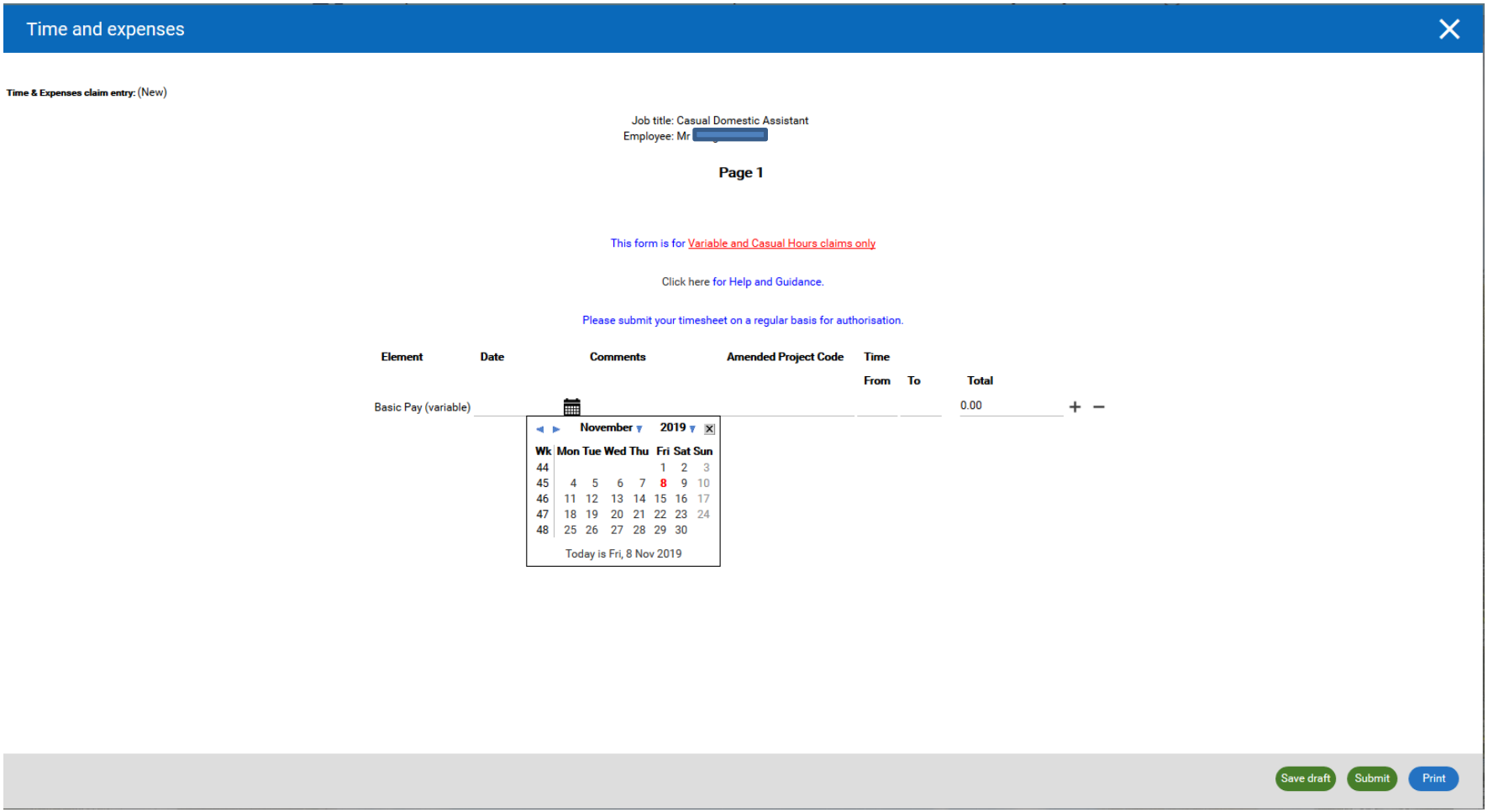


When all the fields are populated select ***New*** to start entering the details.

This is the ***Time and Expenses Claim*** detail screen.



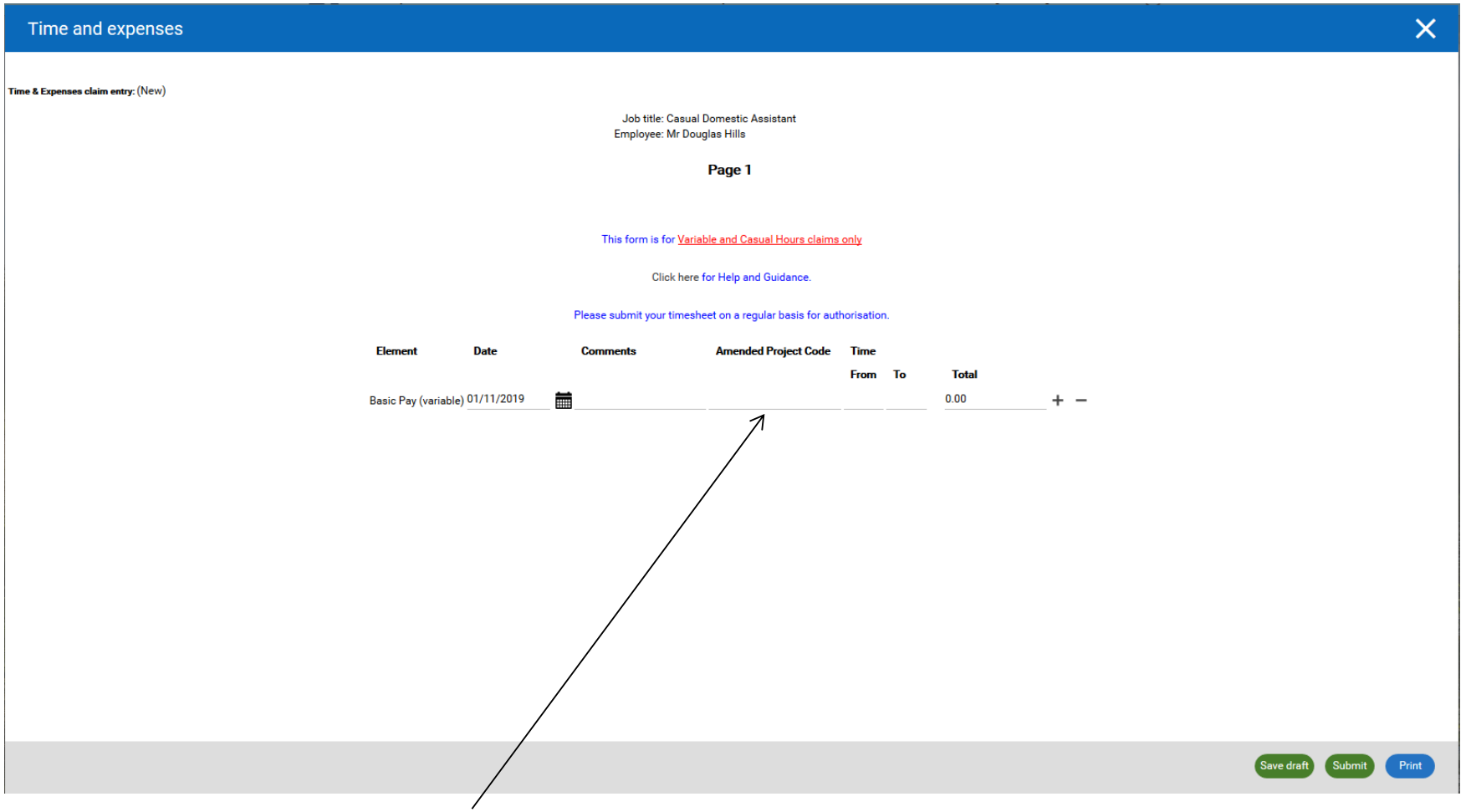
The screens are designed to allow you to enter data on a daily basis and then submit the timesheet for approval weekly. It is recommended to submit timesheets on a regular weekly basis to minimise any risk of missing the payroll deadline because it was not approved in time. Please note that each timesheet goes through two stage approval process and your Line Manager will tell you what your departmental deadlines for submitting timesheets are.



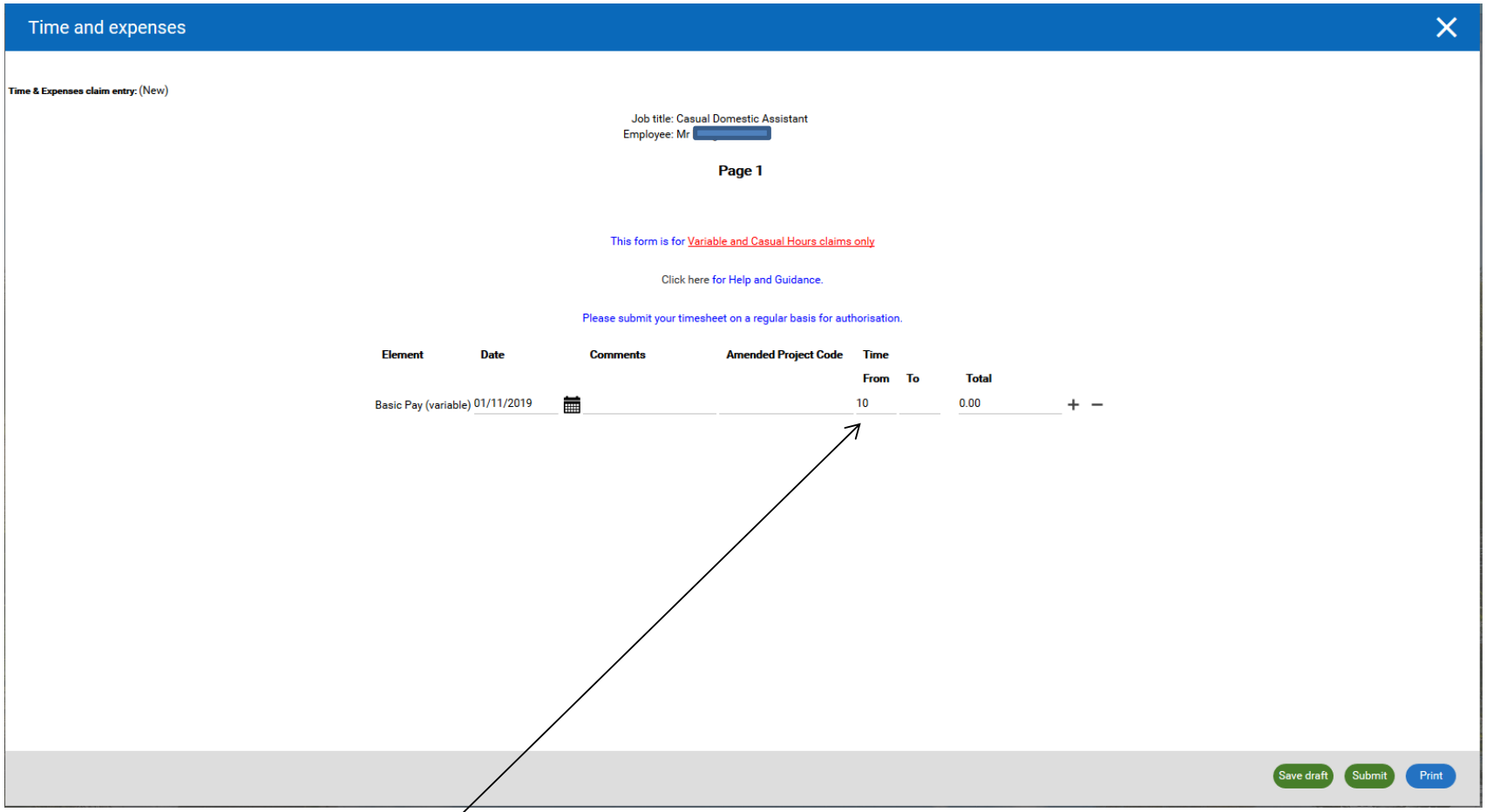
Start by entering the date of working in the ***Date*** field. Either enter the date directly or select the date by using the pop up calendar.



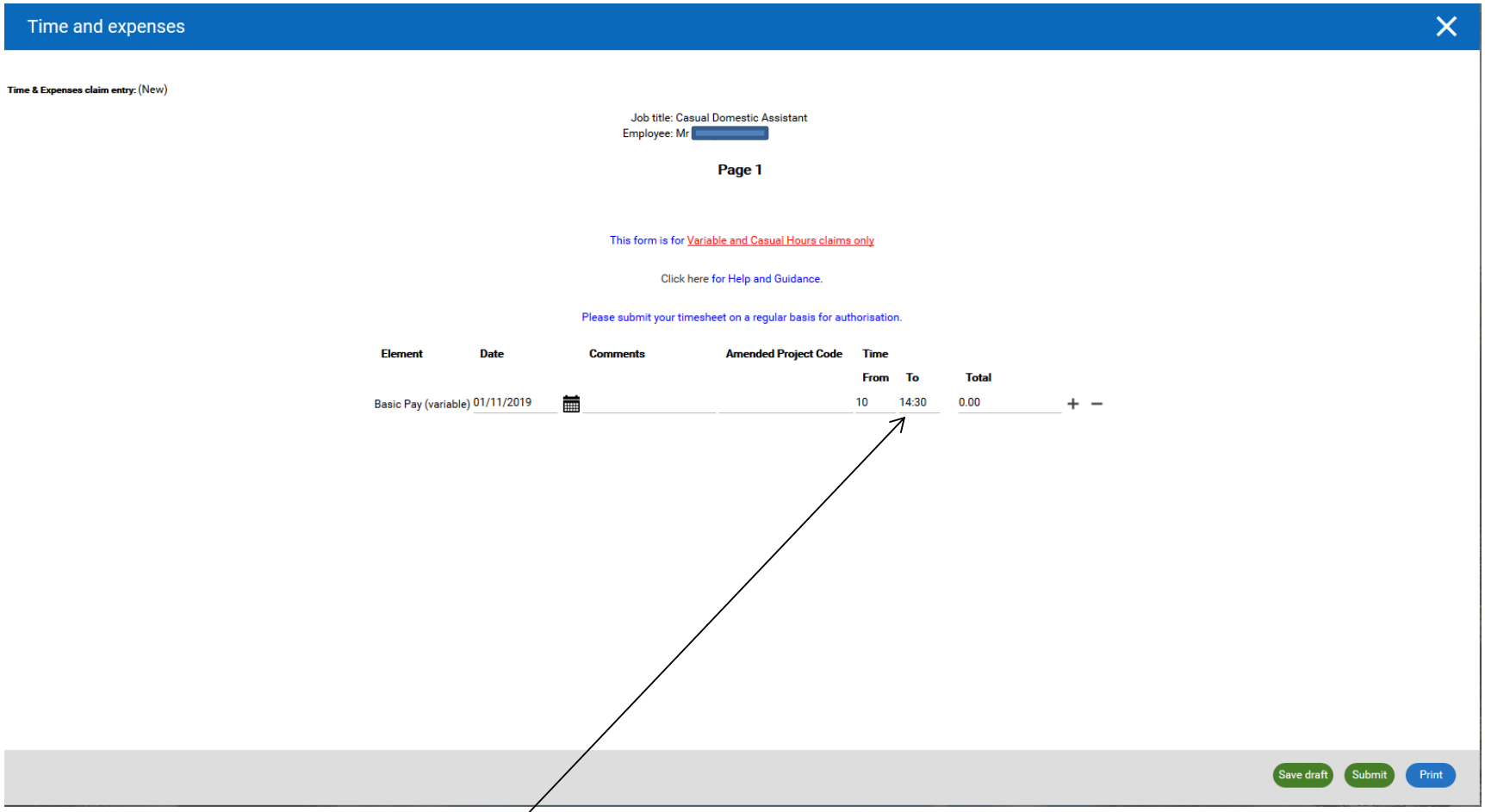
Next enter any ***Comments*** you may wish to add, this might be a short description of the work done to help your manager or supervisor when approving your claim.



You will normally leave the ***Amended Project Code*** blank, only add a code if instructed to do so by your manager or supervisor. The project code must be 10 characters long.

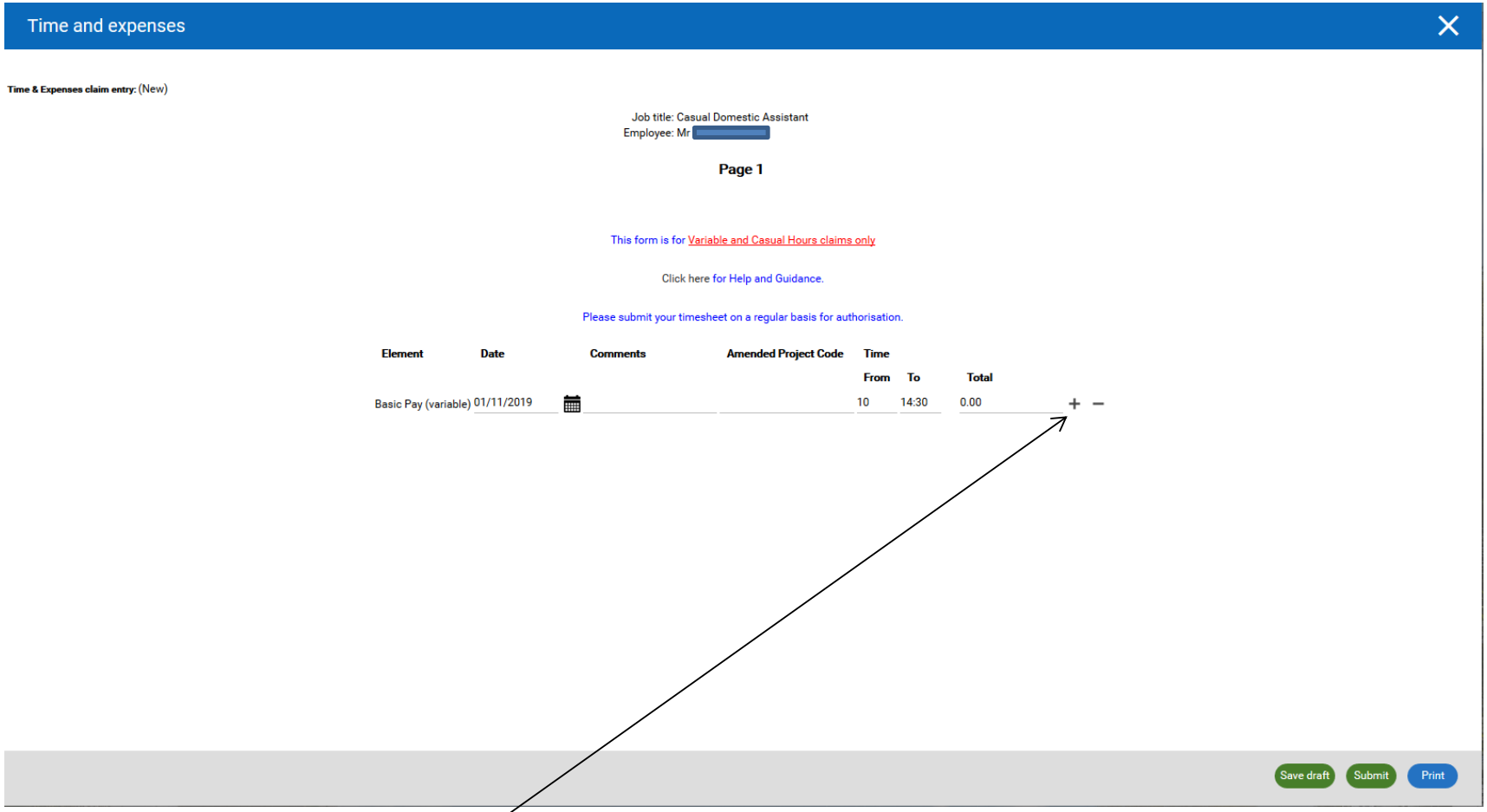


Now enter the start time in the ***Time From*** field. All times entered must be in hours and minutes and in the 24 hour format. If your start or finish time is "on the hour" you do not need to enter the minutes as "00", see the example above where "10" is entered instead of "10:00".

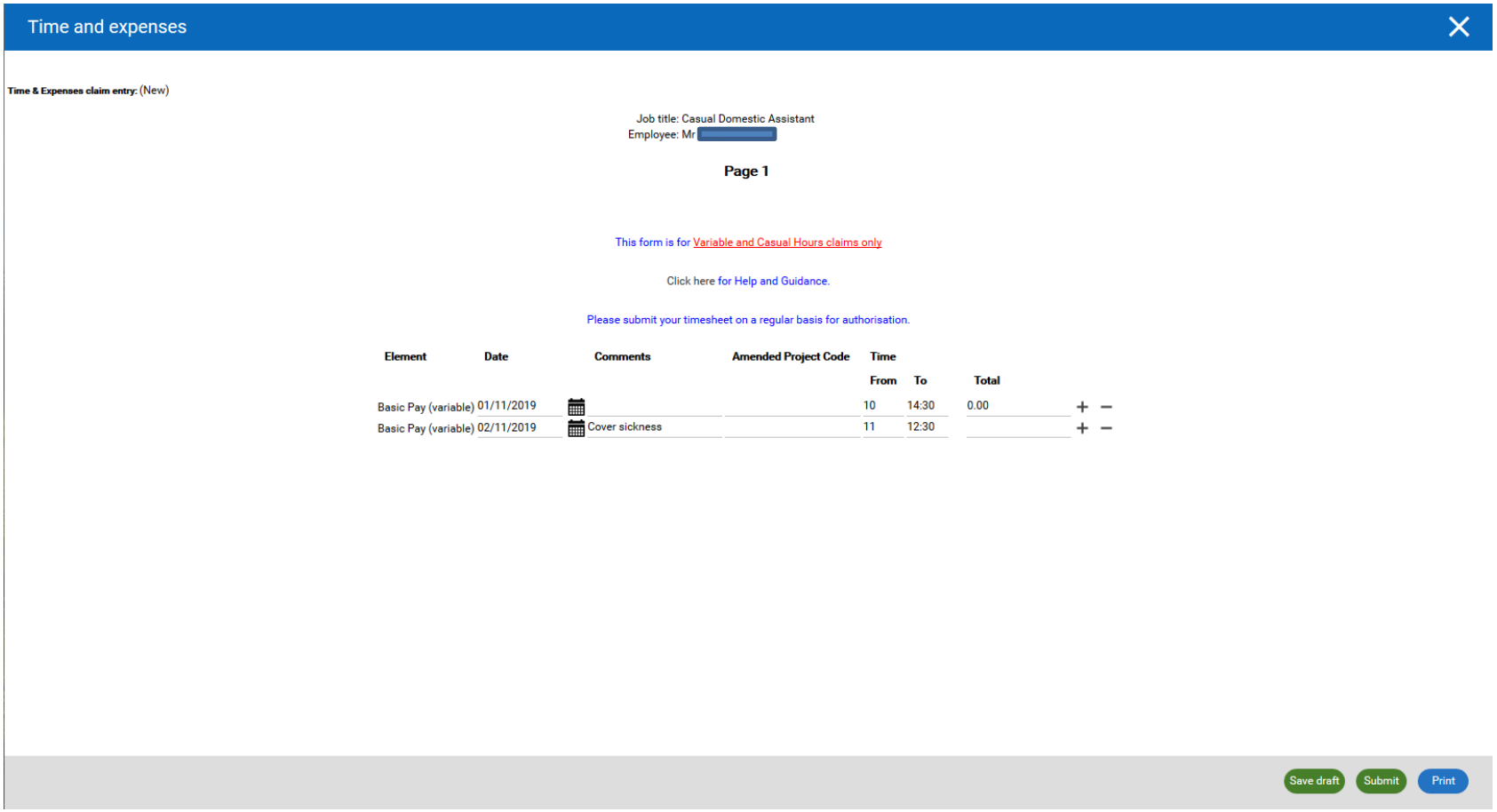


Now enter the finish time in the ***Time To*** field. Please note that the 24 hour format must be used, so 2:30 in the afternoon should be entered as 14:30.

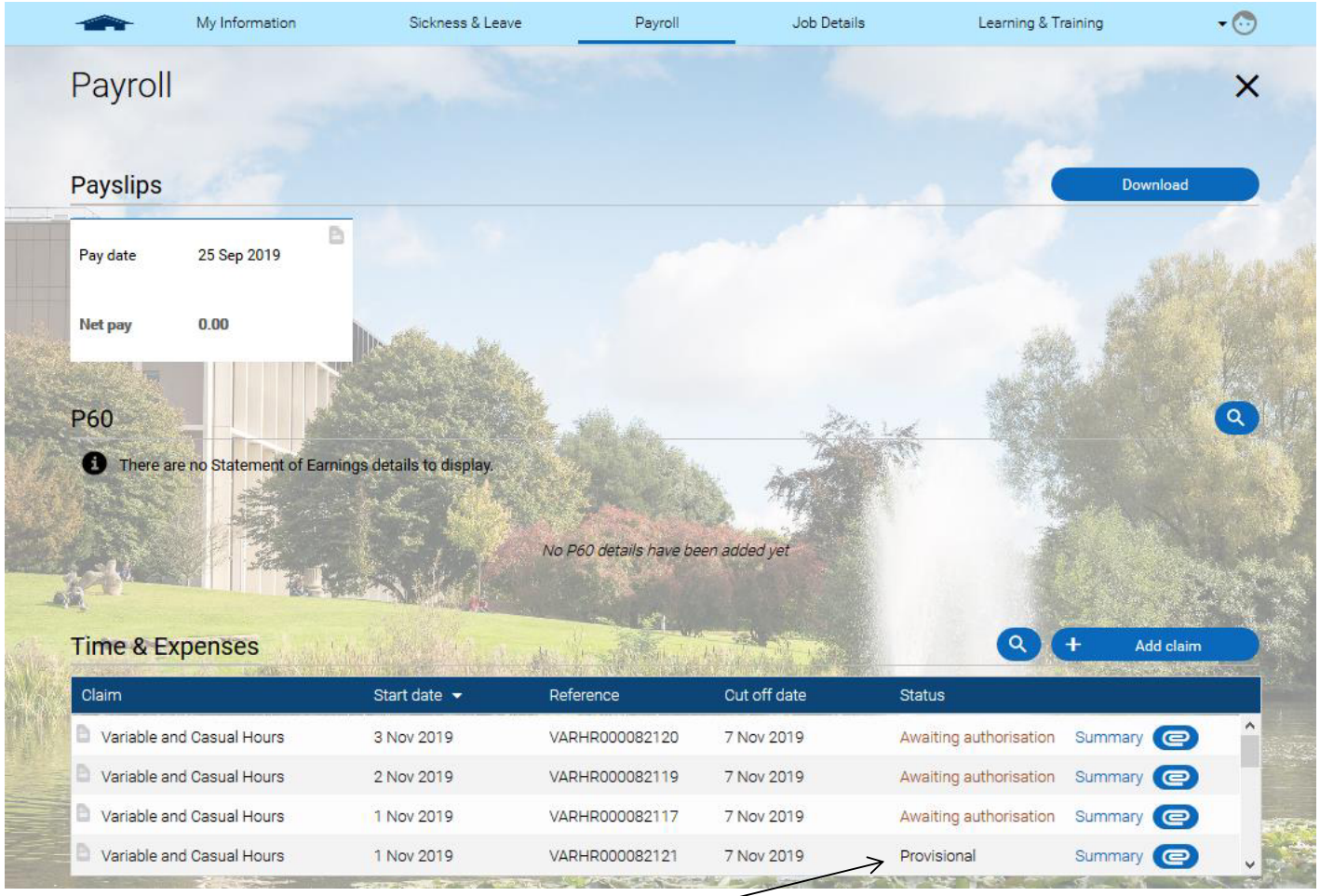
Once the first detail line has been entered you can:



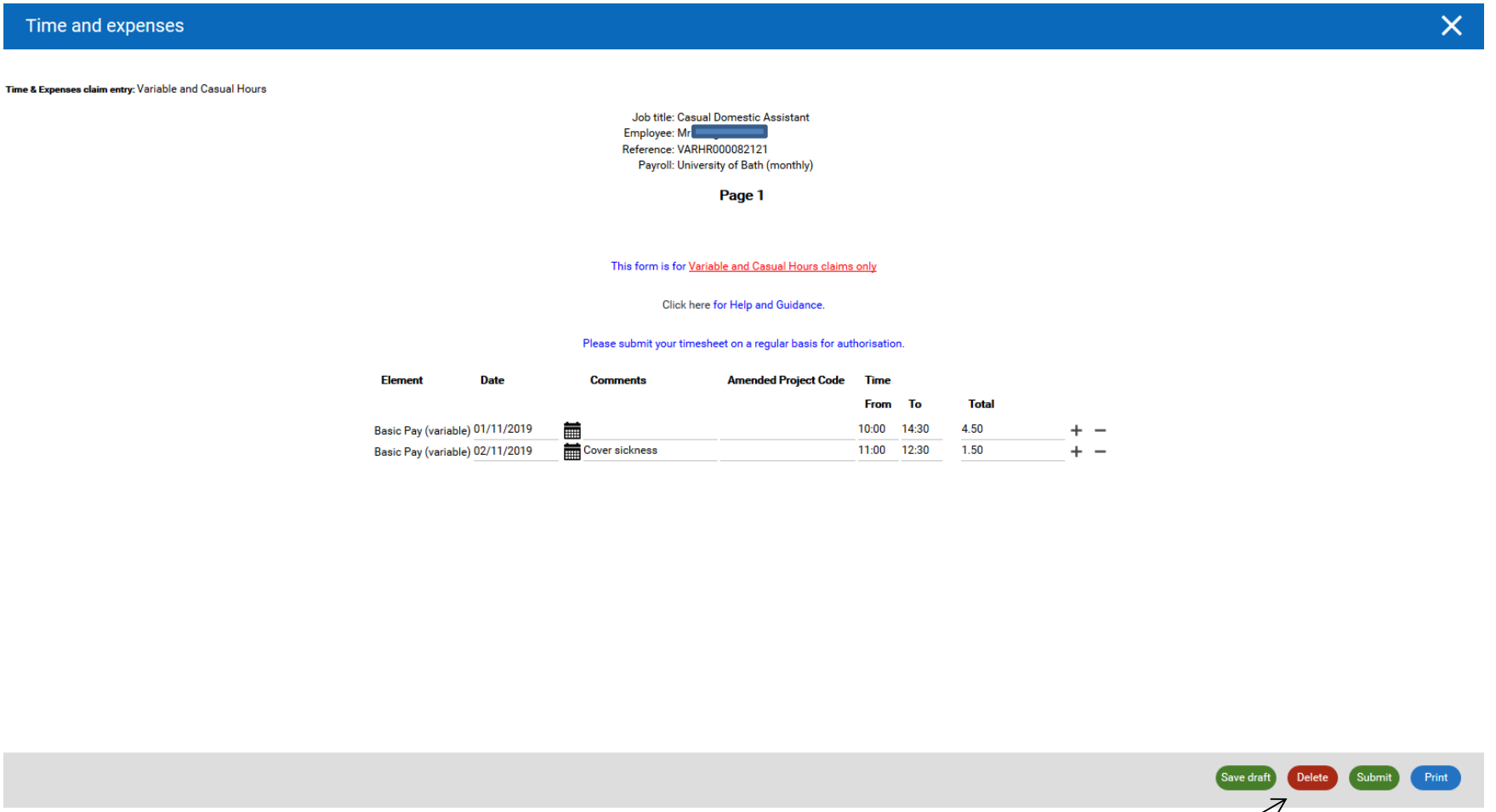
Add additional lines by pressing the **+** button (delete a line by pressing the **−** button).



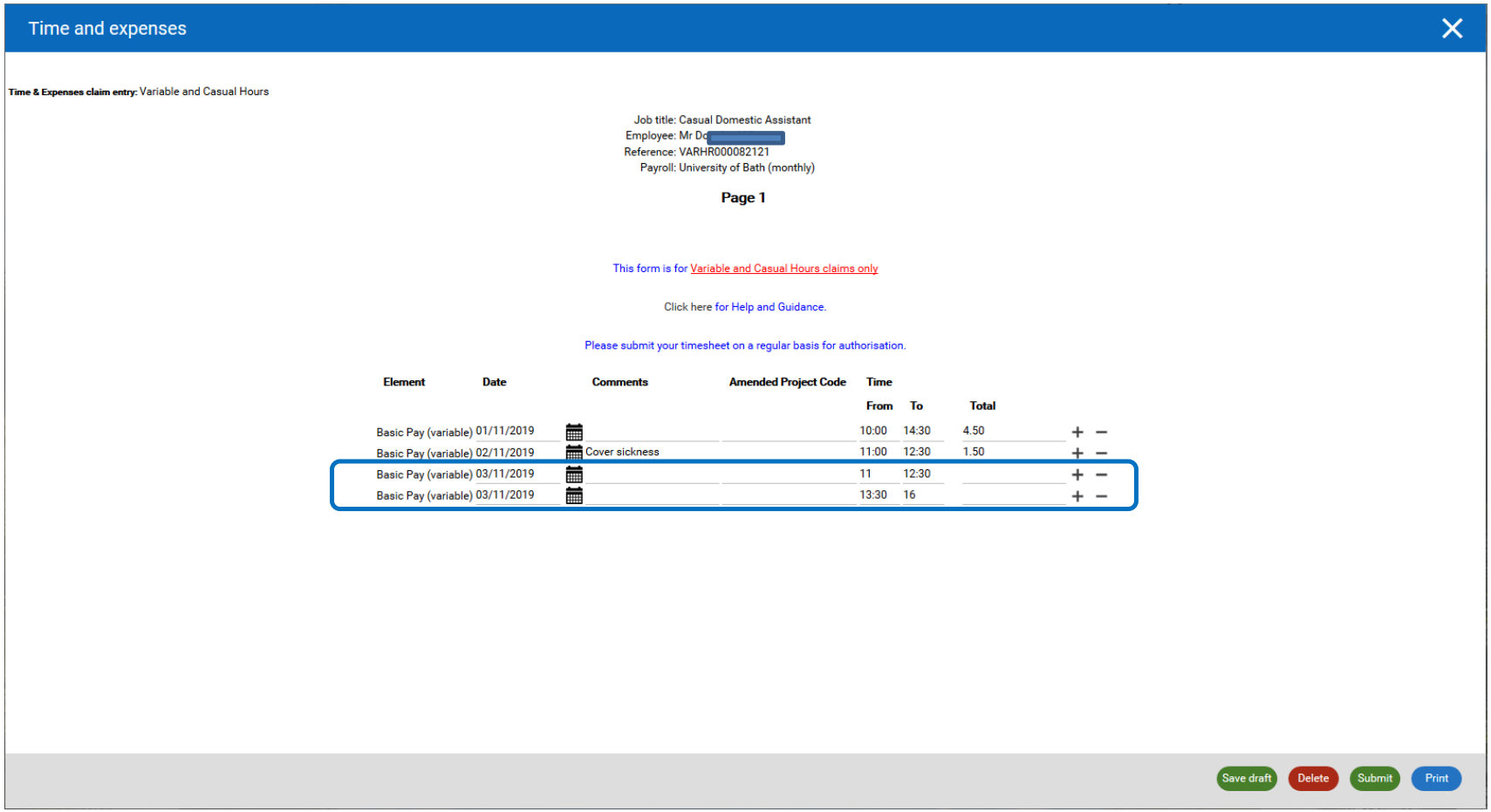
Or you can save the eTimesheet to add lines to the claim at another time by pressing the ***Save draft*** button.



Saved drafts will have a ***Provisional*** status on the claims screen, to re-open it click on it.

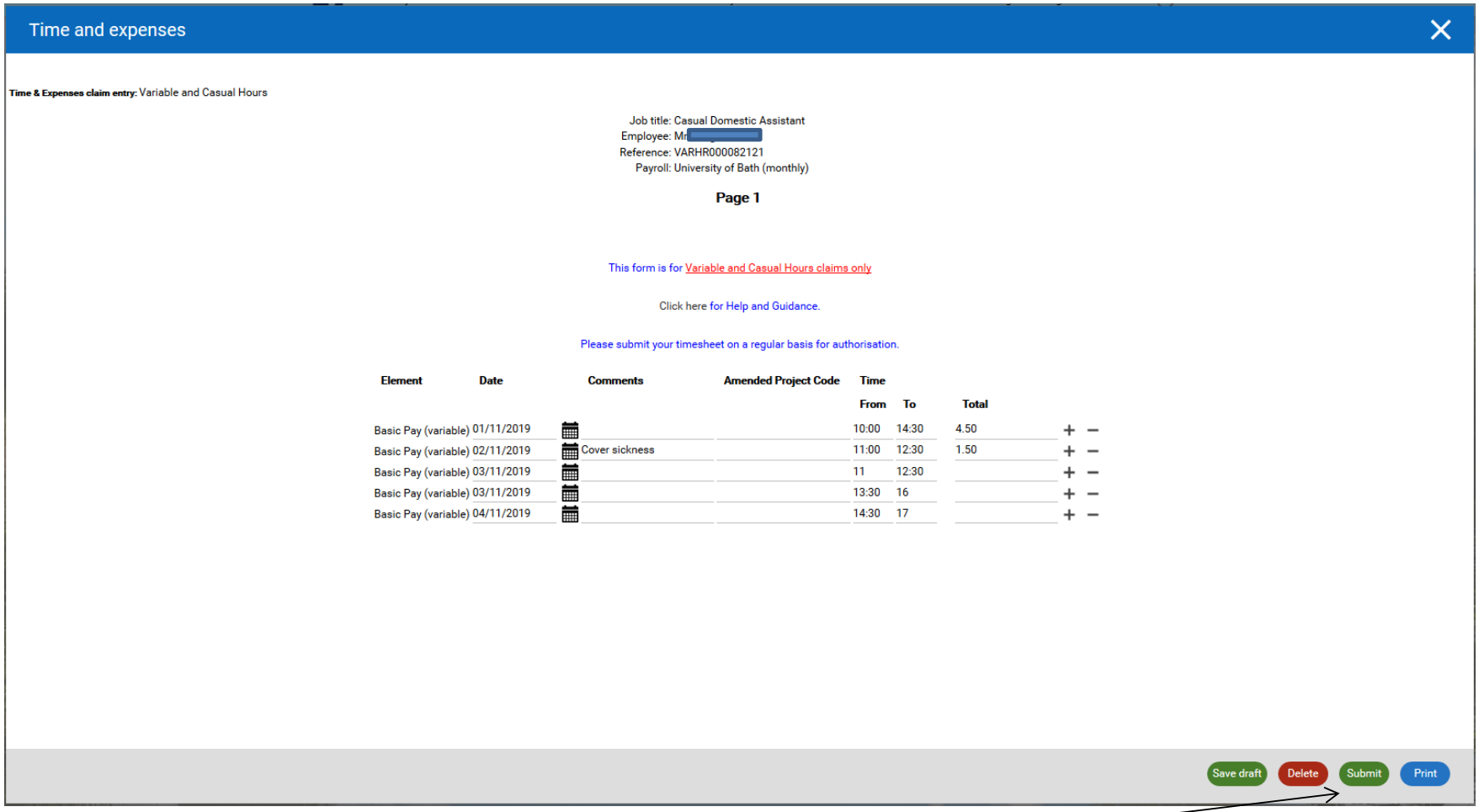


You can now add more lines to the claim or amend or delete existing lines. There is also a ***Delete*** button which will delete the whole claim if required.

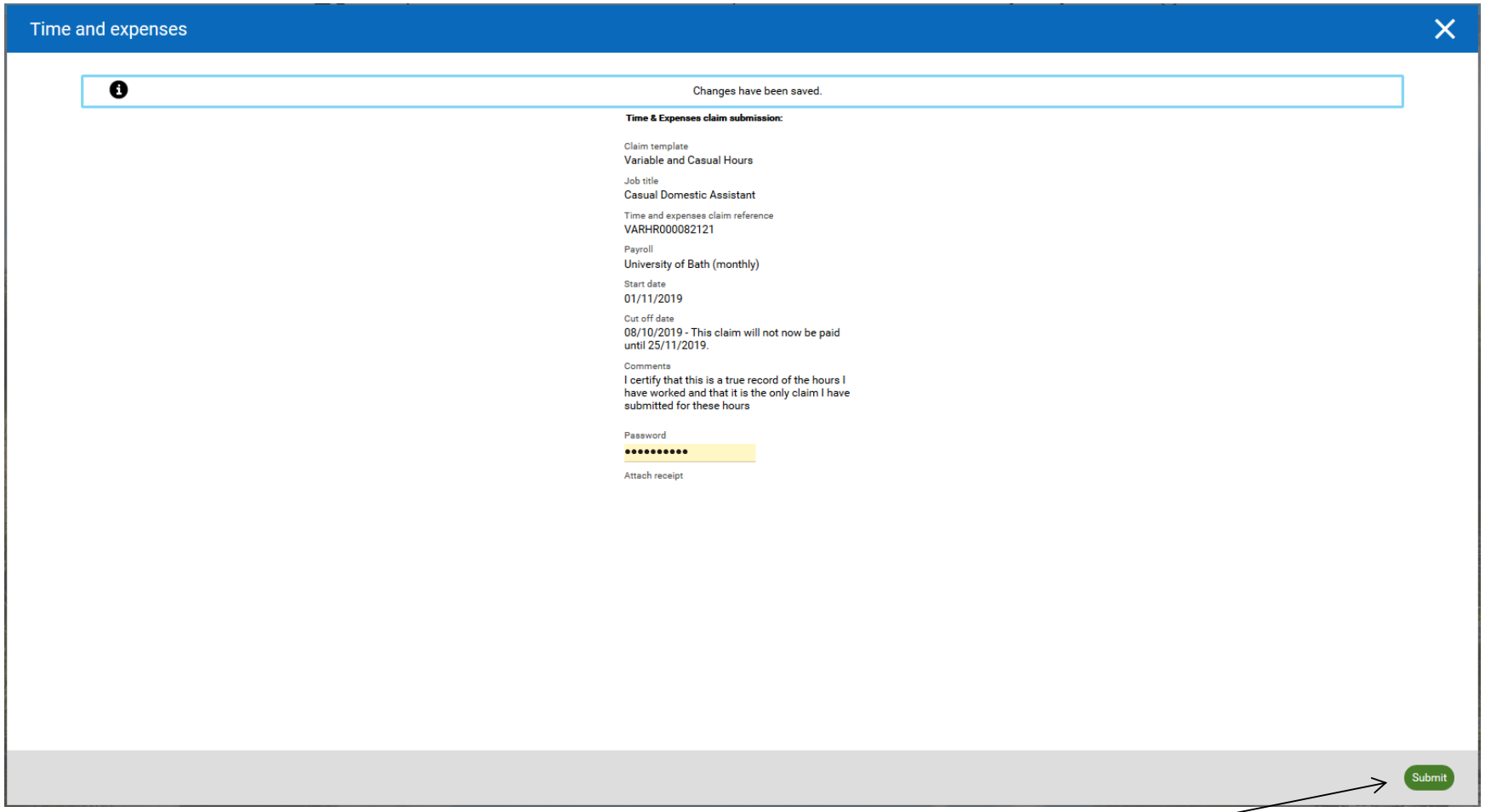


When entering your start and finish times you will need to account for breaks by adding two separate lines to the claim for each session worked as in the above example.

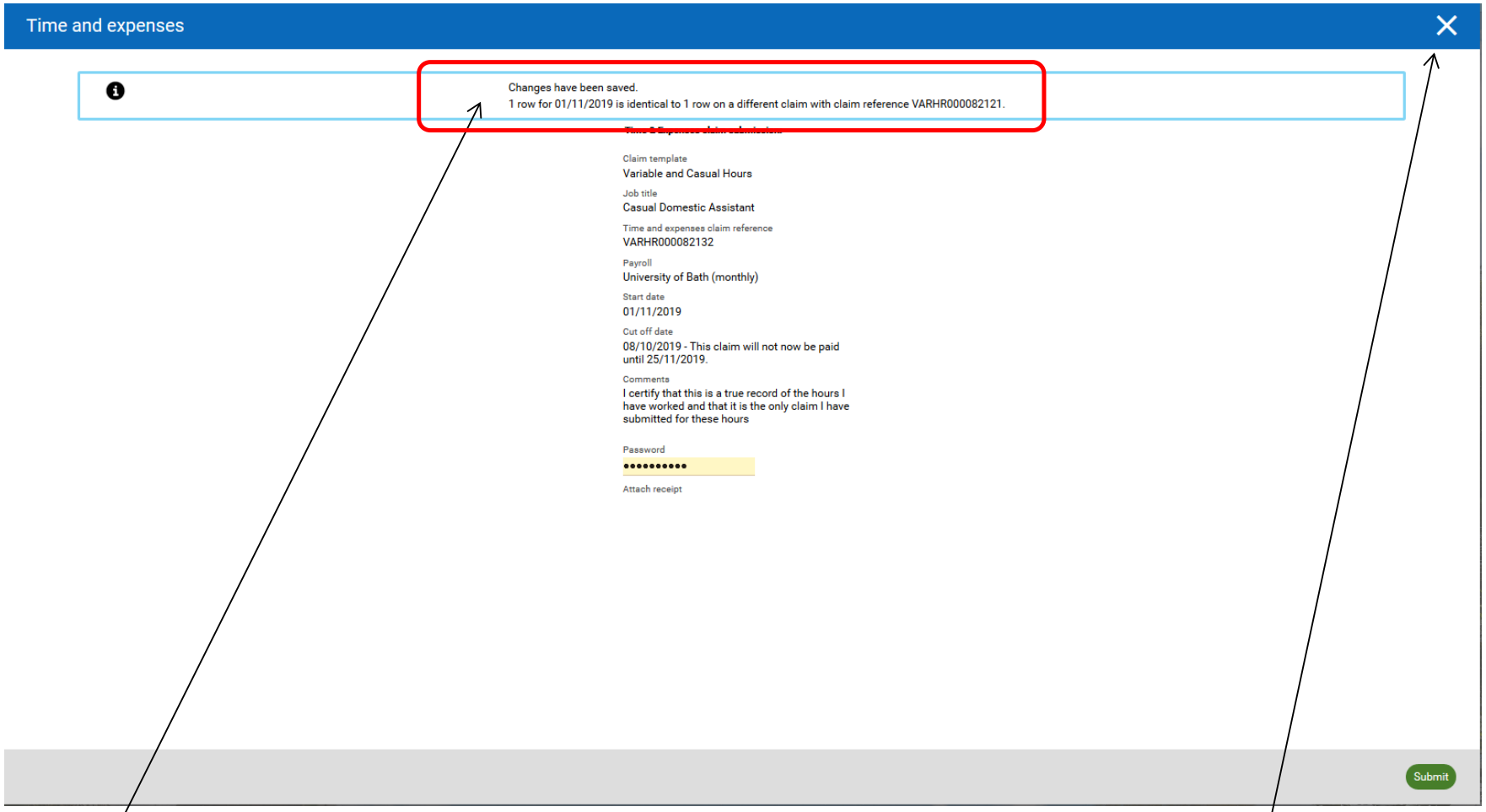
You must take and record at least a 30 minute unpaid break if you will work longer than 5 hours.



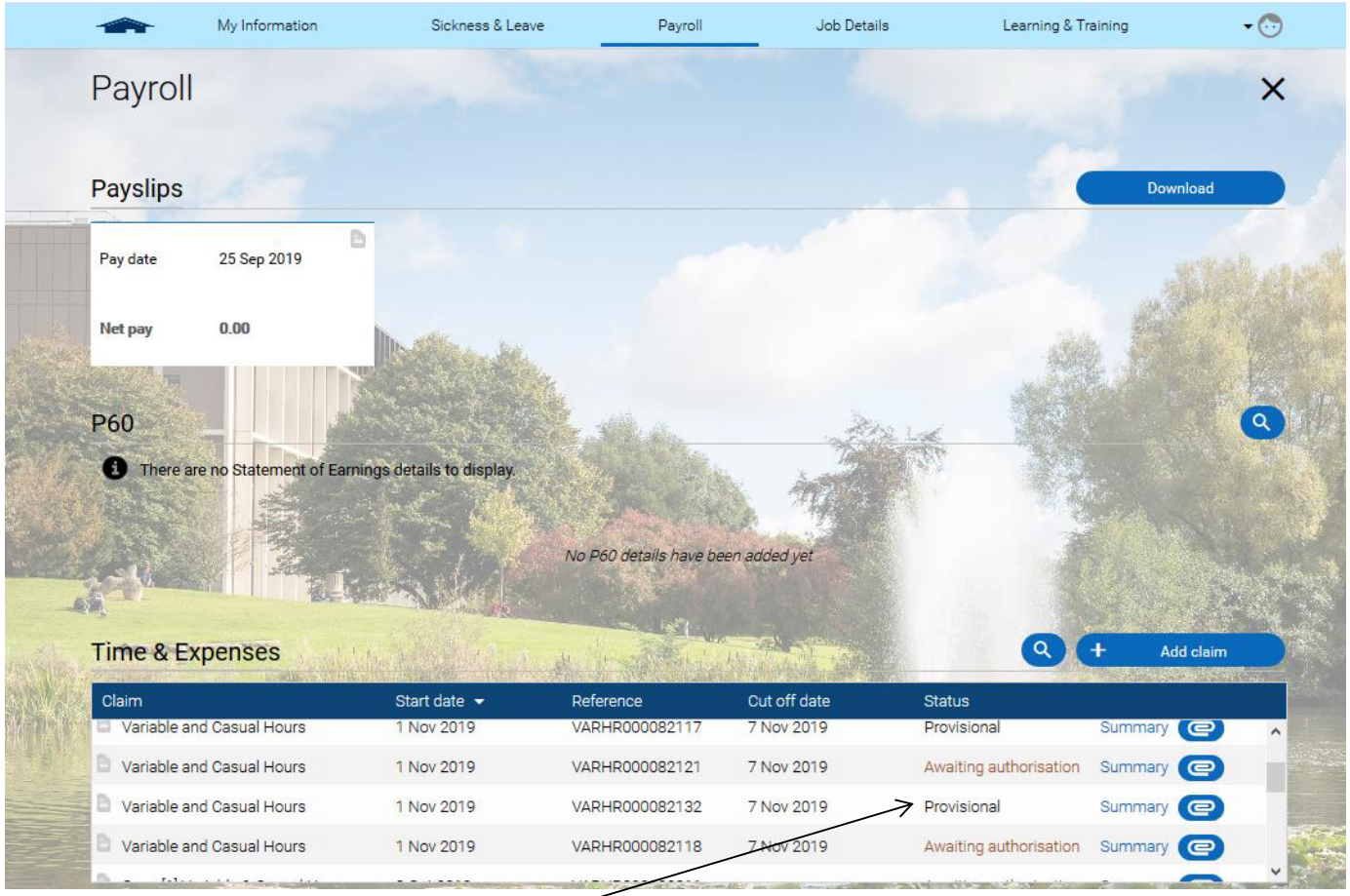
When the claim is completed click the ***Submit*** button.



When you submit your claim you will be prompted to input your password before final submission. This acts as your electronic signature on your claim. Click the ***Submit*** button. (Do not hit Return/Enter key on your keyboard as this will not save the claim.)

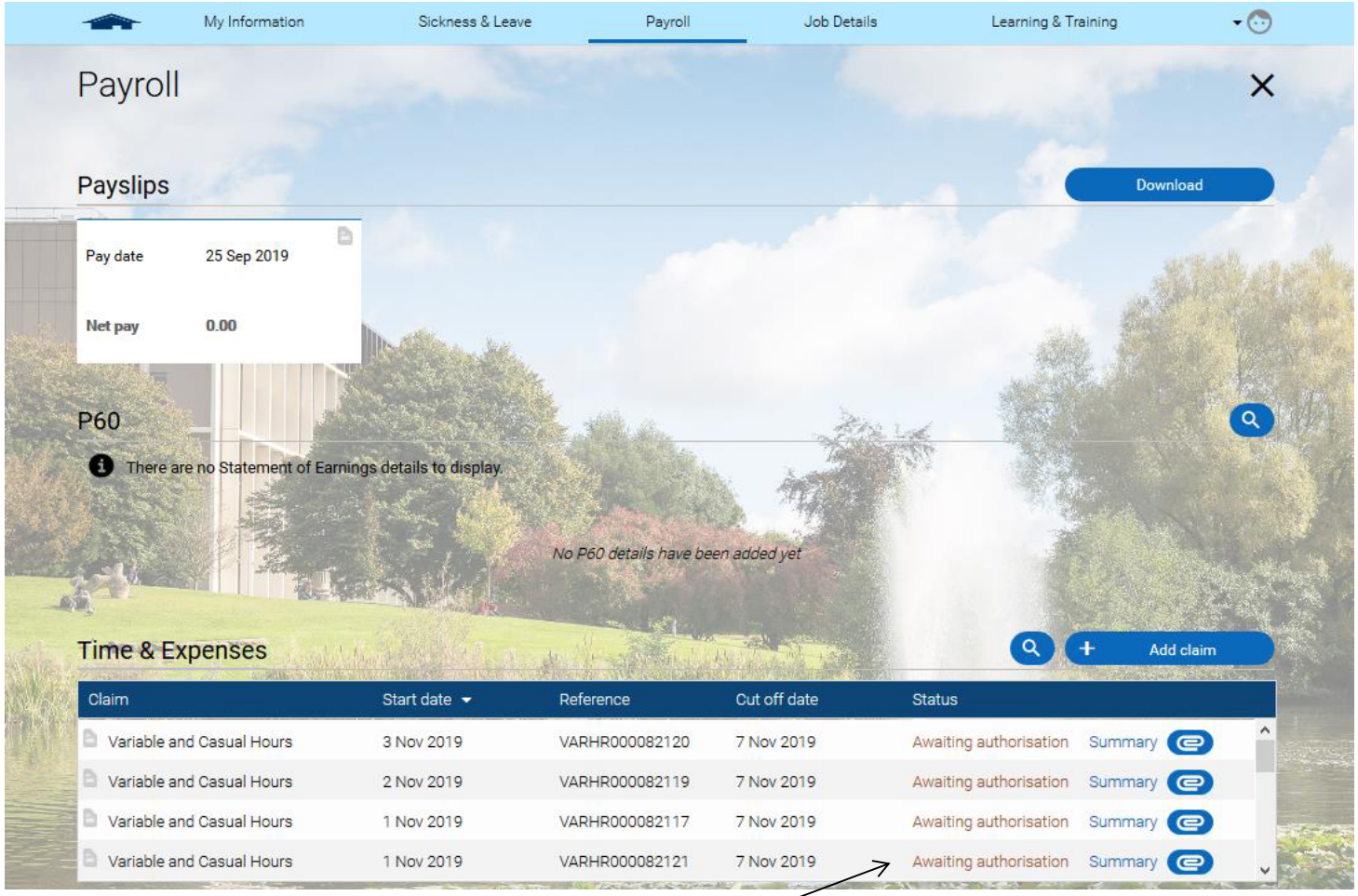


A ***warning message*** will appear on top of the submission screen if the new claim is **duplicating** one previously submitted. It is **<u>important not to submit</u>** the claim if this warning message is displayed. Click **X** to exit the submission screen.

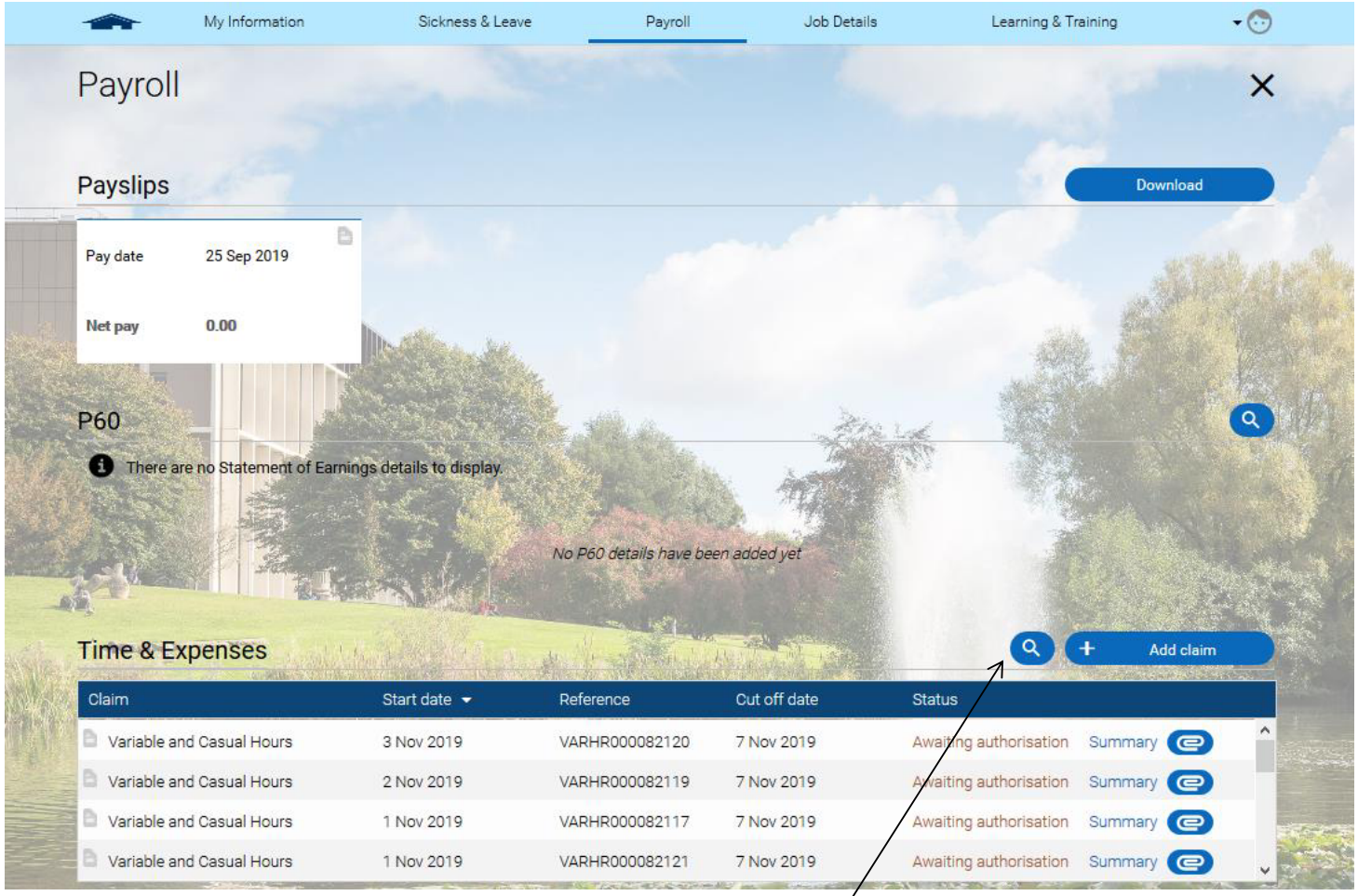


The claim will be saved with a ***provisional*** status and can be deleted or amended before resubmitting.

Please note that line managers and 2nd line authorisers will be also notified if a duplicated claim is submitted and they will be required to reject it.

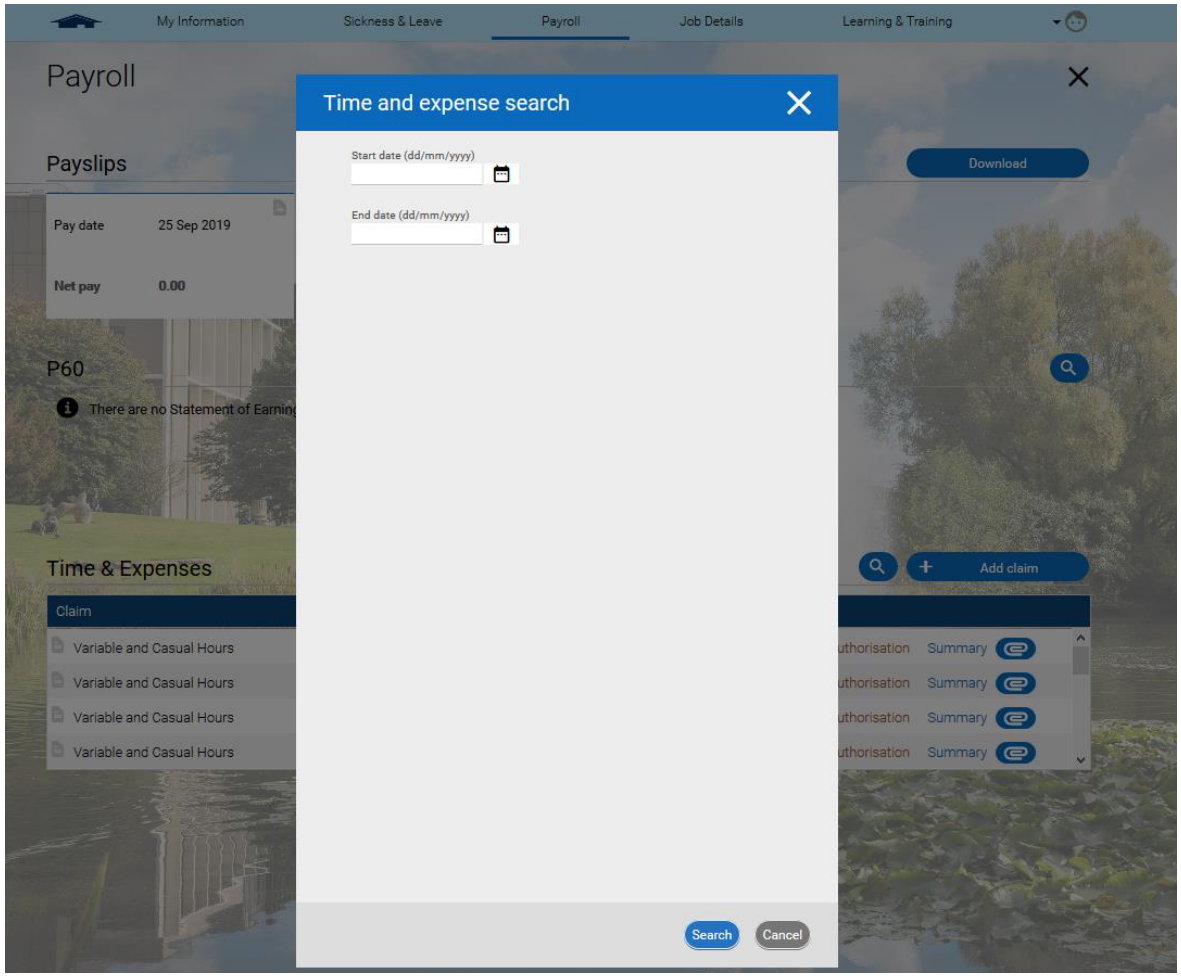


Once the claim is submitted the status changes to ***Awaiting authorisation***. You can look at the timesheet by clicking on it but there is no option to amend or delete the data now once the claim has been submitted. The claim will need to be rejected by your manager or supervisor if an error is discovered after submission.



Note that under ***Time & Expenses*** only claims that are in progress are shown together with their authorisation status.

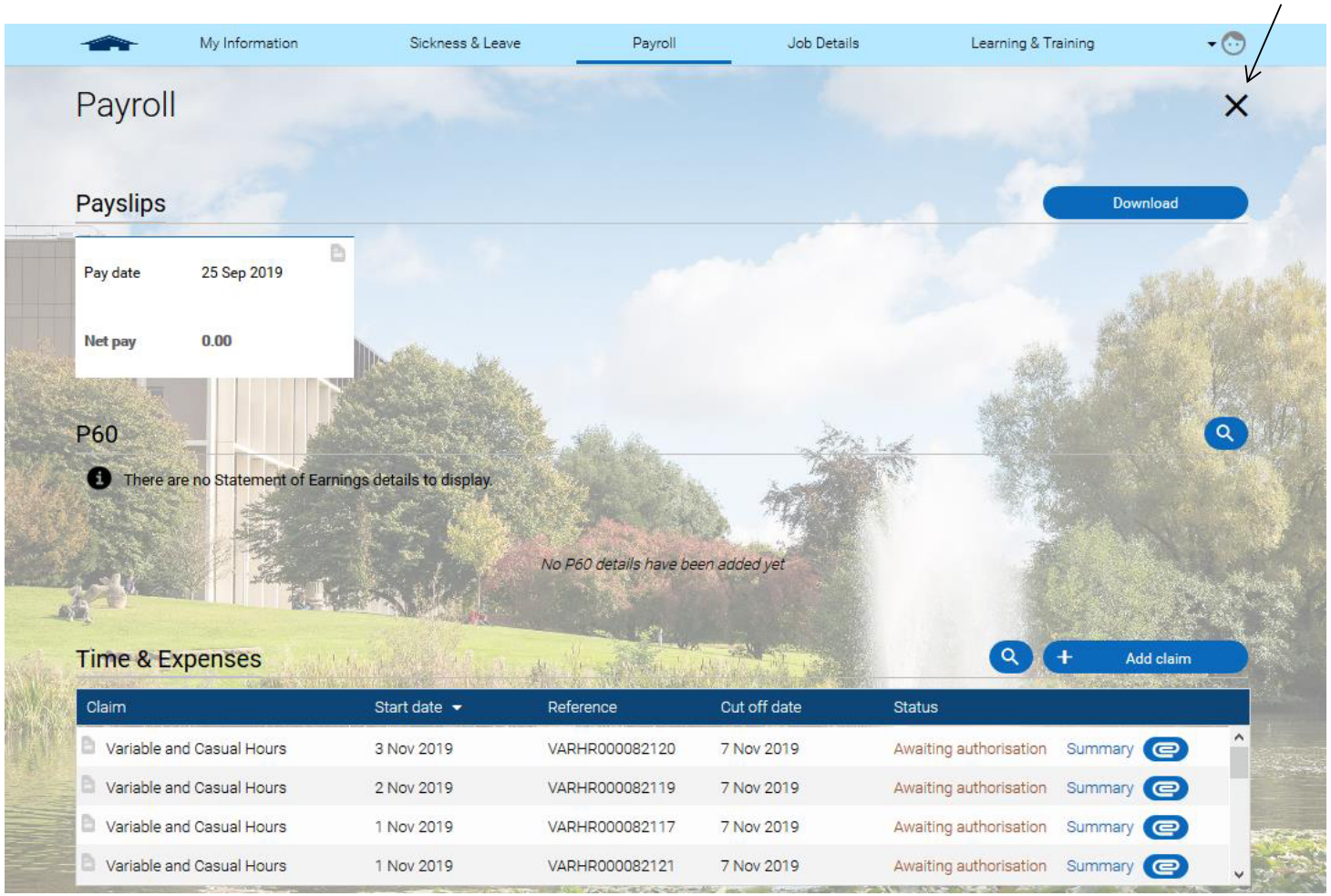
You can search for the Authorised claims by clicking the ***Search*** button.



Enter the Start date and End date in the ***Time and expense search*** window and click ***Search***.

All Authorised claims that match the search criteria will be displayed. You can click on the claim to view more details.

When you have finished entering your claim you can return to the home screen by clicking on the X.



To logout of Employee Self Service click on the face icon in the top right hand corner, select the ***Logout*** option from the drop down list, confirm you wish to leave the page and then close your browser.

