



Manager Self Service  
**eTimesheets for Hourly Paid Workers**  
User Guide

From your internet browser open the University's home page ([www.bath.ac.uk](http://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.

The screenshot shows the University of Bath staff portal. The browser address bar displays <https://www.bath.ac.uk/staff/>. The University of Bath logo is in the top left, and navigation links for Staff, Students, and Alumni are in the top right. A dark navigation bar contains the main menu items: COURSES, RESEARCH, COLLABORATE, DEPARTMENTS, and ABOUT. A search bar is on the right of this bar. Below this is a teal sub-menu bar with options: Staff, Online tools, Academic resources, Campus life, Report a problem, Services and support, and External Homepage. The 'Online tools' section is expanded, showing a grid of categories: IT services, iTrent, Booking systems, Finance systems, Administrative data, and Job vacancies. The 'iTrent' category is highlighted with a black arrow pointing to the 'Manager Self Service' link. Another black arrow points from the 'Online tools' menu item to the 'Online tools' section header.

| IT services                   | iTrent                              | Booking systems          | Finance systems          | Administrative data         | Job vacancies |
|-------------------------------|-------------------------------------|--------------------------|--------------------------|-----------------------------|---------------|
| Email and calendar            | Employee Self Service               | Room bookings            | Business World (Agresso) | Business Objects for SAMIS  | Jobs at Bath  |
| Office 365 Portal             | Manager Self Service                | Business travel bookings | Marketplace              | Business Objects for iTrent |               |
| Self service portal (TOPdesk) | Using iTrent (HR management system) |                          |                          | Applicant CRM               |               |
| IT services status            | Career Progression Portal           |                          |                          | Student Services CRM        |               |
| Convert a file (SensusAccess) |                                     |                          |                          |                             |               |

Open the **Online tools** menu and in the **iTrent** section select **Manager Self Service**.

# Manager Self Service (MSS)

## Accessing MSS

[Register as a line manager to start using MSS](#). You will need to register before you can access any information within MSS.

Once registered, you can securely [access and update details](#) on your staff via iTrent for MSS.

You will have access to only specific information from iTrent and only on the staff you manage. You will not be able to view sensitive information such as the protected characteristics of your staff (e.g. disability, gender, race, age, etc).

## Need help?

Please contact your HR Operations Administrator via [TopDesk](#) or [phone](#)



[Login to Manager Self Service \(MSS\)](#)



Scroll down and click on ***Login to Manager Self Service (MSS)***.

From [Human Resources](#)

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# Manager Self-Service (MSS)

Log in to MSS to securely view and update information on your team.

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Procedure

[View more corporate information in Human Resources](#)

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1) [Register as a line manager](#) to start using MSS. You will need to register before you can access any information within MSS.

2) Once registered, enter your normal University username and password.

For MSS line manager guidance on accessing and updating your employees' information, including absence, click [here](#).

For MSS line manager guidance on uploading probation documents, click [here](#).

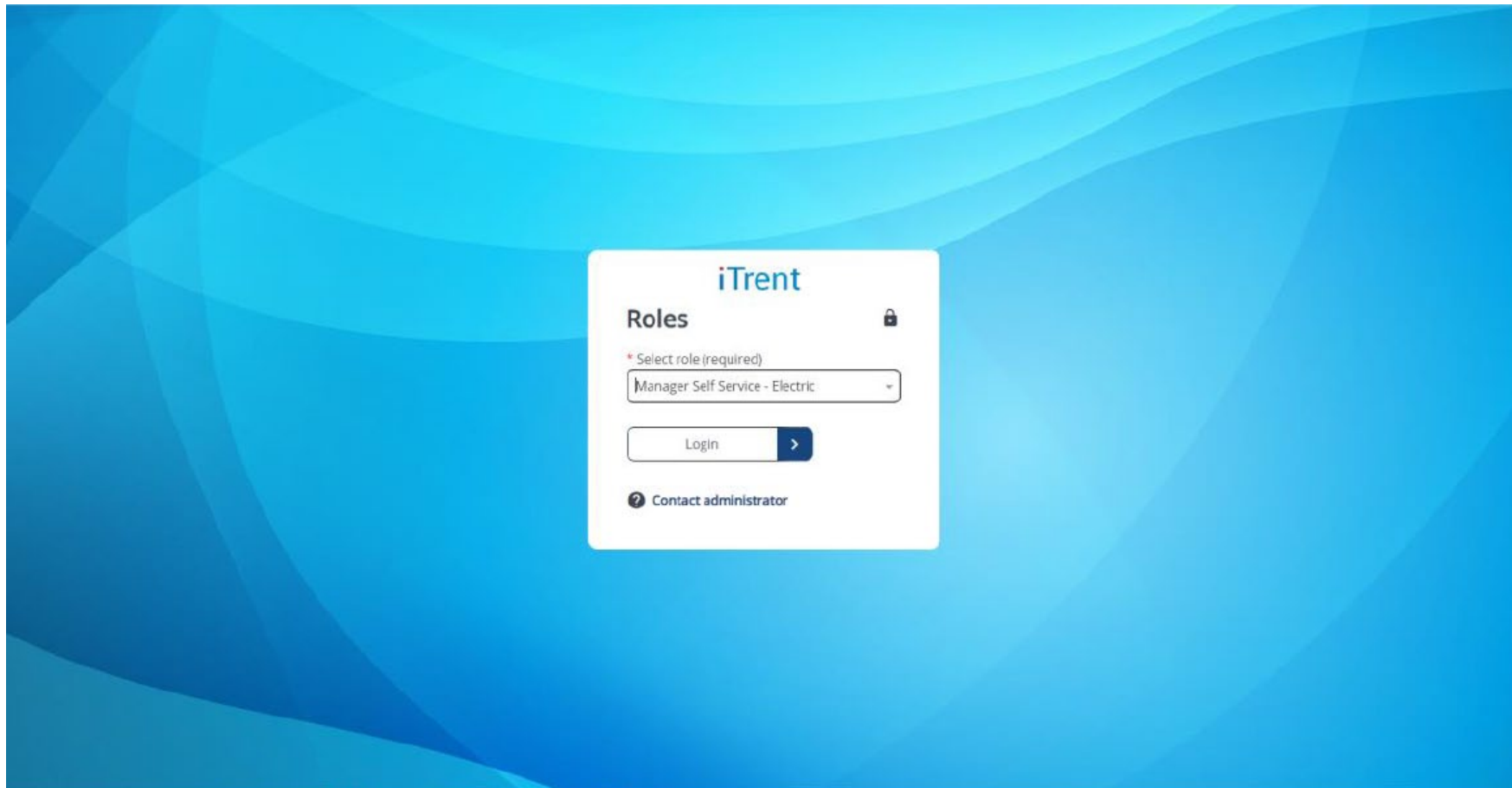
For MSS line manager guidance on uploading SDPR documents, click [here](#).



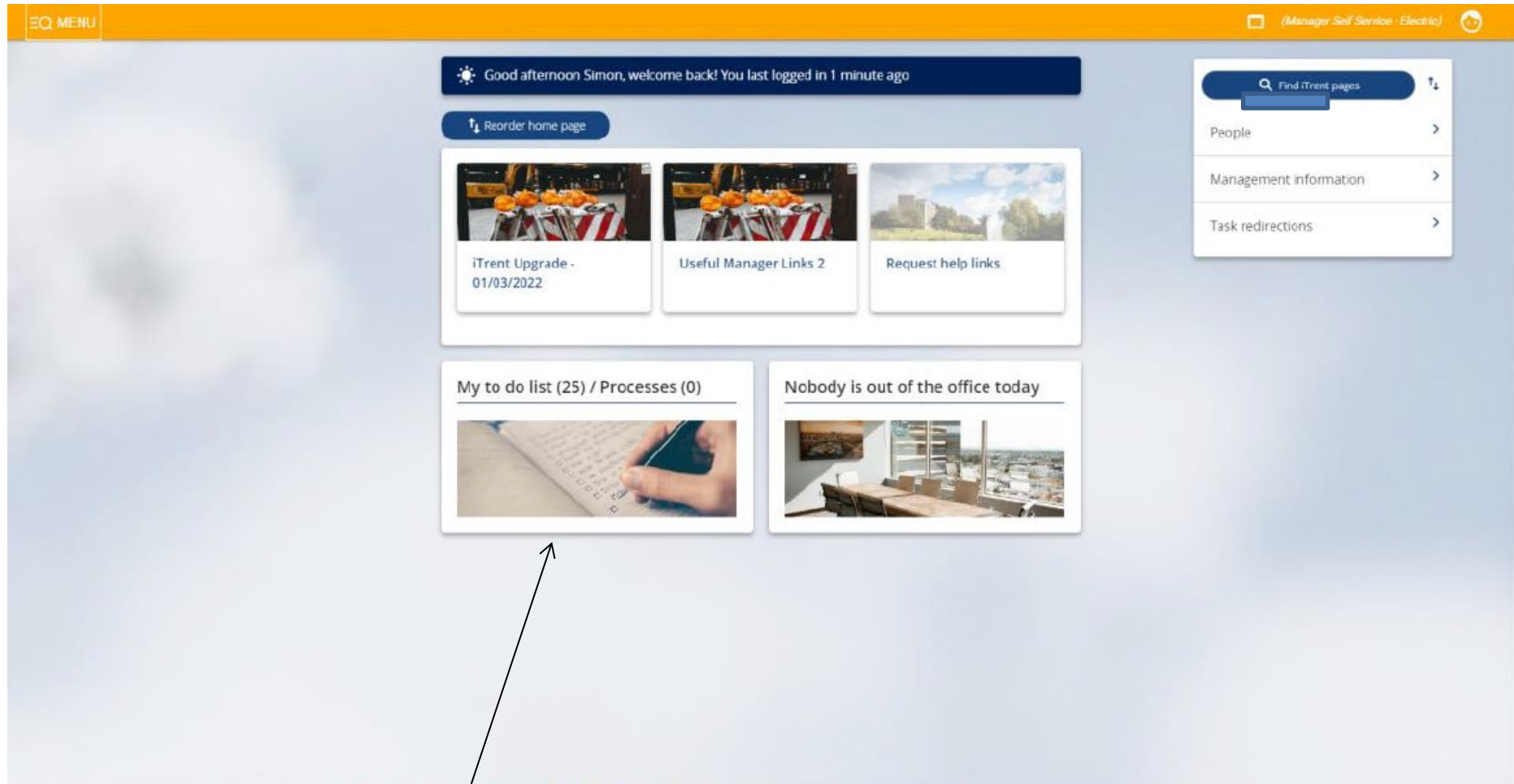
[Log in to Manager Self-Service \(MSS\)](#)



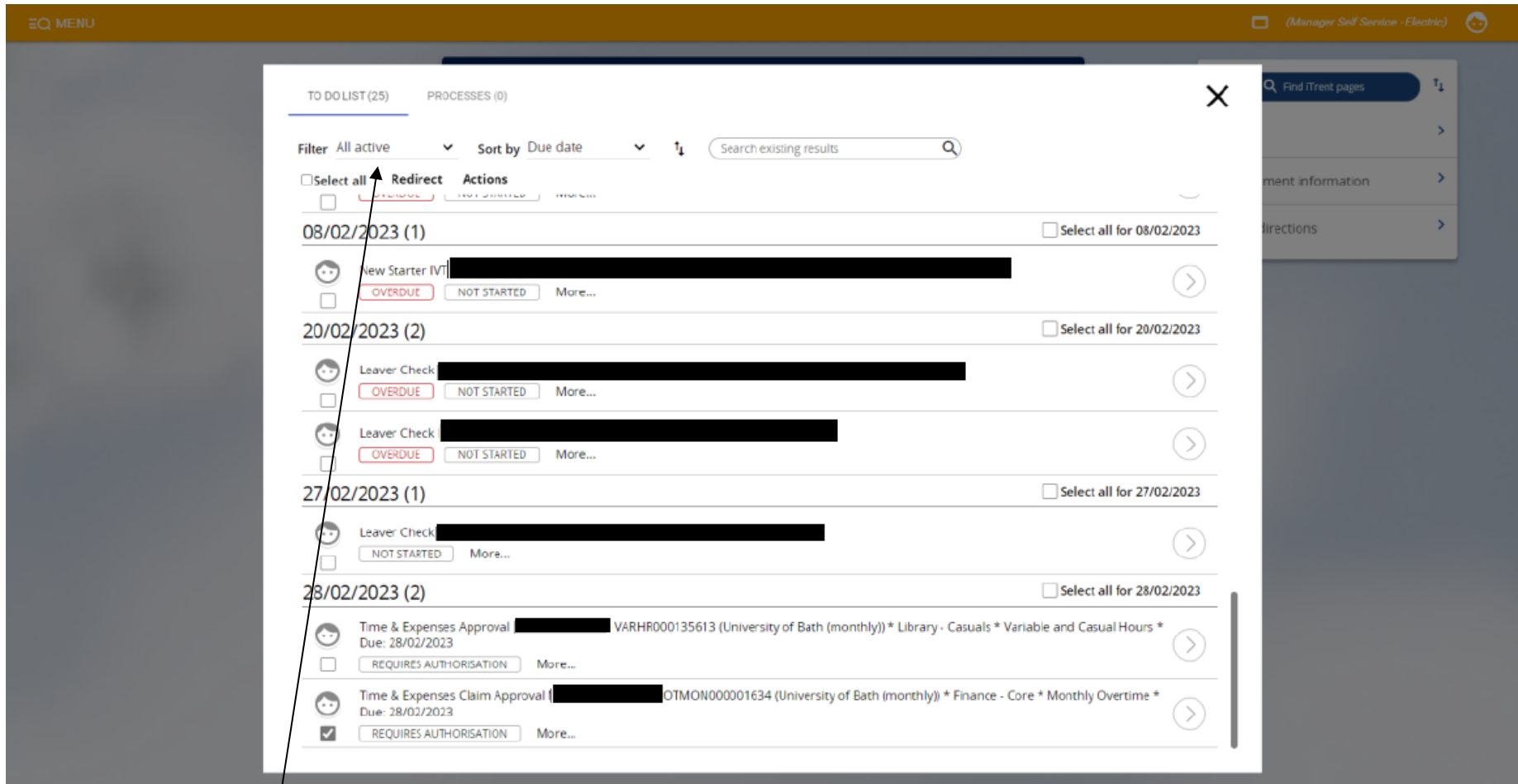
And then click on ***Log in to Manager Self-Service (MSS)***.



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

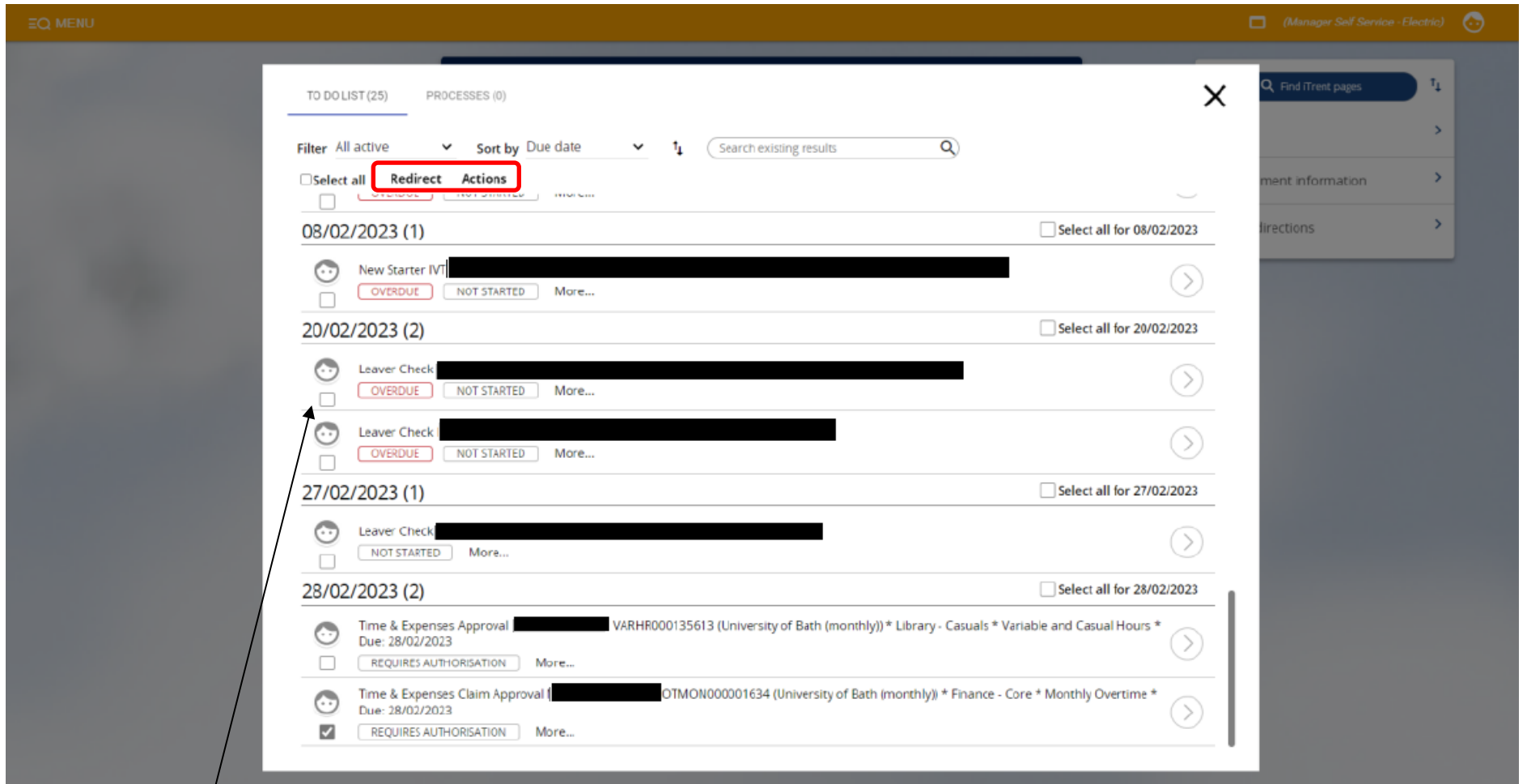


From the home screen select **My to do list**.



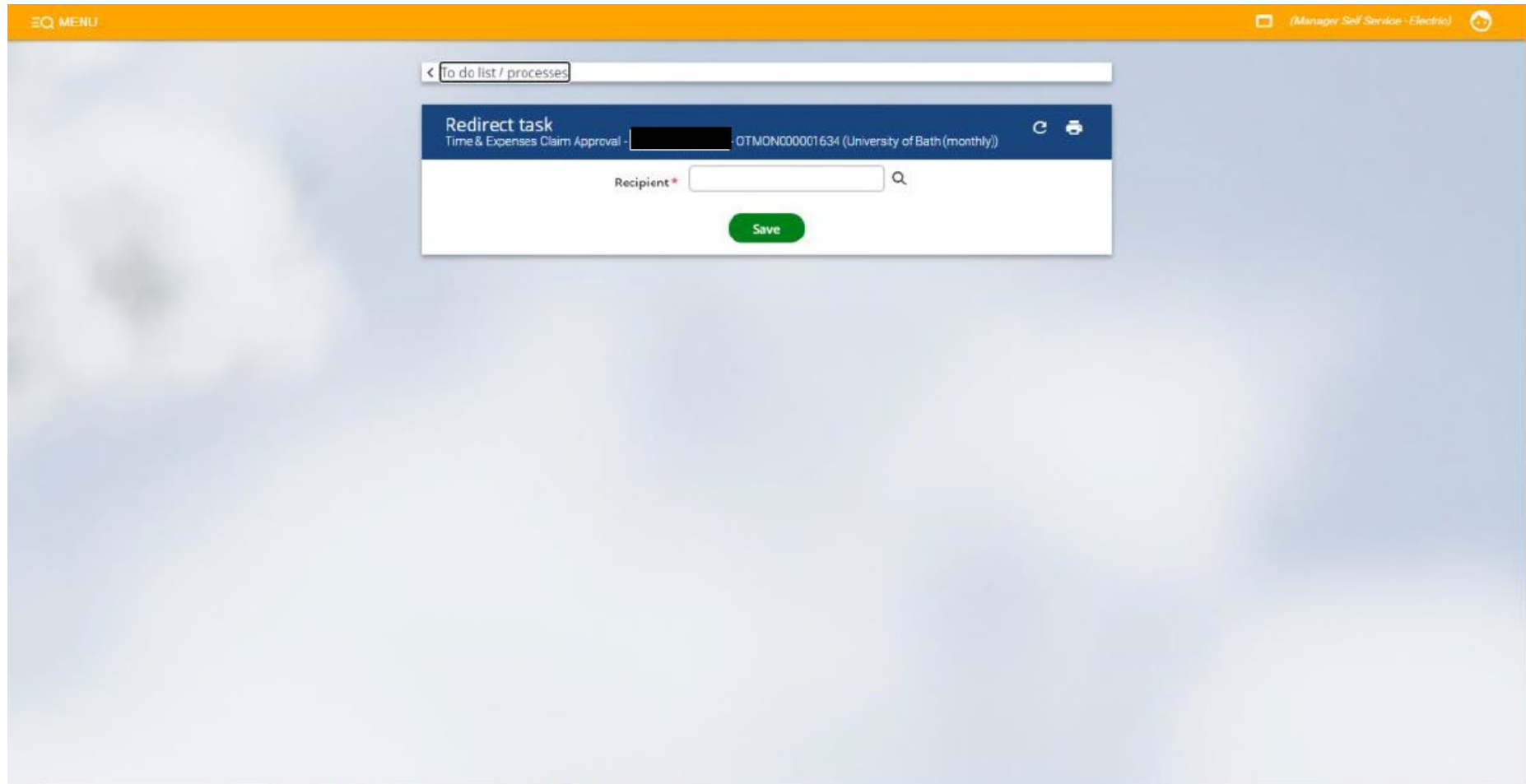
This screen shows all your outstanding tasks to complete.

You can **filter** and **sort** the tasks by selecting option from the drop-down list.



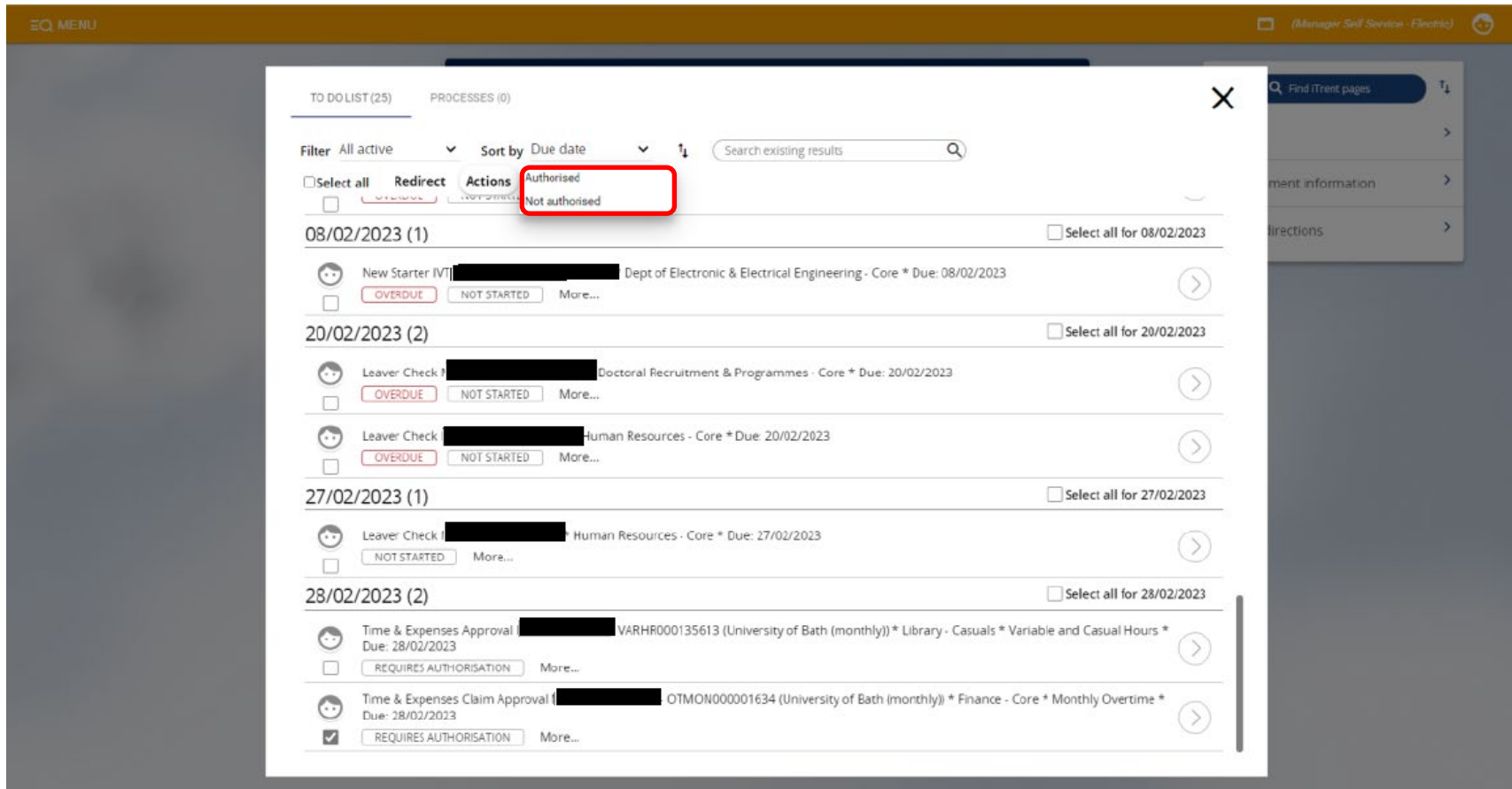
By ticking the box on the left-hand side of each task two new options will appear on top of the list: **Redirect** and **Actions**.





To redirect a task to another person, click **Redirect**. On this screen you can search for new recipient by their surname.

Click **Save** to redirect the task.



By clicking on **Actions**, two options will appear: **Authorised** and **Not authorised**. By selecting one of these options, you can authorise or reject all selected tasks with one click. Please ensure you view and check all the individual claims before authorising them in this way.

It is recommended to authorise/reject claims individually using the method below.

TO DO LIST (25) PROCESSES (0)

Filter All active Sort by Due date Search existing results

Select all Redirect Actions

08/02/2023 (1)  Select all for 08/02/2023

New Starter IVI [REDACTED] OVERDUE NOT STARTED More...

20/02/2023 (2)  Select all for 20/02/2023

Leaver Check [REDACTED] OVERDUE NOT STARTED More...

Leaver Check [REDACTED] OVERDUE NOT STARTED More...

27/02/2023 (1)  Select all for 27/02/2023

Leaver Check [REDACTED] NOT STARTED More...

28/02/2023 (2)  Select all for 28/02/2023

Time & Expenses Approval [REDACTED] VARHR000135613 (University of Bath (monthly)) \* Library - Casuals \* Variable and Casual Hours \* Due: 28/02/2023  REQUIRES AUTHORISATION More...

Time & Expenses Claim Approval [REDACTED] OTMON000001634 (University of Bath (monthly)) \* Finance - Core \* Monthly Overtime \* Due: 28/02/2023  REQUIRES AUTHORISATION More...

To view and authorise the Time & Expenses Claim click on the claim or the grey arrow on the right-hand side.

This is the **Time & Expenses Claim** authorisation screen:

The screenshot displays the 'Time & Expenses claim' authorisation screen in the iTrent system. The page title is 'Time & Expenses claim Variable and Casual Hours'. The form includes the following fields:

- Employee: [Redacted]
- Job title: Casual Administrative Assistant CW2 (LB)
- Reference: VAR-HR000135613
- Payroll: University of Bath (monthly)
- Authorisation section:
  - User name: [Redacted]
  - Authorisation status\*: [Dropdown menu]
  - Reason: [Text area]

Below the form, the page is labeled 'Page 1'. A note states: 'This form is for Variable and Casual Hours claims only.' A link for 'Click here for Help and Guidance.' is provided. A instruction reads: 'Please submit your timesheet on a regular basis for authorisation.'

| Element              | Date       | Comments   | Amended Project Code | Time From | To    |
|----------------------|------------|------------|----------------------|-----------|-------|
| Basic Pay (variable) | 23/02/2023 | [Redacted] | [Redacted]           | 09:00     | 10:00 |

You can view details of the claim, such as date, time from and to, any comments submitted by worker and amended project code.

Time & Expenses claim Variable and Casual Hours

Employee: [Redacted]

Job title: Casual Administrative Assistant CW2 (LB)

Reference: VAR-HR000135613

Payroll: University of Bath (monthly)

Authorisation

User name: [Redacted]

Authorisation status \* [Dropdown]

Reason

- Authorised
- Not authorised
- On hold
- Rejected

Page 1

This form is for [Variable and Casual Hours claims only](#).

[Click here for Help and Guidance.](#)

Please submit your timesheet on a regular basis for authorisation.

| Element              | Date       | Comments | Amended Project Code | Time From | To    |
|----------------------|------------|----------|----------------------|-----------|-------|
| Basic Pay (variable) | 23/02/2023 |          |                      | 09:00     | 10:00 |

From this screen you can authorise or reject the claim by selecting the relevant option from the drop-down list next to **Authorisation status**. Then click **Save**.

Please note that as authoriser you are not able to amend any details of the submitted claim. If it is not correct you have to reject it by selecting **Not authorised** option and the worker will have to correct the error and submit it again.

The screenshot shows a web form for a 'Time & Expenses claim' (Variable and Casual Hours). At the top, a warning message is highlighted with a red box: '⚠️ 2 rows for [redacted] identical to 1 row on a different claim with claim reference VARHR000135614.' Below this, the form fields include: Employee: [redacted], Job title: Casual Administrative Assistant CW2 (LB), Reference: VARHR000135613, Payroll: University of Bath (monthly), User name: ADSSP, Authorisation status: [dropdown], and Reason: [text area]. The form is labeled 'Page 1' and includes a note: 'This form is for Variable and Casual Hours claims only.' and a link: 'Click here for Help and Guidance.'

Note the **warning message** on top of this screen. It is important to look for these warnings and if any duplicated claims are identified they should be **rejected** and employee should resubmit a corrected claim.

iTrent 24/02/2023 (Manager Self Service - Electric)

SEARCH FIND ITRENT PAGES

Organisation

University of Bath

People

Surname

Results 1 Person

Select all

Time & Expenses claims

Variable and Casual Hours 23/02/23

To do list / processes

1 row for 23/02/2023 is identical to 1 row on a different claim with claim reference VARHR000135613.

Time & Expenses claim Variable and Casual Hours

Employee: [Redacted]

Job title: Casual Administrative Assistant CW2 (LB)

Reference: VARHR000135614

Payroll: University of Bath (monthly)

Authorisation

User name: [Redacted]

Authorisation status\*

Reason

Page 1

This form is for [Variable and Casual Hours claims only](#)

[Click here for Help and Guidance.](#)

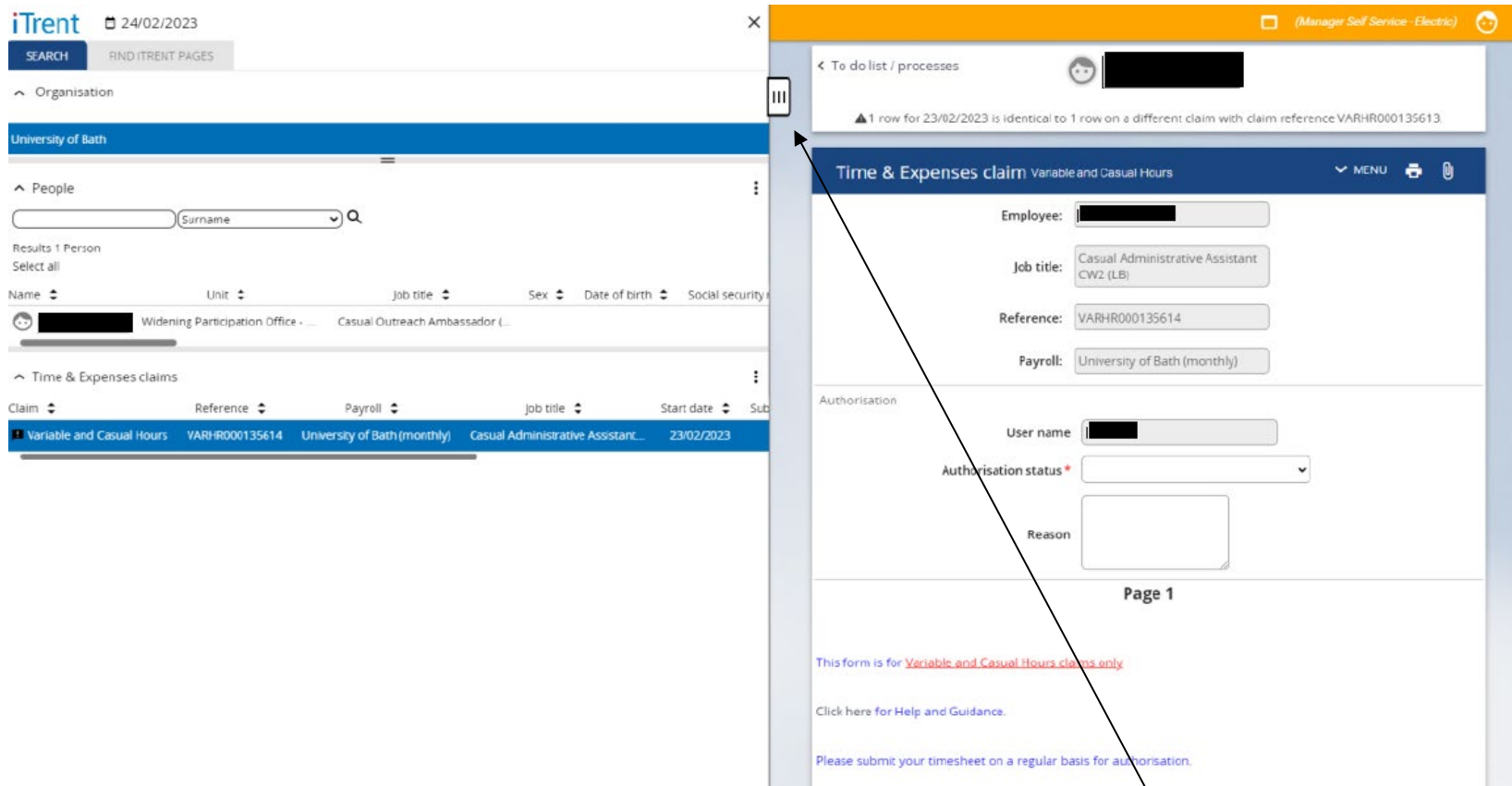
Please submit your timesheet on a regular basis for authorisation.

In this example the duplicate has been identified on another previously submitted claim and so the claim reference is also included.

The screenshot displays the iTrent web application interface. At the top, the date is 24/02/2023. The left-hand navigation menu includes sections for Organisation (University of Bath), People (with a search bar for Surname), and Time & Expenses claims. The 'Time & Expenses claims' section is expanded, and the item 'Variable and Casual Hours 23/02/' is selected. An arrow points from the text below to this menu item. The main content area shows a 'Time & Expenses claim' form for 'Variable and Casual Hours'. The form includes fields for Employee, Job title (Casual Administrative Assistant CW2 (LB)), Reference (VARHR000135614), and Payroll (University of Bath (monthly)). Below these is an 'Authorisation' section with fields for User name, Authorisation status (a dropdown menu), and Reason (a text area). The page is labeled 'Page 1' and includes a note: 'This form is for Variable and Casual Hours claims only. Click here for Help and Guidance. Please submit your timesheet on a regular basis for authorisation.'

You can switch between claims by selecting them from the list on the left-hand side of the screen. You can scroll up and down the list.





The left-hand side menu can be expanded to show more details by clicking on the white tag.

Here you can also scroll left and right, up and down to view the claims and their details.

The menu can be minimised by clicking the black tag again.

iTrent 24/02/2023 (Manager Self Service - Electric)

SEARCH FIND ITRENT PAGES

Organisation University of Bath

People Surname Results 1 Person Select all

Time & Expenses claims Variable and Casual Hours 23/02/23

< To do list / processes

▲ 1 row for 23/02/2023 is identical to 1 row on a different claim with claim reference VARHR000135613.

### Time & Expenses claim Variable and Casual Hours

Employee: [Redacted]  
Job title: Casual Administrative Assistant CW2 (LB)  
Reference: VARHR000135614  
Payroll: University of Bath (monthly)

Authorisation

User name: [Redacted]  
Authorisation status\*: [Dropdown]  
Reason: [Text Area]

Page 1

[This form is for Variable and Casual Hours claims only.](#)

[Click here for Help and Guidance.](#)

Please submit your timesheet on a regular basis for authorisation.

To return to your To do list click on the **To do list** link on top of the page.

iTrent 24/02/2023 (Manager Self Service - Electric)

SEARCH FIND iTRENT PAGES

Organisation

University of Bath

People

Surname

Results 1 Person  
Select all

Time & Expenses claims

Variable and Casual Hours 23/02/23

To do list / processes

▲ 1 row for 23/02/2023 is identical to 1 row on a different claim with claim reference VARHR000135613.

Time & Expenses claim Variable and Casual Hours MENU

Employee: [Redacted]

Job title: Casual Administrative Assistant CW2 (LB)

Reference: VARHR000135614

Payroll: University of Bath (monthly)

Authorisation

User name [Redacted]

Authorisation status\*

Reason

Page 1

This form is for [Variable and Casual Hours claims only](#)

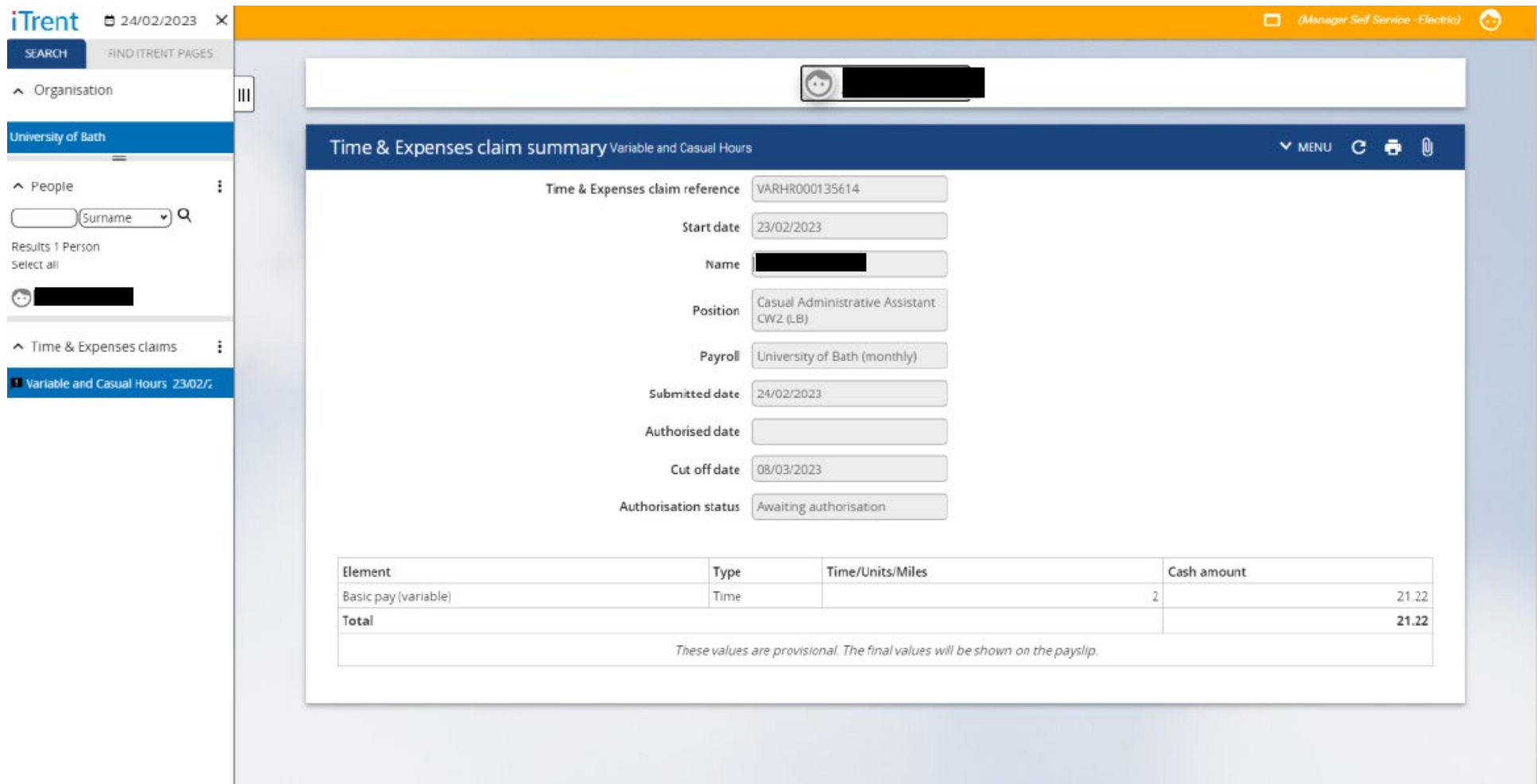
[Click here for Help and Guidance.](#)

Please submit your timesheet on a regular basis for authorisation.

You can access the Time & Expenses Claim **Menu** by clicking on MENU button on top of the screen.

From here you can view **Timesheet claim summary** and **Timesheet claim submission**.

This is the **Time & Expenses claim summary** screen:



**Time & Expenses claim summary** Variable and Casual Hours

Time & Expenses claim reference: VARHR000135614

Start date: 23/02/2023

Name: [REDACTED]

Position: Casual Administrative Assistant CW2 (LB)

Payroll: University of Bath (monthly)

Submitted date: 24/02/2023

Authorised date: [REDACTED]

Cut off date: 08/03/2023

Authorisation status: Awaiting authorisation

| Element              | Type | Time/Units/Miles | Cash amount  |
|----------------------|------|------------------|--------------|
| Basic pay (variable) | Time | 2                | 21.22        |
| <b>Total</b>         |      |                  | <b>21.22</b> |

*These values are provisional. The final values will be shown on the payslip.*

Here you can see details such as submitted date, authorisation date, cut-off date, authorisation status, time claim and cash amount of the claim.

This is the **Time & Expenses claim submission** screen:

The screenshot displays the iTrent interface for submitting a Time & Expenses claim. The left sidebar shows the user's profile and navigation options. The main content area features a form with the following details:

- Claim template:** Variable and Casual Hours
- Job title:** Casual Administrative Assistant (CW2 (LB))
- Time & Expenses claim reference:** VARI-R000135614
- Payroll:** University of Bath (monthly)
- Start date:** 23/02/2023
- Cut off date:** 09/01/2023 - This claim will not now be paid until 25/02/2023.

A red box highlights a warning message: "By cancelling this claim any linked workflow tasks will also be canceled." A "Cancel" button is located at the bottom of the form, with an arrow pointing to it from the text below.

Here you can cancel the timesheet approval process by entering your password and clicking on **Cancel** button. The claim will return to a provisional status and employee will see it in their Employee Self Service, where they can amend and re-submit it again.

The screenshot displays the iTrent web interface. On the left is a navigation sidebar with sections for 'Organisation' (University of Bath), 'People' (with a search bar for 'Surname'), and 'Time & Expenses claims' (with a sub-item 'Variable and Casual Hours 23/02/23'). The main content area shows a 'Time & Expenses claim submission' form with the following fields:

- Claim template: Variable and Casual Hours
- Job title: Casual Administrative Assistant CW2 (LB)
- Time & Expenses claim reference: VARI-R000135614
- Payroll: University of Bath (monthly)
- Start date: 23/02/2023
- Cut off date: 09/01/2023 - This claim will not now be paid until 25/02/2023.

A confirmation dialog box is overlaid on the form, titled 'itrent-yy.bath.ac.uk says'. The message reads: 'Cancelling the timesheet approval process will return the timesheet to a provisional status. Do you want to continue?'. It features 'OK' and 'Cancel' buttons. Below the dialog, a warning message states: 'By cancelling this claim any linked workflow tasks will also be cancelled.'

Click **OK** to cancel the timesheet approval process or **Cancel** to return to the screen.

There is no quick way to go back to your To do list from the Time & Expenses Claim Summary and Submission screens and you will need to click on **iTrent logo** or **University of Bath** on top of the left hand side menu.

The screenshot shows the iTrent interface. The left-hand side menu is expanded, showing the following items:

- Organisation
- University of Bath
- People
- Time & Expenses claims
- Variable and Casual Hours 23/02/23

The main content area displays the 'Time & Expenses claim summary' for 'Variable and Casual Hours'. The claim details are as follows:

|                                 |  |
|---------------------------------|--|
| Time & Expenses claim reference | VARHR000135614                           |
| Start date                      | 23/02/2023                               |
| Name                            | [Redacted]                               |
| Position                        | Casual Administrative Assistant CW2 (LB) |
| Payroll                         | University of Bath (monthly)             |
| Submitted date                  | 24/02/2023                               |
| Authorised date                 |  |
| Cut off date                    | 08/03/2023                               |
| Authorisation status            | Awaiting authorisation                   |

Below the details is a table of elements:

| Element              | Type | Time/Units/Miles | Cash amount  |
|----------------------|------|------------------|--------------|
| Basic pay (variable) | Time |                  | 21.22        |
| <b>Total</b>         |      |                  | <b>21.22</b> |

*These values are provisional. The final values will be shown on the payslip.*

These will take you to the home screen, from where you can access **My to do list** again.

To logout of MSS click on the face button in the top right hand side corner of the home screen, select the **Log off** option from the drop-down list, confirm you wish to **leave the page** and then close your browser.

