

NEW ESS GUIDANCE

Itrent

South Cambridgeshire District Council



Last updated 18th March 2022

New ESS guidance

The Contents is interactive and will link you to the page you require.

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Logging in

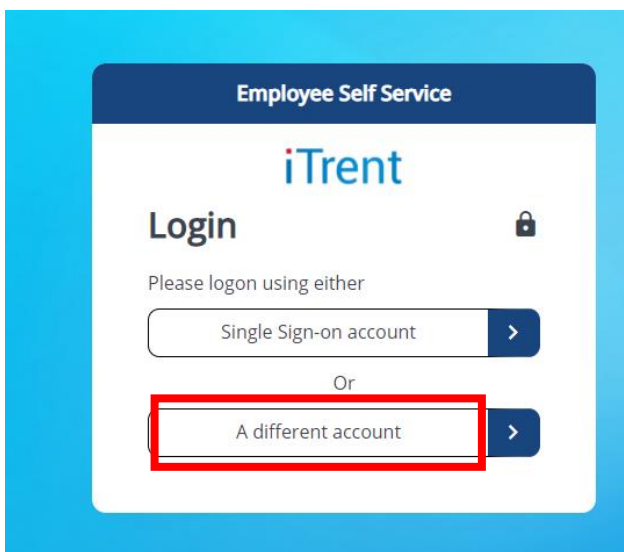
Logging in – SSO Landing page vs Non SSO

SSO

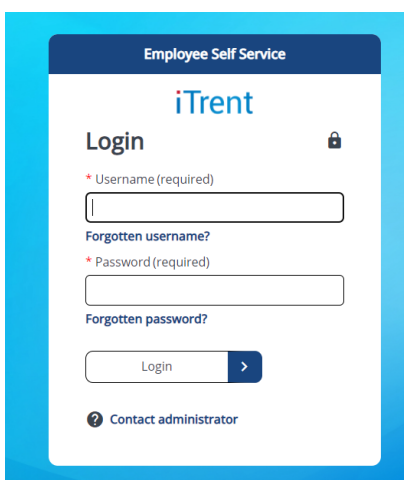
As before, the link will log you straight in.

Non- SSO

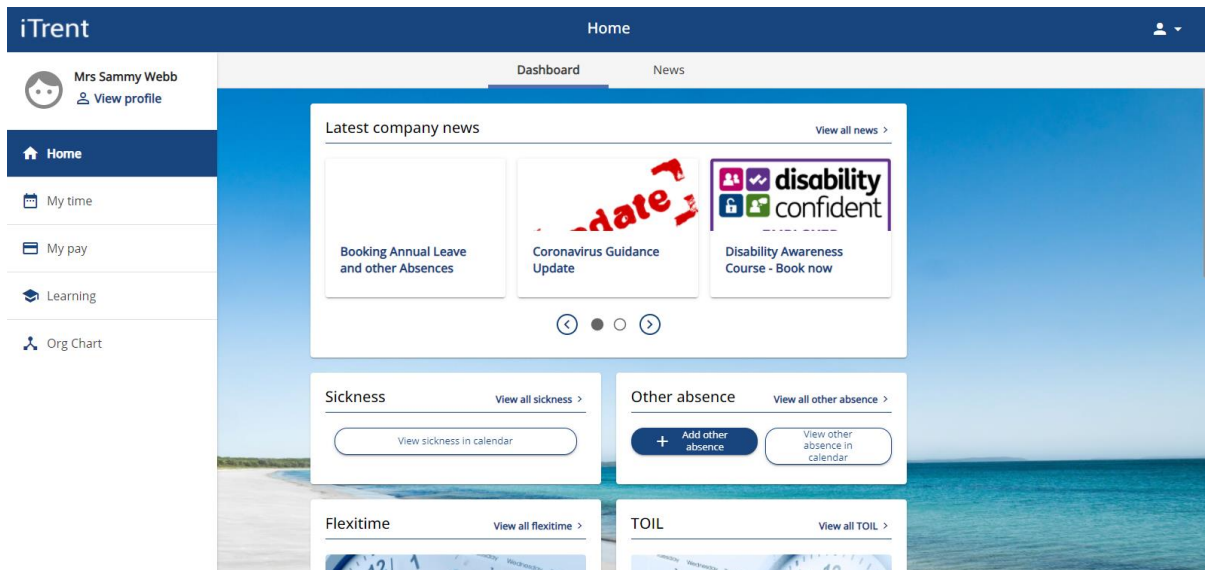
Select 'A different account'



Then as before, enter your Username (either your personal reference number or email address your account is setup with) and password.

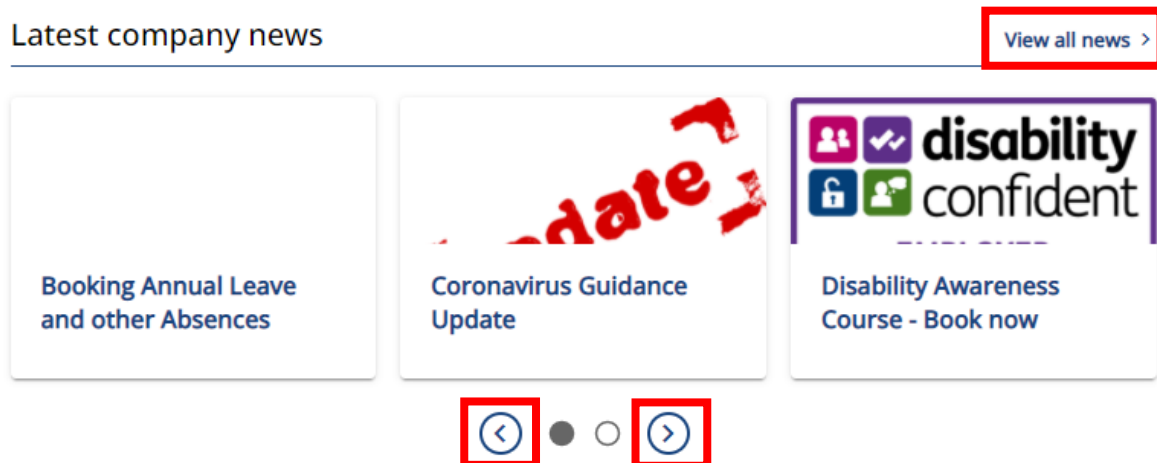


New Homepage Layout

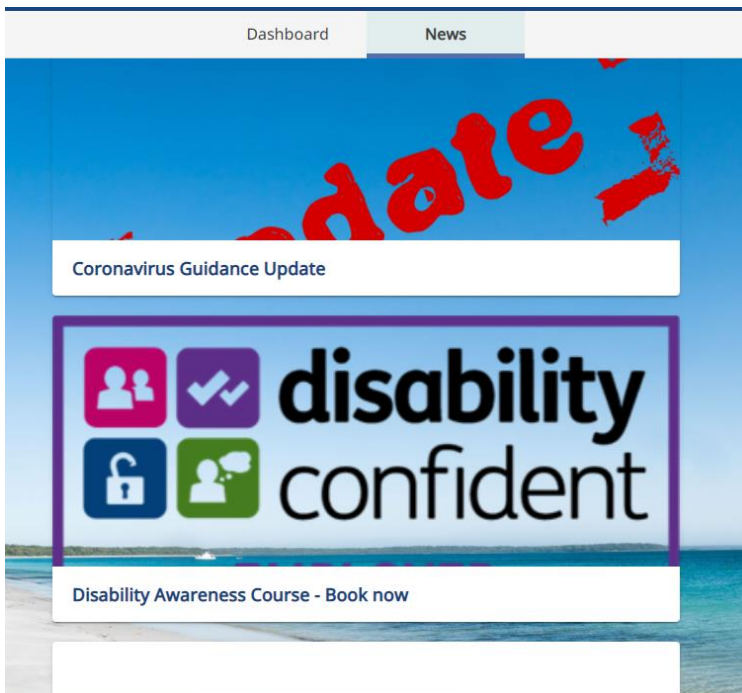


New layout and navigation.

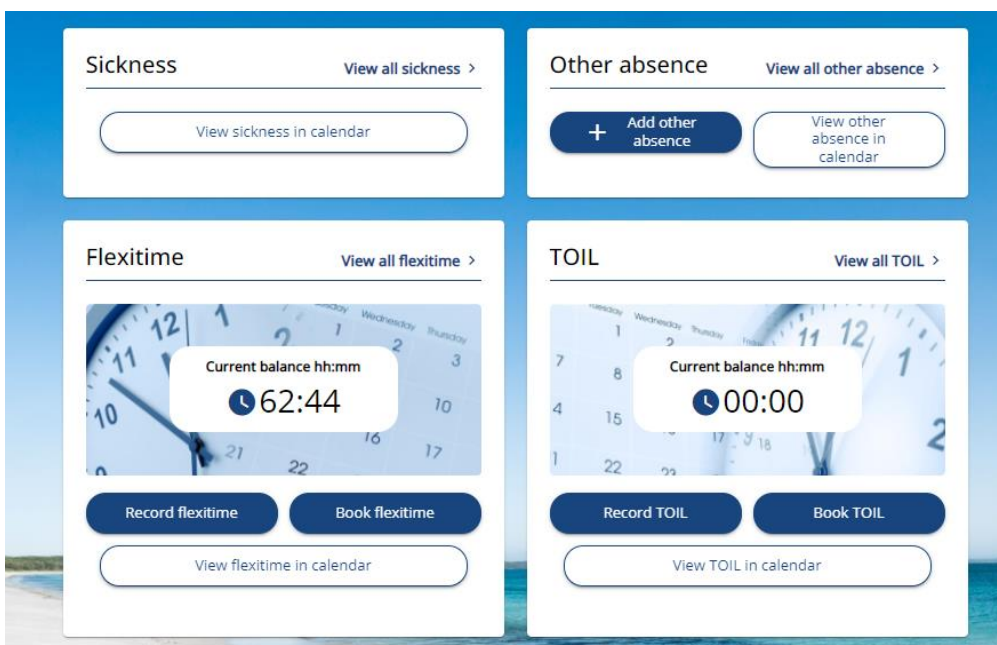
The carousel items are now listed as 'News' at the top. You can toggle across using the arrows to see the top stories, or to take you to the News tab click on 'view all news':

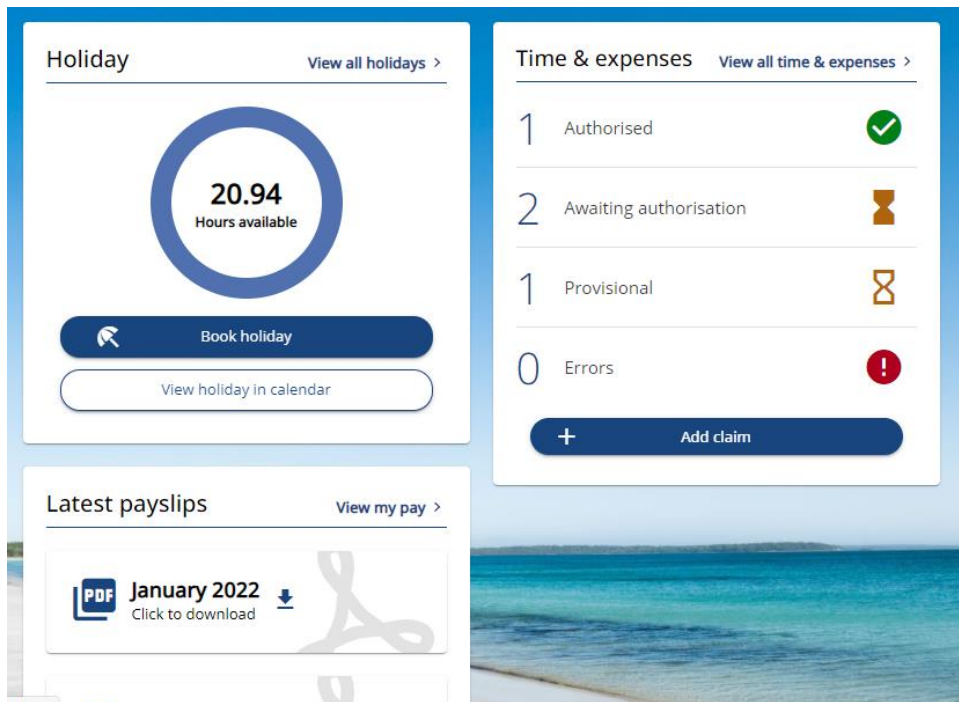


The news tab shows all the news items and you can scroll down to see each one:



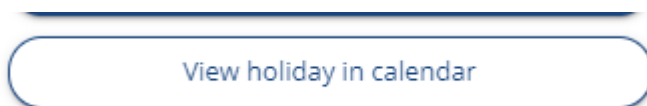
The homepage also includes absence summaries and pay related summaries:



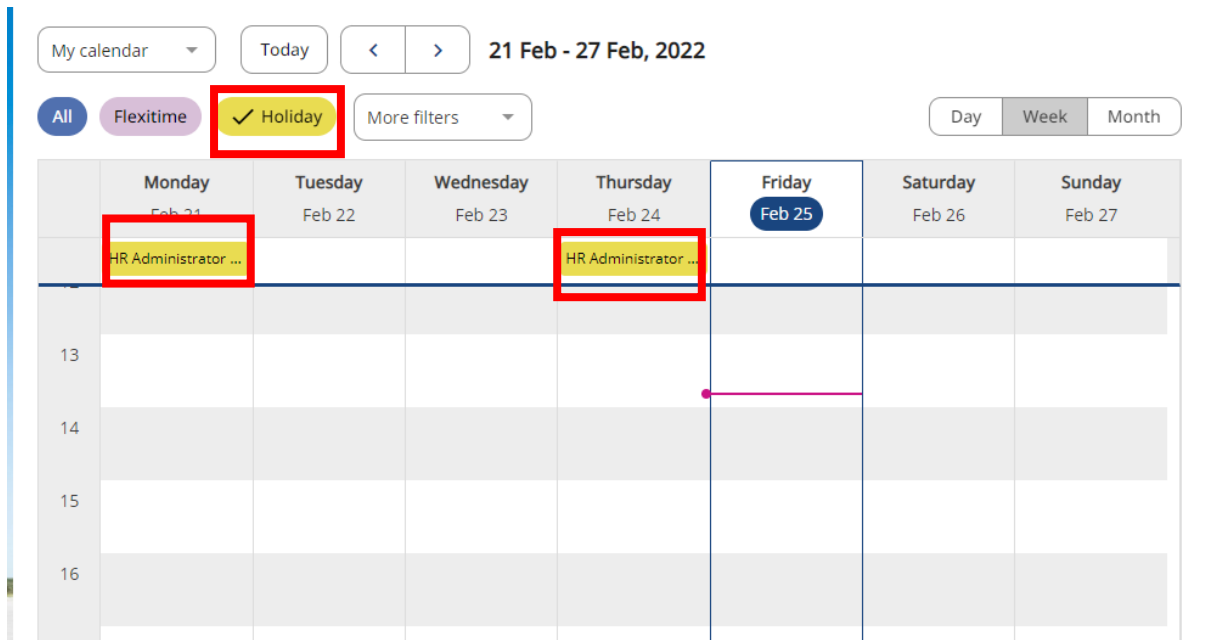


Calendar filters

You will notice each absence item has the option to view in the calendar e.g.

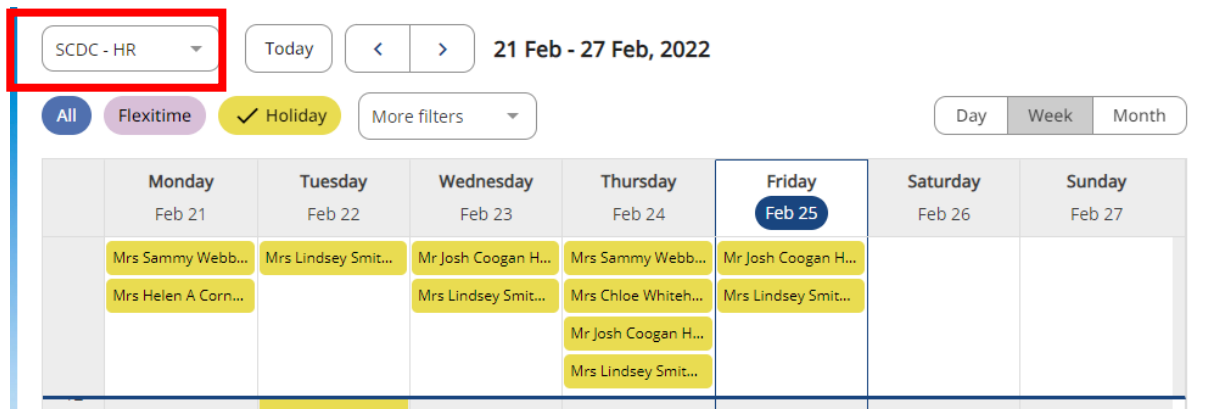


Clicking on these will open the calendar and apply a filter based on the type of absence you asked to see in the calendar. For instance, viewing holidays in the calendar:

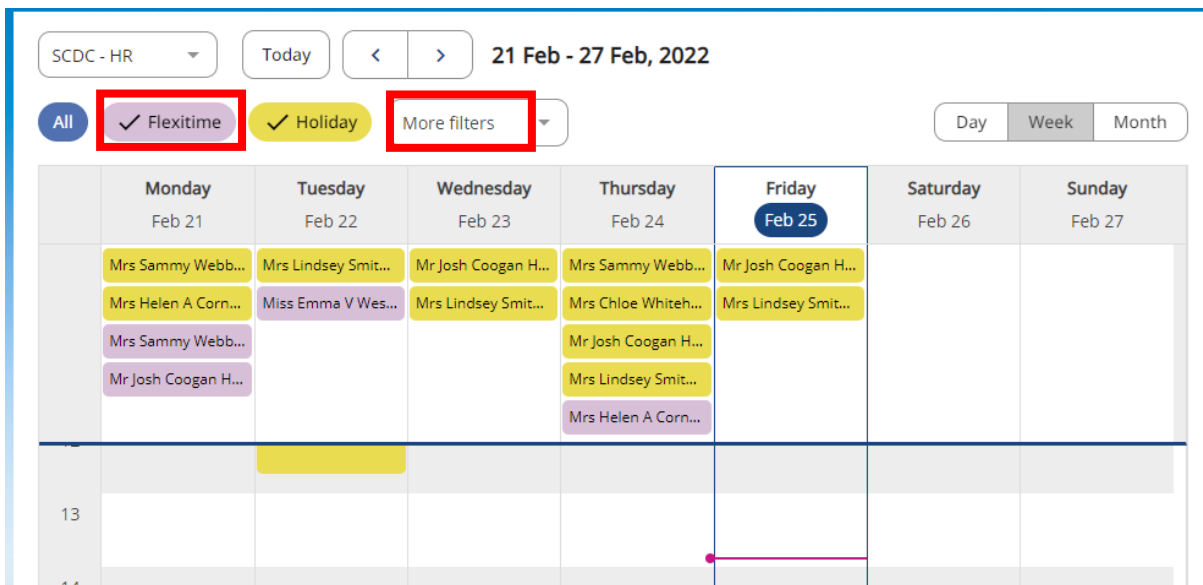


Only the holiday filter is highlighted, and holiday absences are the only thing visible in the calendar.

If you are part of a peer group (this is setup by managers) you can select to switch to your team calendar, whilst still seeing only the holiday filter applied:




Within the calendar you can also apply other filters to view other absence types, working patterns or learning activities:



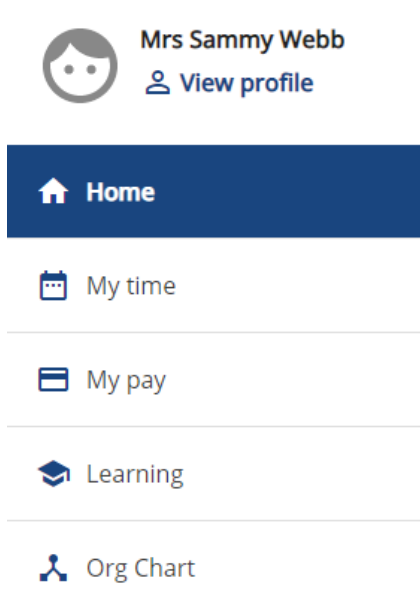
Clicking on more filters shows these other options to apply:



To come out of the calendar, either click on

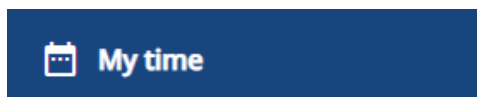
Or the  logo will take you back to the homepage.

The tabs that used to appear across the top of the page are now down the side:



My time

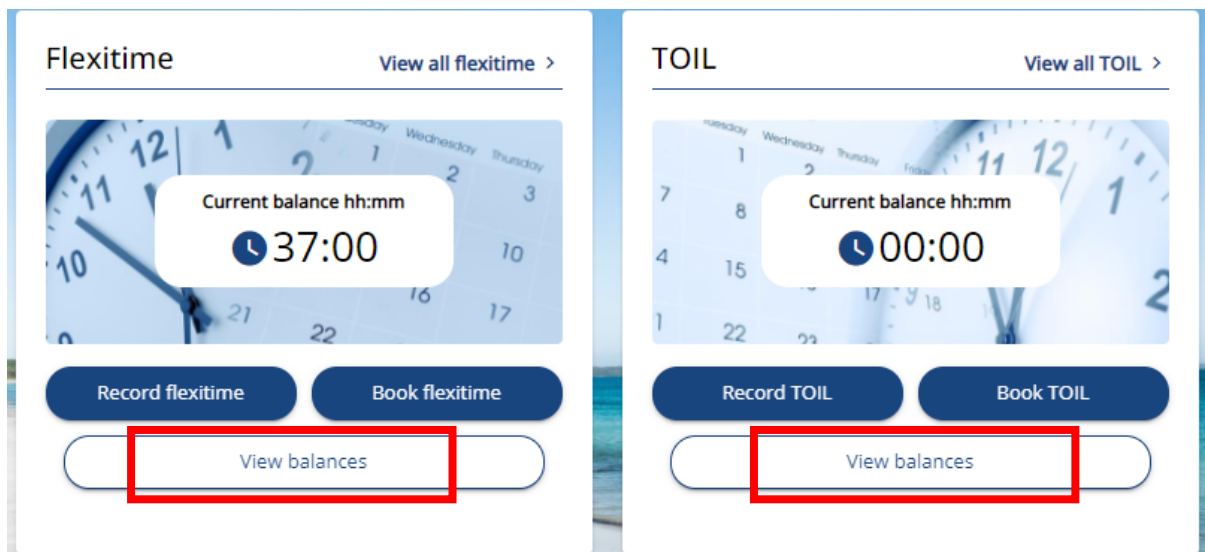
You will notice the names for each are slightly different, and the personal and Employment tabs are not visible here.



This was formerly the 'Absence' Tab. This includes absence and Flexi details.

This has information similar to the homepage, but there are a couple of additional features.

One tab only available on 'My Time' is the 'View balances' tab for Flexi and Toil:



This is where you can find further information of the current flexi period:

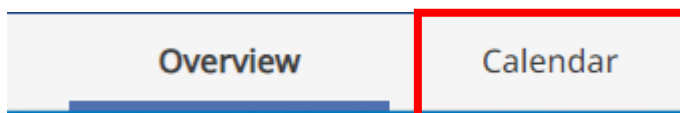
[< Back to Overview](#)

Flexitime balances

🕒 HR Administrator (System) (Current) - South Cambridgeshire Flexi

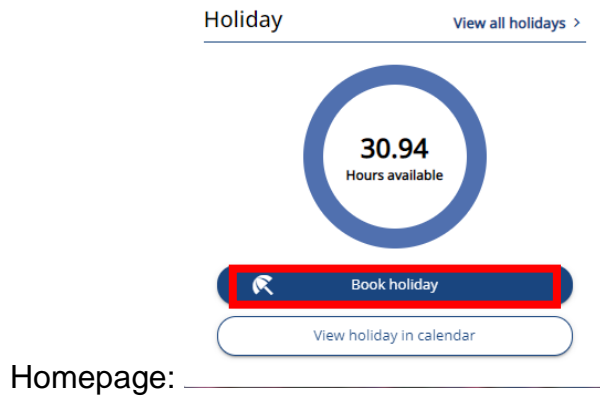
Flexitime period	Days remaining
28 Feb 2022 - 27 Mar 2022	28
Balance (hrs)	
37:00	

Also, from the available tabs you are able to go straight to the calendar:



Booking a Holiday

When booking a holiday this can be completed either via the Holiday tab on the homepage or via the 'My Time Tab'



Homepage:



As before select the holiday period from the list, either Part day, Full day, or more than one day:

Holiday details

* Absence type (required)

Personal holiday x ▾

* Holiday period (required)

Please choose ▴

Part day

Full day

More than one day

For a Full day, only one date field needs to be entered:

*** Holiday period (required)**

Full day ✕ ▾

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


14/03/2022 

For a Part day you can specify in detail whether it will be Morning, Afternoon or specific timings on the date requested:

*** Holiday period (required)**

Part day ✕ ▾

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

14/03/2022 

*** Morning or Afternoon (required)**

| ✕ ▲

Morning

Afternoon

Specify time

For Specify time, you need to enter the start and end time as well as the total hours absent (in the middle box, written as hours and minutes):

*** Morning or Afternoon (required)**

Specify time ✕ ▾

Start time (hh:mm)

Hours absent

End time (hh:mm)

e.g.

Start time (hh:mm)

09:00

Hours absent

01:30

End time (hh:mm)

10:30

For more than one day, you will be able to as with the part day, specify in detail whether it will be Morning, Afternoon or specific timings at the start but also the end date of the absence (completed in the same way as the above example for both start and end date):

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

15/03/2022



* Full or part day (required)

Morning



Full day

Morning

Specify time

e.g.

More than one day



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

14/03/2022



* Full or part day (required)

Afternoon



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

15/03/2022



* Full or part day (required)

Morning



If you only have one position, the position field will auto-populate once a start date and time has been entered. If you have more than one position however, you will need to select from the dropdown list which role the holiday booking relates to (based on your working pattern setup):

*** Position (required)**

Notes

As before, if applicable you can add any notes in the box at the bottom.

To submit the holiday, please click on 'Save' the same as before:

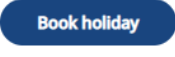
*** Full or part day (required)**

 × 

Notes

The Book holiday button will take you to book a new absence on a blank template.

If you require to book further holiday, rather than returning to the overview, you can use the  button to continue a new request.

If you are finished with making any holiday requests, you can return to the page you were on previously either - [< Back to Overview](#) takes you back to 'My Time' or [< Back to Dashboard](#) takes you back to the homepage (otherwise known as the 'Dashboard').

The other option is to click on the  logo, which also takes you back to the homepage.

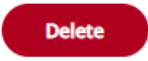
Amend/Cancel holiday

To Amend or cancel a future holiday booking, you need to open the holiday record via [View all holidays >](#) to bring up the list of holidays (which includes bank holidays) and select the relevant record from the list by clicking on any of the information in the row:

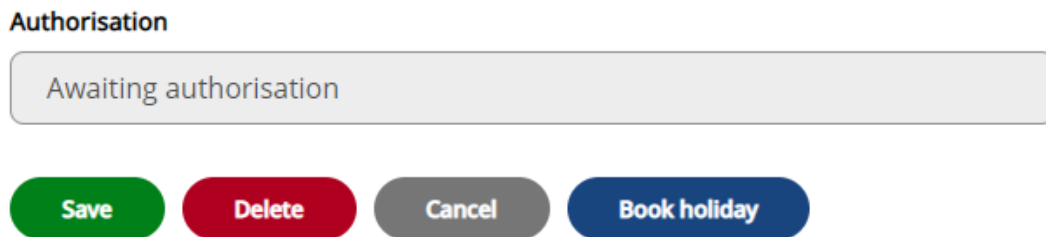
Start date ↓	End Date	Duration	Type	Position	Status	Attachments
03 Jun 2022	03 Jun 2022	7.4	Bank holiday	HR Administrator (System)	Not applicable	
02 Jun 2022	02 Jun 2022	7.4	Bank holiday	HR Administrator (System)	Not applicable	
02 May 2022	02 May 2022	7.4	Bank holiday	HR Administrator (System)	Not applicable	
18 Apr 2022	18 Apr 2022	7.4	Bank holiday	HR Administrator (System)	Not applicable	
15 Apr 2022	15 Apr 2022	7.4	Bank holiday	HR Administrator (System)	Not applicable	
31 Mar 2022	31 Mar 2022	7.4	Personal holiday	HR Administrator (System)	Not applicable	
24 Feb 2022	24 Feb 2022	7.4	Personal holiday	HR Administrator (System)	Not applicable	
21 Feb 2022	21 Feb 2022	2	Personal holiday	HR Administrator (System)	Not applicable	
16 Feb 2022	16 Feb 2022	7.4	Personal holiday	HR Administrator (System)	Authorised	

When the record has opened, to amend simply amend any details in the record, then

scroll to the bottom and click . To cancel, scroll straight to the bottom and

click . The **cancel button** will just simply cancel any amendments you have not saved on the template, or take you out of the record.

You should be able to delete a booking whether it is awaiting authorisation or has been authorised:

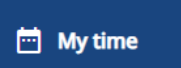


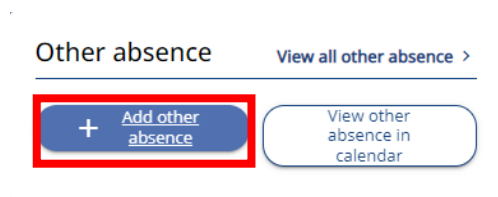
To exit from a record, click [← Back to Absence records](#) then

[← Back to Overview](#)

Other Absences

Adding an 'other absence', works in the same way as booking holiday.

To book use the tab which is available on both the homepage or , and click on '+Add other absence':



Other absences currently available to record in the system are Foster Training and Unpaid Leave. Other types of absences are being reconfigured and will be made available as soon as possible. For now, for Paid absences (such as antenatal appointments, Jury Service and Study days) please communicate with your manager and enter a flexi record, including in the notes the absence reason during that day. Managers please monitor that employees do not exceed any entitlement for leave such as only up to 5 study days may be taken for a course that has a training

agreement in place. For leave that is unpaid (including parental, dependants and special dependants leave), use the Unpaid leave option.

< [Back to Overview](#)

Other absence details

*Absence type (required)

Please choose

Foster Training

Unpaid Leave

Please choose

Notes

Save Cancel + Add other absence

Absence periods available to select are the same as holiday - Part day, Full day or More than one day:

*Absence period (required)

Please choose

Part day

Full day

More than one day

If you only have one position, the position field will auto-populate once a start date and time has been entered. If you have more than one position however, you will need to select from the dropdown list which role the other absence relates to (based on your working pattern).

*Position (required)

Please choose 

Notes

Empty text area for notes.


Again, **to submit the other absence, please click on ‘Save’** the same as before.

Notes

Empty text area for notes.

The + Add other absence button will take you to book a new absence on a blank template.

If you require to book another other absence, rather than returning to the overview, you can use the  button to continue a new request.

For compassionate leave, managers need to enter this in manager Self-Service – still under ‘other absences.’

If you are finished with making any holiday requests, you can return to the page you were on previously either - [< Back to Overview](#) takes you back to ‘My Time’ or





[< Back to Dashboard](#) takes you back to the homepage (otherwise known as the 'Dashboard').



The other option is to click on the  logo, which also takes you back to the homepage.


Amend/Cancel other absence

To amend or cancel a future holiday booking, you need to open the other absence record via [View all other absence >](#) to bring up the list of other absences and select the relevant record from the list by clicking on any of the information in the row:

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
11 Apr 2022	13 Apr 2022		Foster Training	HR Administrator (System)	Authorised	
08 Apr 2022	08 Apr 2022		Foster Training	HR Administrator (System)	Authorised	
18 Mar 2022	18 Mar 2022		Unpaid Leave	HR Administrator (System)	Awaiting authorisation	
01 Mar 2022	01 Mar 2022		Compassionate Leave (NSA)	HR Administrator (System)	Not applicable	

When the record has opened, to amend simply amend any details in the record, then

scroll to the bottom and click . To cancel, scroll straight to the bottom and

click . The **cancel button** will just simply cancel any amendments you have not saved on the template, or take you out of the record.

To exit from a record, click [← Back to Absence records](#) then [← Back to Overview](#)

Status of holiday/Other absence

Not applicable - relates to holiday/other absence entered in the core system, this includes bank holidays or any holiday that has been entered by your manager.

Authorised – The holiday/other absence has been authorised by your manager

Awaiting Authorisation – Your manager is yet to approve the holiday/other absence request

Refused – The holiday/other absence has been refused

You can use the filter at the top to view any refused holiday bookings or change to view all (refused and not refused) and click search to apply:

[All](#) [✓ Holiday](#) [Sickness](#) [Other](#) [Flexitime](#) [Time off in lieu](#)

Type
All

Start date (dd/mm/yyyy)
13/02/2022

Status
Refused
All
Refused
Not refused

Search

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
18 Feb 2022 15:00	18 Feb 2022 17:00	0	Personal holiday	HR Administrator (System)	Refused	

You can also amend the date periods you wish to view using the date filters

The screenshot shows a search filter interface with the following elements:

- Type: All
- Status: Refused
- Start date (dd/mm/yyyy): 13/02/2022
- End date (dd/mm/yyyy)
- Search button

Red boxes highlight the Start date and End date input fields, and the Search button.

Flexi

Flexi is accessible via both the homepage and  **My time** tab. The balance is displayed within the Flexitime widget. You now have the button options to 'Record flexitime' or 'Book Flexitime', and this will open the required template:

The screenshot shows the Flexitime widget with the following elements:

- Flexitime
- View all flexitime >
- Current balance hh:mm: 37:00
- Record flexitime button
- Book flexitime button
- View flexitime in calendar button

Red boxes highlight the Record flexitime and Book flexitime buttons.

Record Flexi

To record flexi, click on 'Record flexitime' (as shown above), and fill in the template as before.

There is still a 'clock in' and later a 'clock-out' option that will auto-fill in the dates and times, or you can enter manually:

Flexitime details

*Type (required)

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



* Start time (hh:mm) (required)

End date (dd/mm/yyyy)



End time (hh:mm)

If you only have one position, the position field will auto-populate once a start date and time has been entered. If you have more than one position however, you will need to select from the dropdown list which role the hours recorded relate to.

*Position (required)

Notes

The notes field, as mentioned previously, can be used to enter details of an 'other absence' which is paid, such as antenatal appointments that occur during the day.

When you have entered your start time, go to the bottom and 'SAVE' the flexi record.

SaveCancelRecord flexitime

The Record flexitime button will take you to a new record blank template.

If you are finished with making any holiday requests, you can return to the page you were on previously either - [< Back to Overview](#) takes you back to 'My Time' or

[< Back to Dashboard](#) takes you back to the homepage (otherwise known as the 'Dashboard').

The other option is to click on the  logo, which also takes you back to the homepage.

You can return to the record later to add your break times and then your end time, by this time clicking on 'view all flexitime'

Flexitime

[View all flexitime >](#)

Current balance hh:mm
🕒 37:00

Record flexitime Book flexitime

View balances

Open the record that needs to be amended, by clicking on the start date of the record:

Absence records

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

All **Holiday** **Sickness** **Other** **✓ Flexitime** **Time off in lieu**

Type: All Status: Not refused

Start date (dd/mm/yyyy): 13/02/2022 End date (dd/mm/yyyy):

Search

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
15 Mar 2022 11:36		00:00	Record	HR Administrator (System)	Authorised	
24 Feb 2022 08:00	24 Feb 2022 20:00	11:30	Record	HR Administrator (System)	Authorised	
21 Feb 2022	21 Feb 2022	07:24	Book	HR Administrator (System)	Awaiting authorisation	

This will open the record. Scroll down to enter your break times (this needs to be typed in) and then click the 'SAVE' button at the bottom:

***Position (required)**
HR Administrator (System) (Current) x ▾

First break
Start time (hh:mm)

End time (hh:mm)

Second break
Start time (hh:mm)

End time (hh:mm)

Notes



At the end of the day, access the record as above. You can then 'clock-out' using the button, or enter your end date and times manually by typing them in:

End date (dd/mm/yyyy)

End time (hh:mm)

***Position (required)**
HR Administrator (System) (Current) x ▾

Then again, click 'Save' to save the details added:


Authorisation

Authorised

Save Delete Cancel Record flexitime

If you have missed entering your record for the day, you can enter your start, break times and end times in one go, before saving.

Flexitime records are automatically authorised. If you need to **delete a record**, for instance you have accidentally entered the same date twice, you can open the

record (as detailed above) and simply click . The **cancel button** will just simply cancel any amendments you have not saved on the template, or take you out of the record.

The other way to leave the flexi record is by clicking the [< Back to Absence records](#) at

the top or clicking the  logo will return you to the homepage.

Book Flexi

To Book Flexi, click on the  button.

Enter the date/s required for the flexi booking (up to two days in a four week flexi period can be taken) and whether it is half a day or a full day:

***Type (required)**

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



*** Length (required)**

Half day
Full Day
Please choose

Again, if you only have one position, the position field will auto-populate once the date/s and length of booking has been entered. If you have more than one position however, you will need to select from the dropdown list which role the booking relates to. (Please make sure you select the role that the booking affects based on your working patterns, so that the booking is deducted from the correct balance and the request is sent to the correct manager to authorise):

*** Position (required)**



Notes

When you have entered the booking details, go to the bottom and 'SAVE' the flexi booking to submit to your manager for authorisation.



The **Book flexitime** button will take you to a new flexi booking blank template.

If you require to book another Flexi booking, rather than returning to the overview,

you can use the  button to continue a new request.

If you are finished with making any Flexi booking requests, you can return to the

page you were on previously either - [< Back to Overview](#) takes you back to 'My Time' or [< Back to Dashboard](#) takes you back to the homepage (otherwise known as the 'Dashboard').

The other option is to click on the  logo, which also takes you back to the homepage.

Amend/Cancel Flexi

If you need to amend or **cancel a Flexi booking**, simply open the booking record via

[View all flexitime >](#) , locate the date of the flexi booking in the list (the type will specify 'Book'):

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
15 Mar 2022 11:36		00:00	Record	HR Administrator (System)	Authorised	
24 Feb 2022 08:00	24 Feb 2022 20:00	11:30	Record	HR Administrator (System)	Authorised	
21 Feb 2022	21 Feb 2022	07:24	Book	HR Administrator (System)	Awaiting authorisation	
20 Feb 2022 09:00	20 Feb 2022 17:00	07:30	Record	HR Administrator (System)	Authorised	
19 Feb 2022 09:00	19 Feb 2022 17:00	07:30	Record	HR Administrator (System)	Authorised	

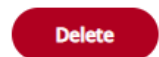
Click on any of the information in this row to open the record:

21 Feb 2022	21 Feb 2022	07:24	Book	HR Administrator (System)	Awaiting authorisation
-------------	-------------	-------	------	------------------------------	---------------------------

To amend, make any necessary changes and then scroll to the bottom and click



. To cancel, scroll straight to the bottom of the record and click



. The **cancel button** will just simply cancel any amendments you have not saved on the template, or take you out of the record.

Status of Flexi

The status is setup automatically as 'Not refused' and you will see all the records and bookings that are either 'Authorised' or 'awaiting authorisation':

Status

Authorised

Authorised

Awaiting authorisation

You can use the filter at the top to view any refused flexi bookings or change to view all (refused and not refused):

All **Holiday** **Sickness** **Other** **✓ Flexitime** **Time off in lieu**

Type: All

Start date (dd/mm/yyyy): 13/02/2022

Status: All

Refused

Not refused

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
21 Apr 2022	21 Apr 2022	07:24	Book	HR Administrator (System)	Refused	
17 Mar 2022	17 Mar 2022	03:42	Book	HR Administrator (System)	Refused	
14 Mar 2022	14 Mar 2022	07:24	Book	HR Administrator (System)	Refused	
11 Mar 2022	11 Mar 2022	07:24	Book	HR Administrator (System)	Refused	

You can also amend the date periods you wish to view using the date filters:

Type
All

Status
Refused

Start date (dd/mm/yyyy)
13/02/2022

End date (dd/mm/yyyy)

Search

However, please note that if a record has not been end dated, this will not display in a date filter. When adding end times for a record you are best to open the 'view all flexitime' and not make any amendments to the filters.

Viewing all absence types

When viewing holiday, other absence, flexi etc., you will notice at the top of the page there are filters available so that you are able to view all the different types of absences in a list together.



You simply need to click on the button for the required absence type to populate the list with relevant records. E.g.:

Accessing from the 'view all flexitime', I have also selected holiday:

All
 Holiday
 Sickness
 Other
 Flexitime
 Time off in lieu

Type: All | Status: Not refused

Start date (dd/mm/yyyy): 13/02/2022 | End date (dd/mm/yyyy): 16/03/2022

Search

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
24 Feb 2022	24 Feb 2022	7.4	Personal holiday	HR Administrator (System)	Not applicable	
24 Feb 2022 08:00	24 Feb 2022 20:00	11:30	Record	HR Administrator (System)	Authorised	
21 Feb 2022	21 Feb 2022	2	Personal holiday	HR Administrator (System)	Not applicable	
21 Feb 2022	21 Feb 2022	07:24	Book	HR Administrator (System)	Awaiting authorisation	

The types listed now show Personal holiday (holiday request), Record (flexi record) and Book (Flexi Booking).

Types Key

Personal holiday Holiday bookings

Record Flexi Record

Book Flexi Booking/Toil Booking

Accrue Toil Accrual record

Sickness Sickness

Bank Holiday Bank holiday

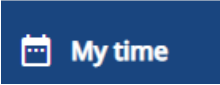
Foster Training Other absence selected

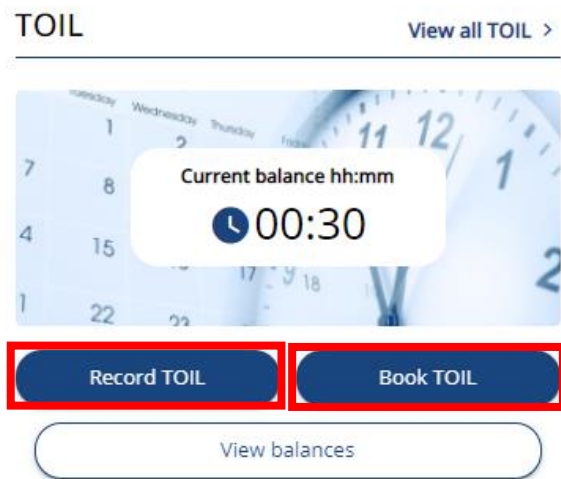
Unpaid Leave Other absence selected

Compassionate Leave (NSA) Compassionate leave (entered by manager)

For Flexi and TOIL bookings, you will need to open the booking record to confirm whether the booking relates to Flexi or TOIL.

TOIL

TOIL is accessible via both the homepage and  tab. The balance is displayed within the TOIL widget. You now have the button options to 'Record TOIL' or 'Book TOIL', and this will open the required template:



TOIL should only be used in agreement with your line manager for the majority of circumstances Flexi should be used.

Record TOIL

To record TOIL, click on 'Record TOIL' button (as shown in the image above), and fill in the template as before, entering the start date and time and end date and time:

TOIL details

* Type (required)

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



* Start time (hh:mm) (required)

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



* End time (hh:mm) (required)

Once these have been entered, the break times fields will appear below the position to enter if applicable:

* Position (required)

First break

Start time (hh:mm)

End time (hh:mm)

Second break

Start time (hh:mm)

End time (hh:mm)

If you only have one position, the position field will auto-populate once a start date and time has been entered. If you have more than one position however, you will need to select from the dropdown list which role the hours recorded relate to.

* Position (required)



The total time worked based on the information you entered will be displayed:

Total time worked 3 hours 30 minutes

Notes

The notes field can be used to enter details of the reason for accruing TOIL rather than entering as flexi.

When you have completed, go to the bottom and 'SAVE' the TOIL record.



The Record TOIL button will take you to a new record blank template.

If you are finished with making any holiday requests, you can return to the page you

were on previously either - [< Back to Overview](#) takes you back to 'My Time' or

[< Back to Dashboard](#) takes you back to the homepage (otherwise known as the 'Dashboard').



The other option is to click on the iTrent logo, which also takes you back to the homepage.

Booking TOIL



To Book Flexi, click on the button.

Enter the date/s and times required for the TOIL booking (if it is a whole day, remember to take off the half hour break time from the end time):

TOIL details

*Type (required)

Book

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

* Start time (hh:mm) (required)

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

* End time (hh:mm) (required)

Again, if you only have one position, the position field will auto-populate once the date/s and length of booking has been entered. If you have more than one position however, you will need to select from the dropdown list which role the booking relates to. (Please make sure you select the role that the booking affects based on your working patterns, so that the booking is deducted from the correct balance and the request is sent to the correct manager to authorise):

*Position (required)

Notes

When you have entered the booking details, go to the bottom and 'SAVE' the TOIL booking to submit to your manager for authorisation.



The Book TOIL button will take you to a new flexi booking blank template.

If you require to book another TOIL booking, rather than returning to the overview,

you can use the  button to continue a new request.

If you are finished with making any TOIL booking requests, you can return to the

page you were on previously either - [< Back to Overview](#) takes you back to 'My Time' or [< Back to Dashboard](#) takes you back to the homepage (otherwise known as the 'Dashboard').

The other option is to click on the  logo, which also takes you back to the homepage.

Amend/Cancel TOIL Record or Booking

To amend or cancel a TOIL record or booking, you need to open the TOIL record via

[View all TOIL >](#) to bring up the list of TOIL records and select the relevant date from the list by clicking on any of the information in the row:

Absence records

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

All Holiday Sickness Other Flexitime Time off in lieu

Type: All Status: Not refused

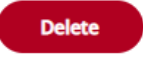
Start date (dd/mm/yyyy): 13/02/2022 End date (dd/mm/yyyy):

Search

Start date ↓	End Date	Duration	Type	Position	Status	Attachments
16 Mar 2022 09:00	16 Mar 2022 12:00	03:00	Book	HR Administrator (System)	Awaiting authorisation	
15 Mar 2022 17:00	15 Mar 2022 20:30	03:30	Accrue	HR Administrator (System)	Awaiting authorisation	
14 Mar 2022 17:00	14 Mar 2022 20:30	03:30	Accrue	HR Administrator (System)	Awaiting authorisation	


When the record has opened, to amend simply amend any details in the record, then

scroll to the bottom and click . To cancel, scroll straight to the bottom and

click . The **cancel button** will just simply cancel any amendments you have not saved on the template, or take you out of the record.

To exit from a record, click [< Back to Absence records](#) then [< Back to Overview](#).

Sickness

Sickness is accessible via both the homepage and  **My time** tab.

Sickness


[View all sickness >](#)

[View sickness in calendar](#)

As before, you are able to view your sickness records in ESS, but you are not able to amend the records, including uploading documents. Your manager is responsible for recording your sickness and attaching dr's certificates and return to work forms.

To view, click on [View all sickness >](#) to bring up the list of sickness records and select the relevant record from the list by clicking on any of the information in the row:

Absence records

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

[All](#) [Holiday](#) [✓ Sickness](#) [Other](#) [Flexitime](#) [Time off in lieu](#)

Type: All Status: Not refused

Start date (dd/mm/yyyy): 13/02/2022 End date (dd/mm/yyyy):

[Search](#)

Start date ↓ End Date Duration Type Position Status Attachments

03 Mar 2022	16 Mar 2022		Sickness	HR Administrator (System)	Not applicable	
-------------	-------------	--	----------	---------------------------	----------------	---

This will open the sickness record:

Sickness details

* Absence type (required)
Sickness

* Absence reason (required)
Other

Hide absence reason

* Sickness period (required)
More than one day

* Start date (dd/mm/yyyy) (required)
03/03/2022

* Full or part day (required)
Full day

* End date (dd/mm/yyyy) (required)
16/03/2022



You can also view the attachment by clicking on the

This will show the document attachments against this sickness. Click on the document to open the details:

[< Back to Absence records](#)

Document attachments

 RTW form Return to Work	
---	---


[+ Add attachment](#)

You can then download the attachment by clicking on the downwards arrow:

Document attachment details Close X

*Document name (required)

Document type

Existing filename
 

No file selected

Click [Close X](#) to come out of this, then [Back to Absence records](#).

If you are finished looking at sickness, you can return to the page you were on


previously either - [Back to Overview](#) takes you back to 'My Time' or

[Back to Dashboard](#) takes you back to the homepage (otherwise known as the 'Dashboard').



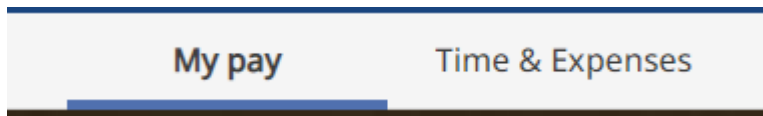
The other option is to click on the  logo, which also takes you back to the homepage.

My Pay

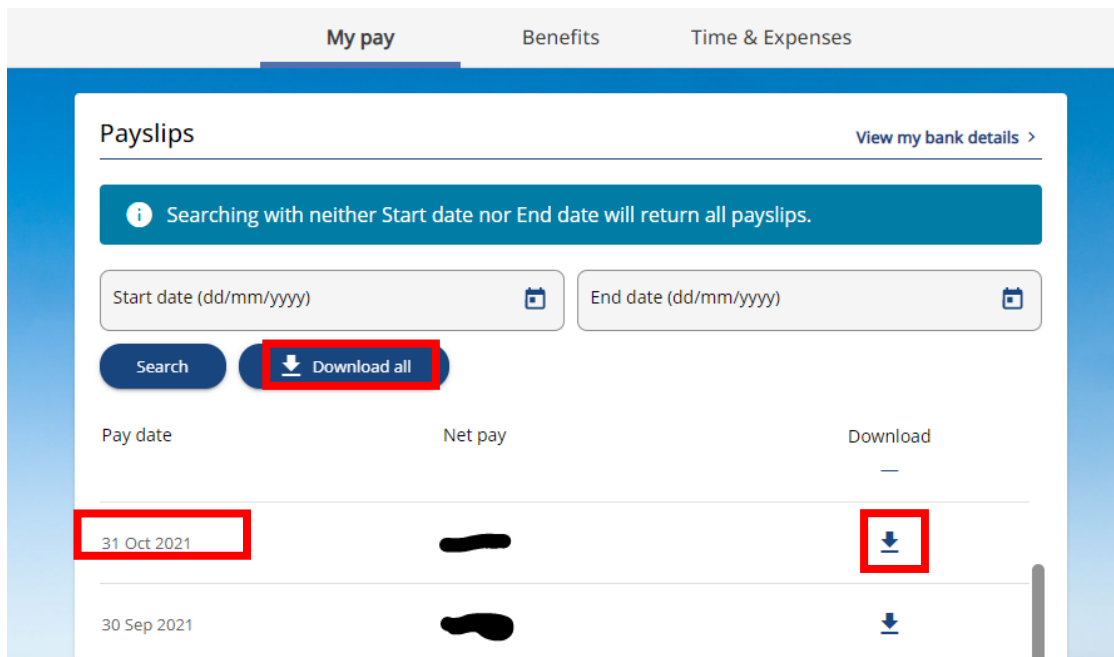
A dark blue rectangular button with a white icon of a document with a checkmark and the text "My pay" in white.


This was formerly 'Pay & Benefits.' This includes Payslips, P60s and Time & Expenses.

These are now separated out into further tabs:





Payslips

A screenshot of the "Payslips" page in a web application. The page has a header with three tabs: "My pay", "Benefits", and "Time & Expenses". The "My pay" tab is active. Below the header, there is a "Payslips" section with a "View my bank details >" link. A teal banner contains an information icon and the text "Searching with neither Start date nor End date will return all payslips." Below this are two date input fields: "Start date (dd/mm/yyyy)" and "End date (dd/mm/yyyy)", each with a calendar icon. There are two buttons: "Search" and "Download all". The "Download all" button is highlighted with a red box. Below the buttons is a table with columns: "Pay date", "Net pay", and "Download". The table has two rows. The first row has "31 Oct 2021" in the "Pay date" column, a blacked-out net pay value, and a download icon in the "Download" column. The "31 Oct 2021" cell and the download icon are highlighted with red boxes. The second row has "30 Sep 2021" in the "Pay date" column, a blacked-out net pay value, and a download icon in the "Download" column.

The page will load all your payslips, as before you can click on the date to open the payslip on the screen or download either individual payslips using the  or download them all via the 'Download all' button.

You can also use the filters to specify the date range:

Start date (dd/mm/yyyy)  End date (dd/mm/yyyy) 



[Search](#) [Download all](#)

Time and Expenses claims




My pay Benefits **Time & Expenses**

Time & Expenses

[✓ In progress](#) [Authorised](#)

Start date (dd/mm/yyyy) 16/02/2022  End date (dd/mm/yyyy) 16/03/2022 

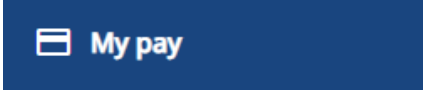
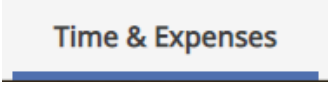

[Search](#)

Claim name	Start date	Reference	Cut off date	Status	
Mileage SCDC	25 Feb 2022	MILE00136		Awaiting authorisation	Summary 
Expenses SCDC	21 Feb 2022	EXP0000000374		Awaiting authorisation	Summary 
Mileage SCDC	21 Feb 2022	MILE00138		Provisional	Summary 

[+ Add claim](#)


Mileage Claim

As before, please ensure you have first setup a [Private vehicle](#) in the 'Personal' section of Employee Self Service before you can claim for mileage.

To start a new claim, go to the  tab, and then click on the  tab and  button.

This will open the claim template. As before, enter the Enter the starting date of the claim/claims you will be entering and select 'Mileage SCDC' from the list:

Time & Expenses claim entry: New

Start date (required)
 

Job title (required)

Claim template (required)

Then click 

This will open the next page:

Time & Expenses claim entry: (New)

Job title: HR Administrator (System)
Employee: Mrs Sammy Webb

Page 1 | Page 2

Please use page 2 for other/additional vehicle types. (Including bicycle and motorbike claims).

Vehicle	Scheme
MV1 TND	Casual Mileage Scheme

Date	Miles claimed	Passengers	Reason
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

It still pulls your default vehicle setup in 'Private vehicle details' and you will need to select the relevant scheme from the dropdown, dependant on whether you have a VAT receipt or not:

Vehicle	Scheme
MV1 TND	Casual Mileage Scheme

Date	Miles claimed
<input type="text"/>	<input type="text"/>

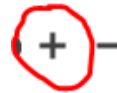
Casual Mileage Scheme
Casual Mileage Scheme VAT

Make sure the VAT option is selected if you are claiming VAT.

You will notice on this page when entering details of the claim, there is also now an option to enter details of passengers during the journey to be able to claim the 5p per passenger rates:

Date	Miles claimed	Passengers	Reason
<input type="text" value="16/03/2022"/>	<input type="text" value="10"/>	<input type="text" value="2"/>	<input type="text" value="Onsite Project work"/>

If you do not have any passengers, you can just leave this field blank. If you want to



add further dates to the claim template, use the to add additional lines, or

you can  to come back to later.

If coming back to later, return to the Time & Expenses Tab and click on any of the information in the row of the provisional claim template to open it up:

My pay Benefits **Time & Expenses**

Time & Expenses

✓ In progress Authorised

Start date (dd/mm/yyyy) 16/02/2022 End date (dd/mm/yyyy) 16/03/2022

Search

Claim name	Start date	Reference	Cut off date	Status
Mileage SCDC	21 Feb 2022	MILE00138		Provisional

Summary

Submit

When you are ready to submit the claim, click

The final submission page opens.

For non-single sign-on Users, you will first need to enter your password (the same one you use to login) before moving onto receipt attachments:

Payroll
SCDC Monthly

Start date
25/02/2022

Comments

Authorising group

Password

+ Receipt attachments

Single Sign on Users will go straight to Receipt attachments:

Time & Expenses claim submission:

Claim template
Mileage SCDC

Job title
HR Administrator (System)

Time and expenses claim reference
MILE00139

Payroll
SCDC Monthly

Start date
16/03/2022

Comments

Authorising group


+ Receipt attachments


Expand the 'receipt attachments' clicking on the '+' as circled in the above image.

Then 'Choose File' and select the correct file of your receipt in your documents:

– Receipt attachments

Attach receipt


No file chosen 

Click on the  to attach to the claim.


You can repeat this process to attach as many receipts as required:

– Receipt attachments

1.

1-1057.jpg 



Attach receipt





No file chosen 

When all receipts are attached, click

The claim will be visible under the 'Time and Expenses' section, awaiting authorisation:

Time & Expenses

Start date (dd/mm/yyyy) 16/02/2022  End date (dd/mm/yyyy) 16/03/2022 

Claim name	Start date	Reference	Cut off date	Status
Mileage SCDC	16 Mar 2022	MILE00139		Awaiting authorisation <input type="button" value="Summary"/> 
Mileage SCDC	25 Feb 2022	MILE00136		Awaiting authorisation <input type="button" value="Summary"/> 
Expenses SCDC	21 Feb 2022	EXP0000000374		Awaiting authorisation <input type="button" value="Summary"/> 
Mileage SCDC	21 Feb 2022	MILE00138		Provisional <input type="button" value="Summary"/> 

The claim will need to be authorised by both your manager and payroll so will not show as completed until payroll have added it to your pay.

Other Mileage claim types

For other types of mileage claims, there is now a Page 2 that has been added to the template in order to be able to claim for these:

Page 1 | Page 2

Please use page 2 for other/additional vehicle types. (Including bicycle and motorbike claims).

Click on the 'Page 2' to take you to this page:


This page is setup similar, except it will not pull a 'default vehicle.' Instead, you can select the vehicle type and enter the details related to the vehicle. The list includes Motorcycles and Bicycles:

Page 1 | Page 2

For other vehicles.

Vehicle type	Fuel type	Engine (cc)	Scheme
Car	Diesel		Casual Mileage Scheme

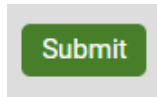
	Miles claimed	Passengers	Reason
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



For employees, this page should only be used to claim for bicycle claims. Employees can only claim for cars which have the correct level of insurance coverage for business use, therefore a claim cannot be made on this page for a car that is not setup in their 'private vehicle' list with the insurance checked internally.

For the fuel type for Bicycles, please select 'Not applicable' and leave Engine (cc) Blank:

Vehicle type	Fuel type	Engine (cc)	Scheme
Bicycle ▾	Not applicable ▾	<input type="text"/>	Casual Mileage Scheme ▾



When you are ready to submit the claim, click

The final submission page opens.

For non-single sign-on Users, you will first need to enter your password (the same one you use to login) before moving onto receipt attachments:

Payroll
SCDC Monthly

Start date
25/02/2022

Comments

Authorising group

Password

+ Receipt attachments

Single Sign on Users will go straight to Receipt attachments:

Time & Expenses claim submission:

Claim template

Mileage SCDC

Job title

HR Administrator (System)

Time and expenses claim reference

MILE00139

Payroll

SCDC Monthly

Start date

16/03/2022

Comments

Authorising group


+ Receipt attachments


Expand the 'receipt attachments' clicking on the '+' as circled in the above image.

Then 'Choose File' and select the correct file of your receipt in your documents:

– Receipt attachments

Attach receipt


No file chosen 

Click on the  to attach to the claim.


You can repeat this process to attach as many receipts as required:

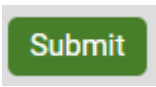
– Receipt attachments

1.

1-1057.jpg 

Attach receipt

No file chosen 



When all receipts are attached, click

The claim will be visible under the 'Time and Expenses' section, awaiting authorisation:

Time & Expenses

 In progress

Authorised

Start date (dd/mm/yyyy)
16/02/2022



End date (dd/mm/yyyy)
16/03/2022



Search

Claim name Start date Reference Cut off date Status

Mileage SCDC 16 Mar 2022 MILE00139 Awaiting authorisation [Summary](#) 

Mileage SCDC 25 Feb 2022 MILE00136 Awaiting authorisation [Summary](#) 

Expenses SCDC 21 Feb 2022 EXP0000000374 Awaiting authorisation [Summary](#) 

Mileage SCDC 21 Feb 2022 MILE00138 Provisional [Summary](#) 


 Add claim

For claims using the other mileage claim types only e.g. bicycles, you can go straight to 'Page 2' and enter details for this only. You will not be required to attach a receipt for bicycle claims.

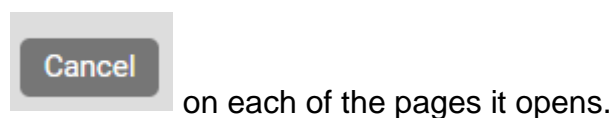
The claim will need to be authorised by both your manager and payroll so will not show as completed until payroll have added it to your pay.

Removing a Submitted Claim


To remove a claim that has been submitted, you can open the claim by clicking on any information on the row:

Claim name	Start date	Reference	Cut off date	Status	
Mileage SCDC	16 Mar 2022	MILE00139		Awaiting authorisation	Summary 

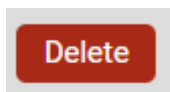
To remove a claim that has been submitted, you can open the claim and click



The claim will then become 'Provisional':


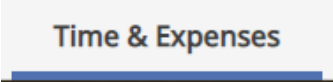

Claim name	Start date	Reference	Cut off date	Status	
Mileage SCDC	16 Mar 2022	MILE00139		Provisional	Summary 

Open the claim again and this time click




Other expenses claim

Adding an expense claim is much the same as adding a mileage claim.

To start a new claim, go to the  tab, and then click on the  tab and  button.

This will open the claim template. As before, enter the starting date of the claim/claims you will be entering and select 'Expenses SCDC' from the list:

Time & Expenses claim entry: New

Start date (required)
 

Job title (required)

Claim template (required)

Expense Claim Form

[Page 1 - Expenses](#)
[Page 2 - Mileage \(non Regular Journeys\)](#)
[Page 3 - Mileage Regular Journeys](#)
[Click for Expense Guidelines](#)

Element	Date	Receipt Number	Detail of Expense	Amount	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -
				0.00	


Select the relevant item from the 'Element' list for the type of expense you are claiming for:

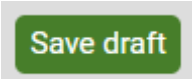
The screenshot shows the 'Expense Claim Form' with a dropdown menu open for the 'Element' field. The dropdown list includes the following items: Breakfast (With VAT Receipt), Breakfast (Without VAT Receipt), Clothing & Footwear (With VAT Receipt), Clothing & Footwear (Without VAT Receipt), Conference & Seminar Costs (With VAT Receipt), Conference & Seminar Costs (Without VAT Receipt), Evening Meal (With VAT Receipt), Evening Meal (Without VAT Receipt), Fares/Tolls/Congestion Charge (With VAT Receipt), Fares/Tolls/Congestion Charge (Without VAT Receipt), Foreign Travel (With VAT Receipt), Foreign Travel (Without VAT Receipt), Gifts (With VAT Receipt), Gifts (Without VAT Receipt), Home Telephone/Broadband (With VAT Receipt), Home Telephone/Broadband (Without VAT Receipt), Hospitality & Entertaining (With VAT Receipt), and Hospitality & Entertaining (Without VAT Receipt). The background shows the form with the 'Element' field set to 'Fares/Tolls/Congestion Charge (With VAT Receipt)'. At the bottom, there are buttons for 'Save draft', 'Submit', and 'Print'.

Then enter the date, receipt number, detail of expense in the available boxes:

Element	Date	Receipt Number	Detail of Expense	Amount	
Fares/Tolls/Congestion Charge (With VAT Receipt)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -
				0.00	



If you want to add further items to the claim template, use the  to add

additional lines, or you can  to come back to later.

The total for the claim will calculate in the box below the claim line:

Element	Date	Receipt Number	Detail of Expense	Amount	
Fares/Tolls/Congestion Charge (With VAT Receipt)	16/03/2022	83268172837123	Travelling to MHR headqu	15.00	+ -
				15.00	

If coming back to later, return to the Time & Expenses Tab and click on any of the information in the row of the provisional expense claim template to open it up:

My pay Benefits **Time & Expenses**

Time & Expenses

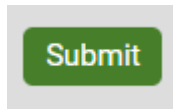
✓ In progress Authorised

Start date (dd/mm/yyyy) 16/02/2022 End date (dd/mm/yyyy) 16/03/2022

Search

Claim name	Start date	Reference	Cut off date	Status
Expenses SCDC	16 Mar 2022	EXP0000000375		Provisional

Summary



When you are ready to submit the claim, click

The final submission page opens.

For non-single sign-on Users, you will first need to enter your password (the same one you use to login) before moving onto receipt attachments:

Payroll
SCDC Monthly

Start date
25/02/2022

Comments

Authorising group

Password

+ Receipt attachments

Single Sign on Users will go straight to Receipt attachments:

Time & Expenses claim submission:

Claim template
Expenses SCDC

Job title
HR Administrator (System)

Time and expenses claim reference
EXP0000000376

Payroll
SCDC Monthly

Start date
16/03/2022

Comments

Authorising group


⚡ Receipt attachments


Expand the 'receipt attachments' clicking on the '+' as circled in the above image.

Then 'Choose File' and select the correct file of your receipt in your documents:

– Receipt attachments

Attach receipt


No file chosen 

Click on the  to attach to the claim.


You can repeat this process to attach as many receipts as required:

– Receipt attachments

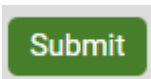
1.

1-1057.jpg 

Attach receipt

No file chosen 

When all receipts are attached, click



The claim will be visible under the 'Time and Expenses' section, awaiting authorisation:

Time & Expenses

✓ In progress Authorised

Start date (dd/mm/yyyy) 16/02/2022 End date (dd/mm/yyyy) 16/03/2022

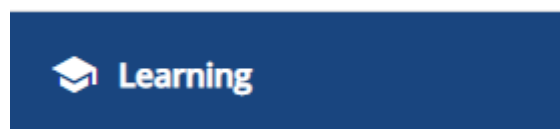
Search

Claim name	Start date	Reference	Cut off date	Status	
Expenses SCDC	16 Mar 2022	EXP0000000375		Awaiting authorisation	Summary
Mileage SCDC	25 Feb 2022	MILE00136		Awaiting authorisation	Summary
Expenses SCDC	21 Feb 2022	EXP0000000374		Awaiting authorisation	Summary
Mileage SCDC	21 Feb 2022	MILE00138		Provisional	Summary

+ Add claim

The claim will need to be authorised by both your manager and payroll so will not show as completed until payroll have added it to your pay.

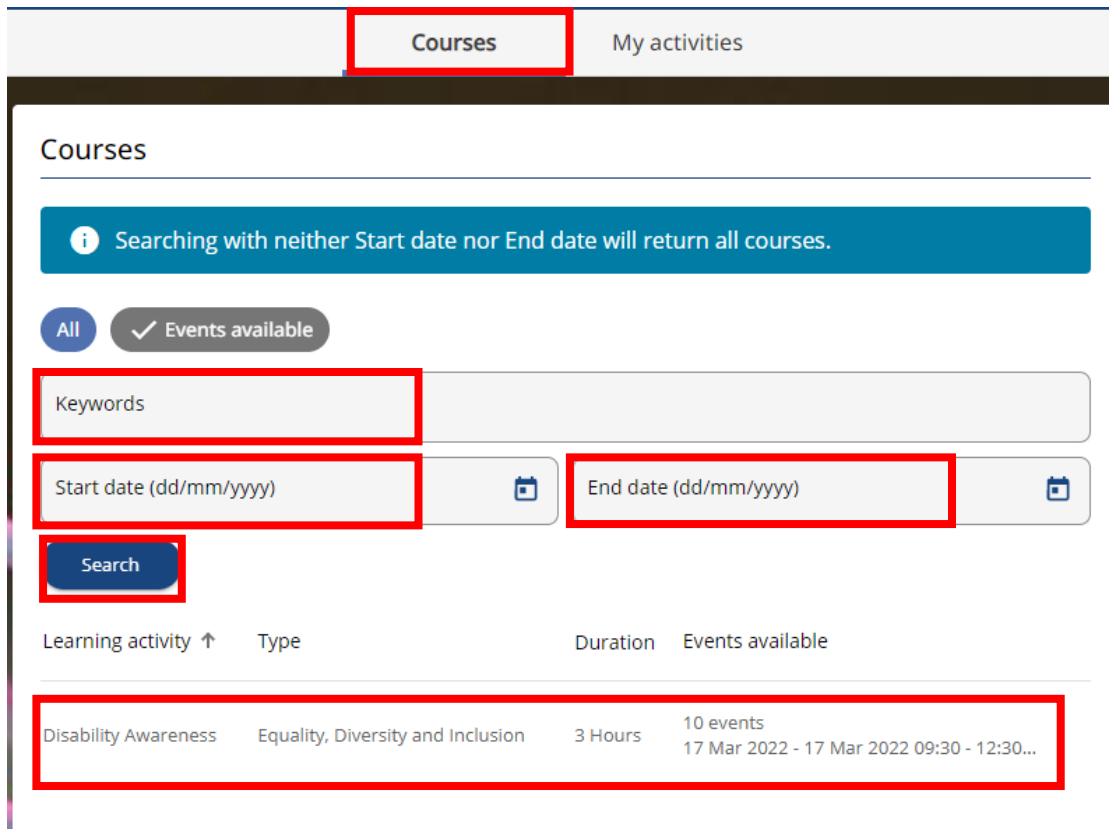
Learning



was formerly 'Career & Development' except it now only includes the learning activities under this tab (development comes under Talent which is a different Tab that will be addressed further down).

Courses

All available internal training can be found under the courses tab. You can use the filters at the top to search by 'Keywords' or specific dates, otherwise a blank search will bring up all available training courses in a list below:



The screenshot shows the 'Courses' tab selected. A blue banner at the top of the search area states: "Searching with neither Start date nor End date will return all courses." Below this, there are filter buttons for "All" and "Events available" (which is selected). The search filters include a "Keywords" field, "Start date (dd/mm/yyyy)" and "End date (dd/mm/yyyy)" fields with calendar icons, and a "Search" button. The search results are displayed in a table with columns: Learning activity ↑, Type, Duration, and Events available. The first row is highlighted with a red box:

Learning activity ↑	Type	Duration	Events available
Disability Awareness	Equality, Diversity and Inclusion	3 Hours	10 events 17 Mar 2022 - 17 Mar 2022 09:30 - 12:30...

Click on an activity listed to find out dates available to book onto. The description will be at the top of the page:

Disability Awareness

Disability Awareness, Equality and Inclusion

This is a compulsory training course for all employees to support South Cambridgeshire District Council's status as a Disability Confident employer.

Scroll down to see all available courses to book on. If you would like to book onto a course, click on the 'Book Course' button against your Chosen date and Time:

Date ↑	Time	Tutor	Venue	Spaces	
17 Mar 2022 - 17 Mar 2022	09:30 - 12:30	Mr Garry Connor	Online via Teams	19	Book onto course
17 Mar 2022 - 17 Mar 2022	13:30 - 16:30	Mr Garry Connor	Online via Teams	17	Book onto course
22 Mar 2022 - 22 Mar 2022	09:30 - 12:30	Mr Garry Connor	Online via Teams	17	Book onto course
22 Mar 2022 - 22 Mar 2022	13:30 - 16:30	Mr Garry Connor	Online via Teams	18	Book onto course
24 Mar 2022 - 24 Mar 2022	09:30 - 12:30	Miss Brit Clayton	Online via Teams	20	Book onto course
24 Mar 2022 - 24 Mar 2022	13:30 - 16:30	Miss Brit Clayton	Online via Teams	18	Book onto course
29 Mar 2022 - 29 Mar 2022	09:30 - 12:30	Mr Garry Connor	Online via Teams	19	Book onto course

[Add to waiting list](#)

This will open the course booking details:

Course booking details Close X

Disability Awareness (EDI002)

Course information

Date: 17 Mar 2022 - 17 Mar 2022
Venue: Online via Teams
Time: 09:30 - 12:30
Tutor: Mr Garry Connor

Event booking details

Origin of request

Please choose

Reason

Please choose

Learning objectives

Fill in the fields selecting from the dropdowns for 'Origin of request' and 'Reason', then if applicable add any learning objectives to the text box available.

Origin of request

Please choose

- Departmental Request
- Disciplinary Outcome Recommendation
- Employee Request
- Induction
- Managerial Request
- Managers Request


Save

Then scroll to the bottom and press  to complete the booking.

It will confirm changes have been saved, then Close the booking details:

Course booking details

Close X

 Changes have been saved.

Disability Awareness (EDI002)

Course information

Date: 17 Mar 2022 - 17 Mar 2022

Venue: Online via Teams

Time: 09:30 - 12:30

Tutor: Mr Garry Connor

Viewing the courses you are booked onto

My activities

To see the courses you are booked onto, go to the **My activities** tab.

The courses you are booked onto are listed under 'Learning activities':

Learning activities

[View my talent profile >](#)

Event name	Status	Start date ↓	Failed / reason	Renewal	Cost	Attachments
Disability Awareness	Booked	17 Mar 2022	No		0.00	
Disability Awareness	Booked	08 Mar 2022	No		0.00	
Test	Booked	24 Feb 2022	No			

+ Add personal learning

If you want to view further details, on any of the information in the row of an event and the course details will open up:

Event name	Status	Start date ↓	Failed / reason	Renewal	Cost	Attachments
Disability Awareness	Booked	17 Mar 2022	No		0.00	

[< Back to My activities](#)

Course booking details

Disability Awareness (EDI002)

Course information

Date: 17 Mar 2022 - 17 Mar 2022

Venue: Online via Teams

Time: 09:30 - 12:30

Tutor: Mr Garry Connor

Event booking details

***Cancel reason (required)**

Please choose

Join waiting list

Overview

Disability Awareness, Equality and Inclusion

This is a compulsory training course for all employees to support South Cambridgeshire District Council's status as a Disability Confident employer.

Cancel from a course

From the course details page (as shown just above), you will see there is an option to cancel, providing a cancellation reason from the dropdown:

Event booking details

***Cancel reason (required)**

Please choose

- Booked in error
- Booked on Alternative Date
- Booking Error
- Course no Longer Required (Changing Role etc)
- IT Issues
- Illness

You also have an option to tick to join the waiting list:

 Join waiting list


If you want to cancel this date and book onto another available, do not tick this box.



Then scroll to the bottom and click  to cancel the booking.

A warning message will ask if you are sure (in case you have entered in error or changed your mind), click confirm:


Cancel booking Close X

 Are you sure you want to cancel this course booking?

The record will display 'Changes have been saved' when the booking has been cancelled:

[< Back to My activities](#)

Course booking details

 Changes have been saved.

Disability Awareness (EDI002)

Course information

Date: 08 Mar 2022 - 08 Mar 2022
Venue: Online via Teams
Time: 09:30 - 12:30
Tutor: Mr Garry Connor

Event booking details

Cancel reason

Booking Error

To come out of the record, click on [< Back to My activities](#)

You will then see the event has removed from your learning activities list:

Learning activities [View my talent profile >](#)

Learning activities
Current

Event name	Status	Start date ↓	Failed / reason	Renewal	Cost	Attachments
Test	Booked	24 Feb 2022	No			

[+ Add personal learning](#)

Failed event

Event name	Status	Start date ↓	Failed / reason	Renewal	Cost	Attachments
Disability Awareness	Booked	17 Mar 2022	No		0.00	

If you do not attend the event, the Failed reason will be listed as Yes.

Add to waiting list

Navigate to the courses page, by clicking on the 'Learning' Tab

Click on an activity listed to find out dates of events scheduled.

Click on an activity listed to find out dates available to book onto. The description will be at the top of the page:

Disability Awareness

Disability Awareness, Equality and Inclusion

This is a compulsory training course for all employees to support South Cambridgeshire District Council's status as a Disability Confident employer.

Scroll down to see all scheduled course dates and times. Click on the 'Add to Waiting list button':

Date ↑	Time	Tutor	Venue	Spaces	
17 Mar 2022 - 17 Mar 2022	09:30 - 12:30	Mr Garry Connor	Online via Teams	19	Book onto course
17 Mar 2022 - 17 Mar 2022	13:30 - 16:30	Mr Garry Connor	Online via Teams	17	Book onto course
22 Mar 2022 - 22 Mar 2022	09:30 - 12:30	Mr Garry Connor	Online via Teams	17	Book onto course
22 Mar 2022 - 22 Mar 2022	13:30 - 16:30	Mr Garry Connor	Online via Teams	18	Book onto course
24 Mar 2022 - 24 Mar 2022	09:30 - 12:30	Miss Brit Clayton	Online via Teams	20	Book onto course
24 Mar 2022 - 24 Mar 2022	13:30 - 16:30	Miss Brit Clayton	Online via Teams	18	Book onto course
29 Mar 2022 - 29 Mar 2022	09:30 - 12:30	Mr Garry Connor	Online via Teams	19	Book onto course

[Add to waiting list](#)

The Waiting list details page opens. Scroll to the bottom and as with booking, select an 'Origin of request' and 'Reason' from the dropdown lists. Then also give an attend by date for when you want to have completed the course by:

Waiting list details Close X

Date requested (dd/mm/yyyy)
16/03/2022

Origin of request
Please choose

Reason
Please choose

Attend by (dd/mm/yyyy)

Save Cancel



Then click

The screen will show changes have been saved to signify you have been added to the waiting list:

Waiting list details Close X

Changes have been saved.

Disability Awareness

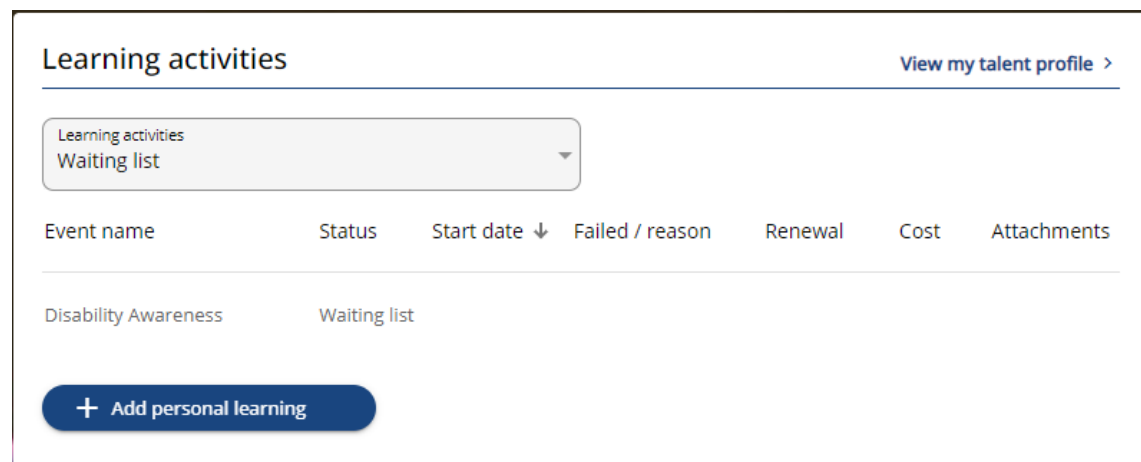
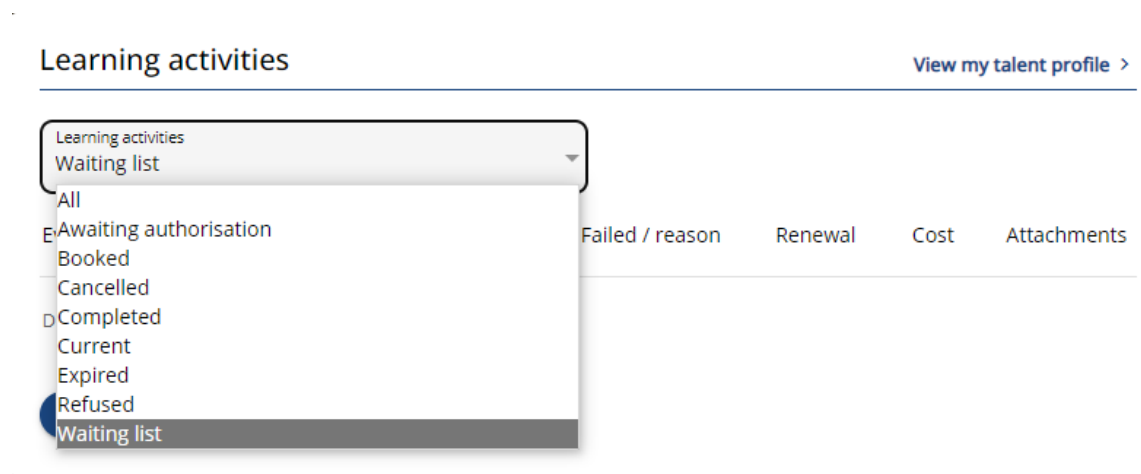
Overview
Disability Awareness, Equality and Inclusion

Click to come out of this screen.

Then [< Back to Courses](#) to return to the main learning page.

My activities

To view courses you are on the waiting list for, go to [My activities](#), then under the Learning activities tab change the filter to 'Waiting list':



Personal learning

Under the 'My activities' tab, you also have the option of adding in any scheduled personal learning activities, which may include any training you are doing outside of SCDC provided courses.

Click on '+ Add personal learning':

The screenshot shows the 'My activities' tab selected. Below the tab, there is a 'Learning activities' section with a 'View my talent profile >' link. A dropdown menu is set to 'Waiting list'. Below this is a table with the following columns: Event name, Status, Start date (with a downward arrow), Failed / reason, Renewal, Cost, and Attachments. One row is visible with 'Disability Awareness' in the 'Event name' column and 'Waiting list' in the 'Status' column. At the bottom, a blue button with a white plus sign and the text '+ Add personal learning' is highlighted with a red rectangular box.

This will open the Personal learning event details page for you to fill in the details. Give the event a title, and enter the start and end date:

[< Back to My activities](#)

Personal learning event details

* Event title (required)

Internal

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

End date (dd/mm/yyyy)

(If it is an internal event, you can click the tick box, however most internal events you will be able to directly book onto).

Select a duration from the drop-down list (if the whole day select 'Daily'):

Duration



Please choose

- AM Only
- Daily
- PM Only

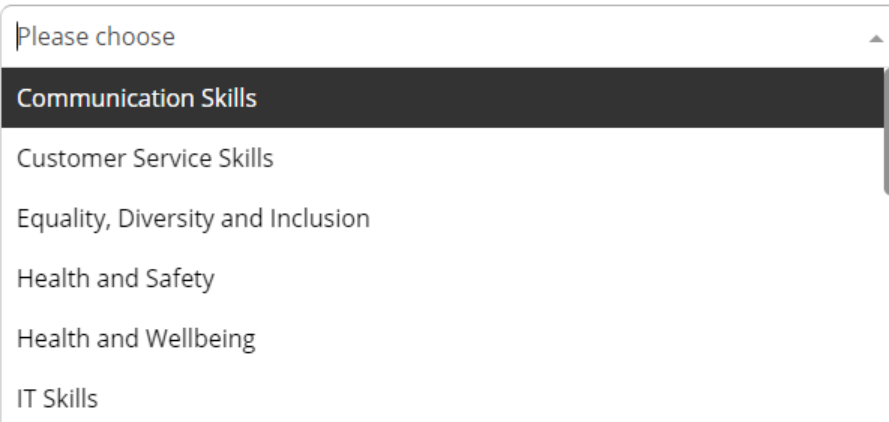
You may also enter the learning hours for you to document:

Learning hours



Select a learning activity type applicable from the available list (if there is not an applicable option available, please contact the HR System analyst to have this added).

Learning activity type



Please choose

- Communication Skills
- Customer Service Skills
- Equality, Diversity and Inclusion
- Health and Safety
- Health and Wellbeing
- IT Skills

Only if applicable add the learning event code, otherwise you can leave this blank:

Learning event code

If the training requires renewal you can enter a renewal date here:

Renewal date (dd/mm/yyyy)

Otherwise leave this blank.

Then you can mark whether the training has been completed and whether there is any associated scoring/marking:

 Completed

Score

 Failed

Otherwise leave blank.

When you have finished entering the details **click**

Save

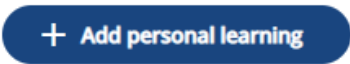
to add the learning

activity to your activities. **Do Not click**
a new record template.

+ Add personal learning

as this will open

If you wish to add another learning activity, from here you can click the



to open a new template to complete.

Or to come out, scroll back to the top of the page and click on [< Back to My activities](#)

These will appear in the learning activities list (depending on whether it is current, completed etc. you may need to amend the filter – see more on filters below). E.g. Current:

Learning activities [View my talent profile >](#)

Learning activities
Current

Event name	Status	Start date ↓	Failed / reason	Renewal	Cost	Attachments
TEST	In progress	16 Mar 2022	No			

Please be aware this will add an event to your calendar, so only put training events here which are held at a specific time. If you are doing a long-term course with no specific timings, this will be best to add as an objective when Performance is available.

Learning activity filters

Learning activities [View my talent profile >](#)

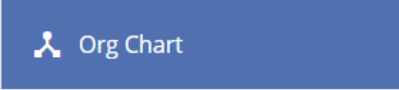
Learning activities
Waiting list

- All
- Awaiting authorisation
- Booked
- Cancelled
- Completed
- Current
- Expired
- Refused
- Waiting list

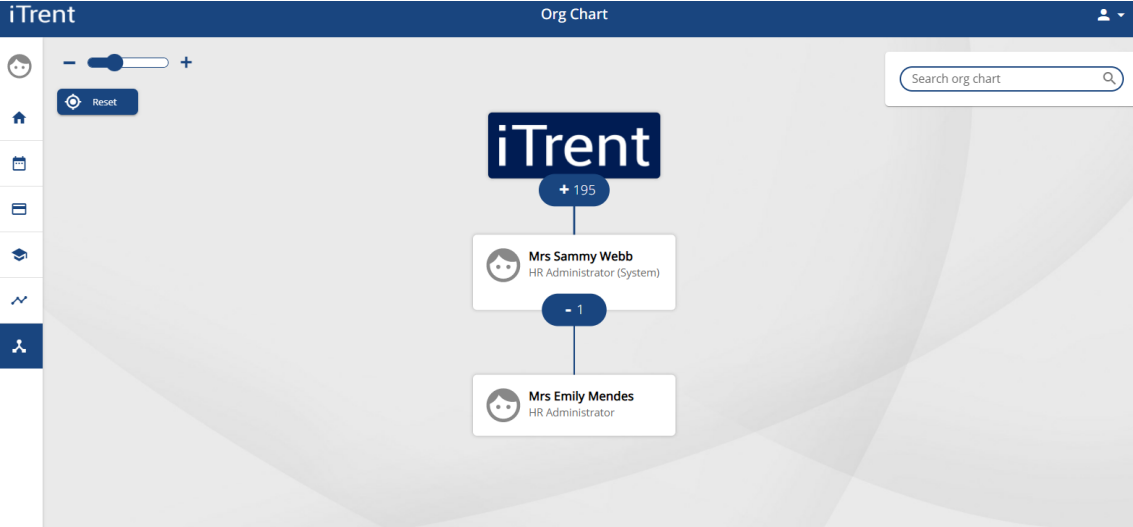
Failed / reason Renewal Cost Attachments

You can amend the filter above to show activities that are at various stages, as detailed in the list. To see everything, select 'All.'

Org Chart

 the same named and action as before, this takes you to the Org chart. The org chart graphics looks different in the new ESS.

The chart will open up on yourself, and if applicable, anyone who reports to you:

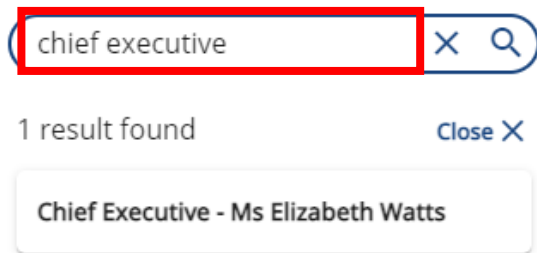


The screenshot shows the iTrent Org Chart interface. At the top, there's a header with the iTrent logo and 'Org Chart'. Below the header, there's a search bar labeled 'Search org chart'. The main content area displays a hierarchical org chart. At the top is the iTrent logo with a '+ 195' indicator. Below it is a box for 'Mrs Sammy Webb, HR Administrator (System)' with a '- 1' indicator. Below that is a box for 'Mrs Emily Mendes, HR Administrator'.

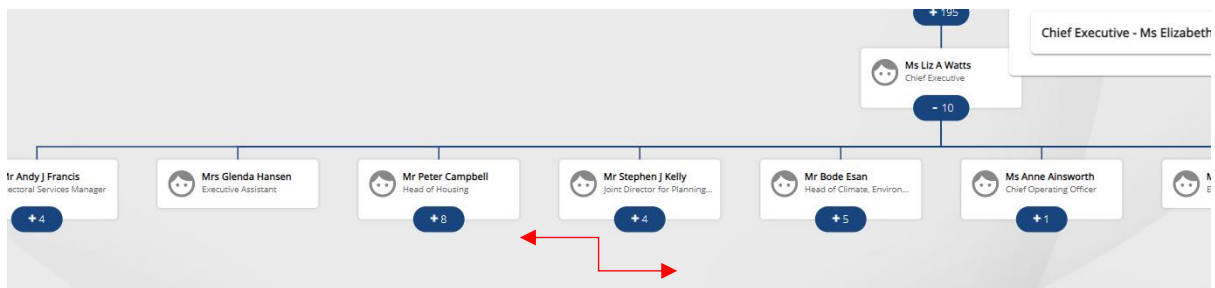
Use the 'Search org chart' to open different parts of the org chart.



You can search by surname or job title. To take you to the top of the Org chart search for 'Chief Executive' and click on the result to open up within the org chart:

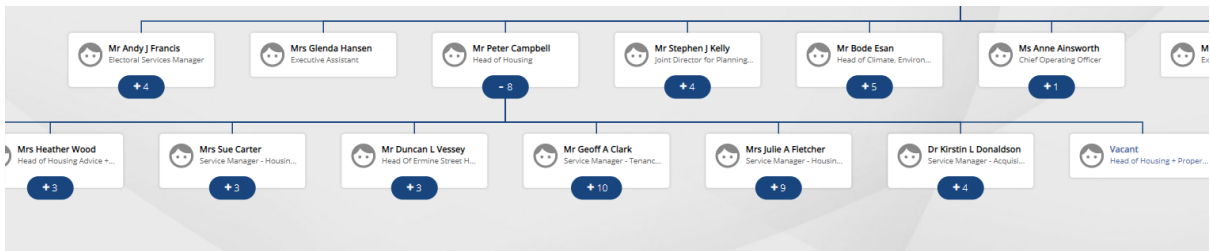


You can click and drag to move across the org chart:

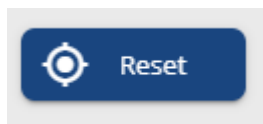


Click on the number tiles to expand and display any staff reporting to managers:



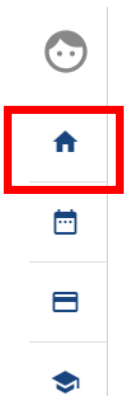


In the top left-hand corner you can zoom in and out of the chart using the toggle:



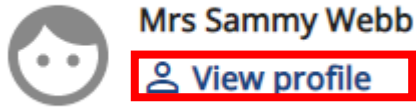
Or to Reset and start again click on

To come out of the org chart, either select home from the tabs in the left-hand pane,

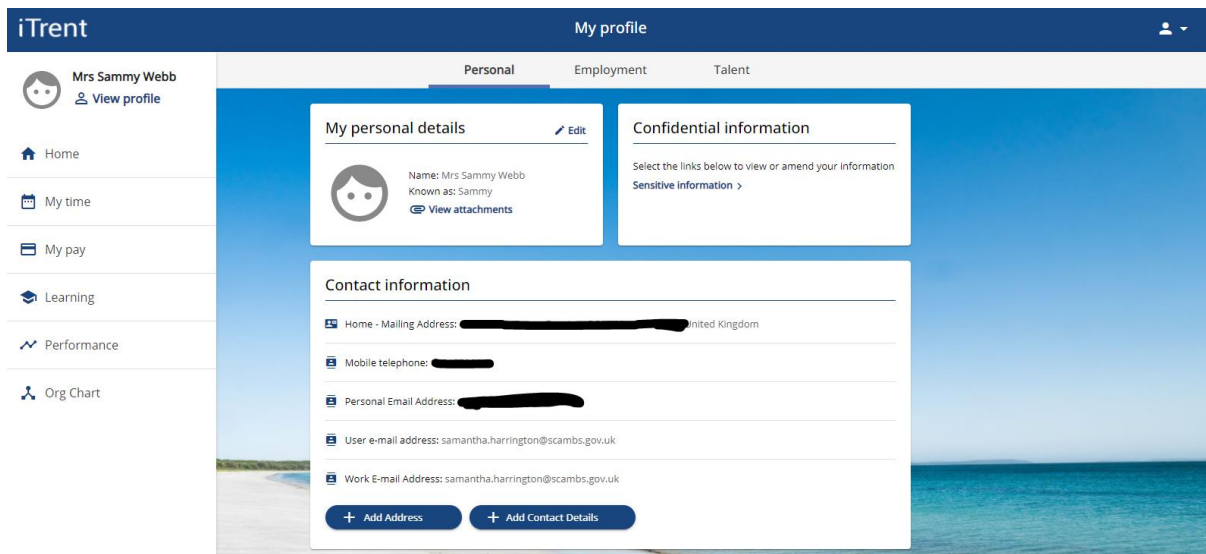


or click on the  logo.

View Profile

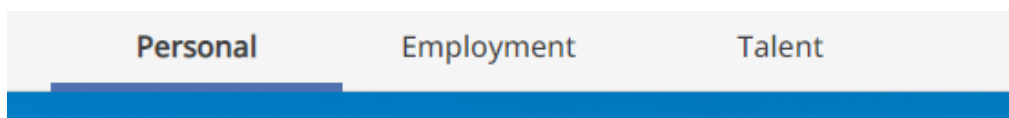


click on 'view profile' in the top left-hand corner



This brings up the **'Personal,' 'Employment'** and **'Talent'** tabs, (the latter which formerly sat under development in the learning and development tab).

Click across each of the tabs to view each one:




Personal

This tab includes all your personal and sensitive information that you are able to view and amend.

Personal details

My personal details [Edit](#)





Name: Mr Little Dot
Known as: Little
[View attachments](#)

Confidential information

Select the links below to view or amend your information
[Sensitive information >](#)

Contact information

 Home - Mailing Address: 40 Barnack Grove, ROYSTON, SG8 5HQ, United Kingdom

 Mobile telephone: 07917701236

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

On the 'My personal details' tab clicking [Edit](#) you can view but cannot amend these details. Details of this nature need to be amended by HR and you would need to contact them with any requirements such as name changes (in the instance of marriage, a marriage certificate will need to be provided to make the change).

My personal details



*Surname (required)

Dot

*Forename (required)

Little

Forename 2

To come out of this, click on [< Back to Personal](#)

Document attachments

[View attachments](#)

Also within 'My personal details', there is a [View attachments](#) button. If there are any attachments on your record that you are able to view, these will be visible here. You can also attach any attachments here to your record (such as your marriage certificate, MATB1 form etc.)

[< Back to Personal](#)

Document attachments

No attachments have been added yet

[+ Add attachment](#)

Give the document a name and choose a relevant type from the dropdown option, then click on + upload file to open your documents and find the file to open:

Document attachment details

[Close X](#)

*Document name (required)

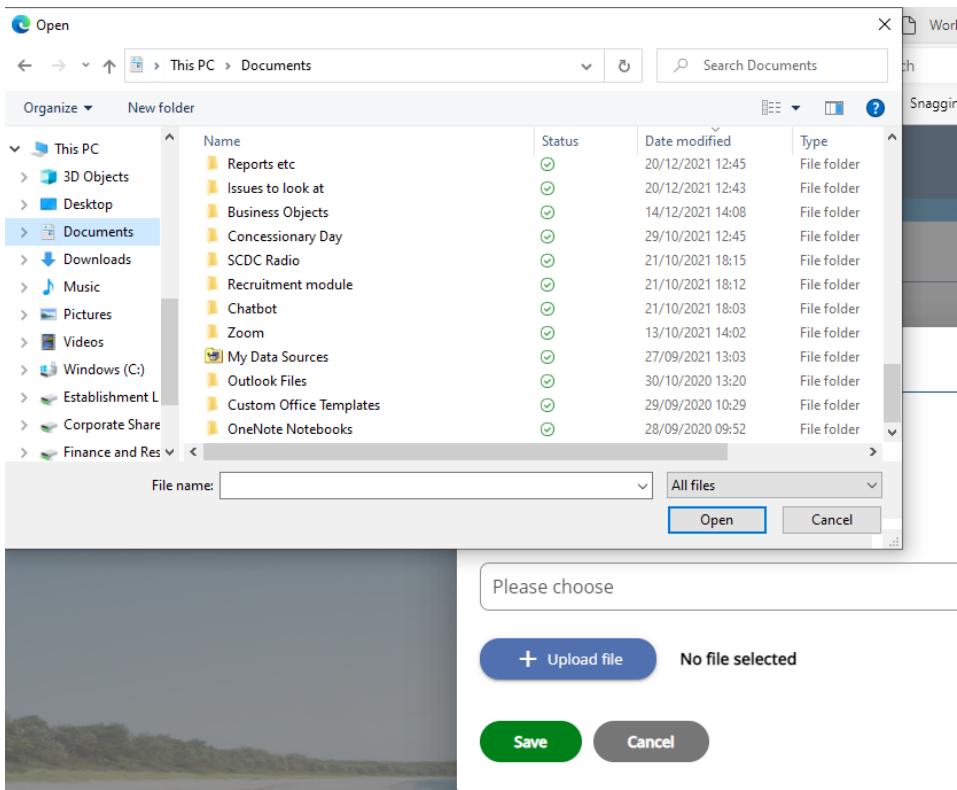
Document type

[+ Upload file](#)

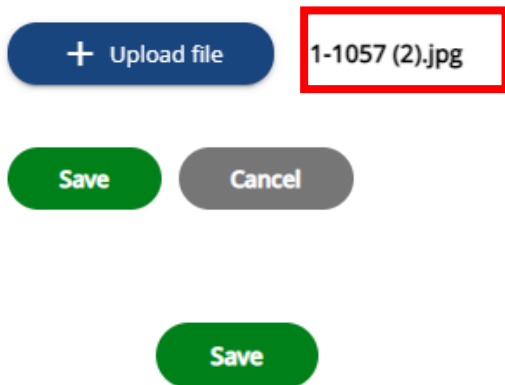
No file selected

[Save](#)

[Cancel](#)



Once selected from your files, it will attach as per this example:



Then click

To come out of document attachments, click [← Back to Personal](#)

Confidential information

Confidential information

Select the links below to view or amend your information

[Sensitive information >](#)

Click on the Sensitive information button to open up the details that are stored. You are able to update these by selecting options from the dropdowns:

Sensitive information



The personal data that you enter into this form is voluntary, if you do provide the information requested, we will only use this in an aggregated and anonymised form.

Marital status


Religion

Ethnic origin


Save


Then scroll to the bottom and  any changes you have made.

To come out scroll back to the top and click on [< Back to Personal](#).

Contact Information

Contact information

 Home - Mailing Address: 1 Test Drive, CAMBRIDGE, CB2 6HT, United Kingdom

 Mobile telephone: 07917701236

+ Add Address

+ Add Contact Details

You can update your address or other contact details or add additional details by

+ Add Address

+ Add Contact Details

clicking on

or

Fill in the details (making sure the fields marked * mandatory are filled)

[< Back to Personal](#)

Address details

*Address type (required)

Home

Mailing address

*Postcode (required)

House name

*Number/Street (required)

Local area

Post Town

If this is your main address, please tick the

Mailing address

box.

Then scroll to the bottom and **click on 'Save'**



Do Not click '+Add Address' as this will open another blank template.

If an existing one needs to be amended, click on the contact type:

Contact information

Home - Mailing Address: 1 Test Drive, CAMBRIDGE, CB2 6HT, United Kingdom

Mobile telephone: 07917701236

This will open the record and you are able to make any changes:

e.g.

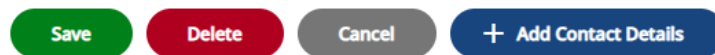
Contact details

*Contact type (required)

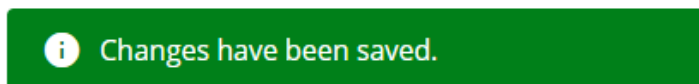
Mobile telephone

*Contact at (required)

07917702



Then click



It will confirm

Or if it is no longer in use, such as a mobile number as shown in the example, click



To come out, click on [← Back to Personal](#)

Emergency Contact

This comes under 'Friends and family', where you can also add Next of Kin.

Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Samantha Webb	Mother	07947583933	Yes
Next of kin	John Webb	Father	N/A	N/A

[+ Add Emergency Contact](#) [+ Add Next of Kin](#)

To update the existing emergency contact, click on the contact to open the record:

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Samantha Webb	Mother	07947583933	Yes

For your main contact (whether this is your only contact or one of multiple), make sure to tick the 'Primary contact box' in this record. Any other details such as the number can also be amended:

Emergency contact

* Contact name (required)

Relationship to me

* Contact at (required)

Contact email

 Primary contact Use my home address

Then scroll to the bottom and click

To add a new emergency contact from here you can select



or to remove click on



. Please make sure

you have at least one emergency contact on your record (as this is for emergency situations and a contact will be needed to get hold of).

To come out, click on [< Back to Personal](#)

Emergency contacts and next of kin can also be added by clicking on the associated buttons available:

Friends and family				
Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Samantha Webb	Mother	07947583933	Yes
Next of kin	John Webb	Father	N/A	N/A

[+ Add Emergency Contact](#) [+ Add Next of Kin](#)


Bank details

The saved bank details are displayed, but if these have changed please update these as soon as possible before payroll cut off. To update click on the account:

Bank details		
Account name	Bank name	Sort code
Mr Little Dot	.	622841

Amend the Sort Code and Account number as required:

Bank details

 These details are used to pay your salary and any changes will take immediate effect. Please check the details carefully before saving.

* Sort code (required)

Bank name

Roll number


* Account number (required)

* Account name (required)

Then click



It will confirm at the top

 Changes have been saved.

To come out, click on

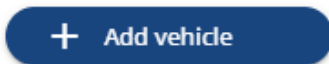
[← Back to Personal](#)

Private vehicle details

Private vehicles				
Vehicle registration	Make	Model	Driver start date	Driver end date
MV1 TND	Audi		07 Feb 2022	

[+ Add vehicle](#)

If you have added a vehicle, this will be listed here. If you have not added one and want to claim mileage you must do so here.



Click on

Then enter the vehicle details on the pop - up screen. When entering the start date, make sure it is before the date of the first mileage claim you want to make:

Vehicle details

* Vehicle type (required)

Vehicle registration

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


End date (dd/mm/yyyy)


 

Make


Model


Make
Please choose 

Model
Please choose 

Engine size (cc)

CO2 Emission

Colour
Please choose 

Fuel type
Please choose 


Please note, it is now possible to setup Electric vehicles as your private vehicle, against 'Fuel Type'.

Make sure to tick 'default vehicle' in order to claim against:

Default vehicle for expenses

For employees, the insurance needs to be checked by Greyfleet in order to be able to claim for your default vehicle – once this has been confirmed, the insurance checked section of the vehicle details will be populated by HR:

Insurance checked
No

Insurance expiry date (dd/mm/yyyy)
 

When completed, click  . Do Not Click , as this will open a blank template to add another vehicle.

It will confirm at the top 

To come out, click on [< Back to Personal](#)

Vehicle no longer use


If you have a vehicle you no longer use on your record, click on the vehicle to open the record:


Vehicle registration	Make	Model	Driver start date	Driver end date
MV1 TND	Audi		07 Feb 2022	


Add an End date to the record:


* Vehicle type (required)

* Vehicle registration (required)

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

End date (dd/mm/yyyy)
 

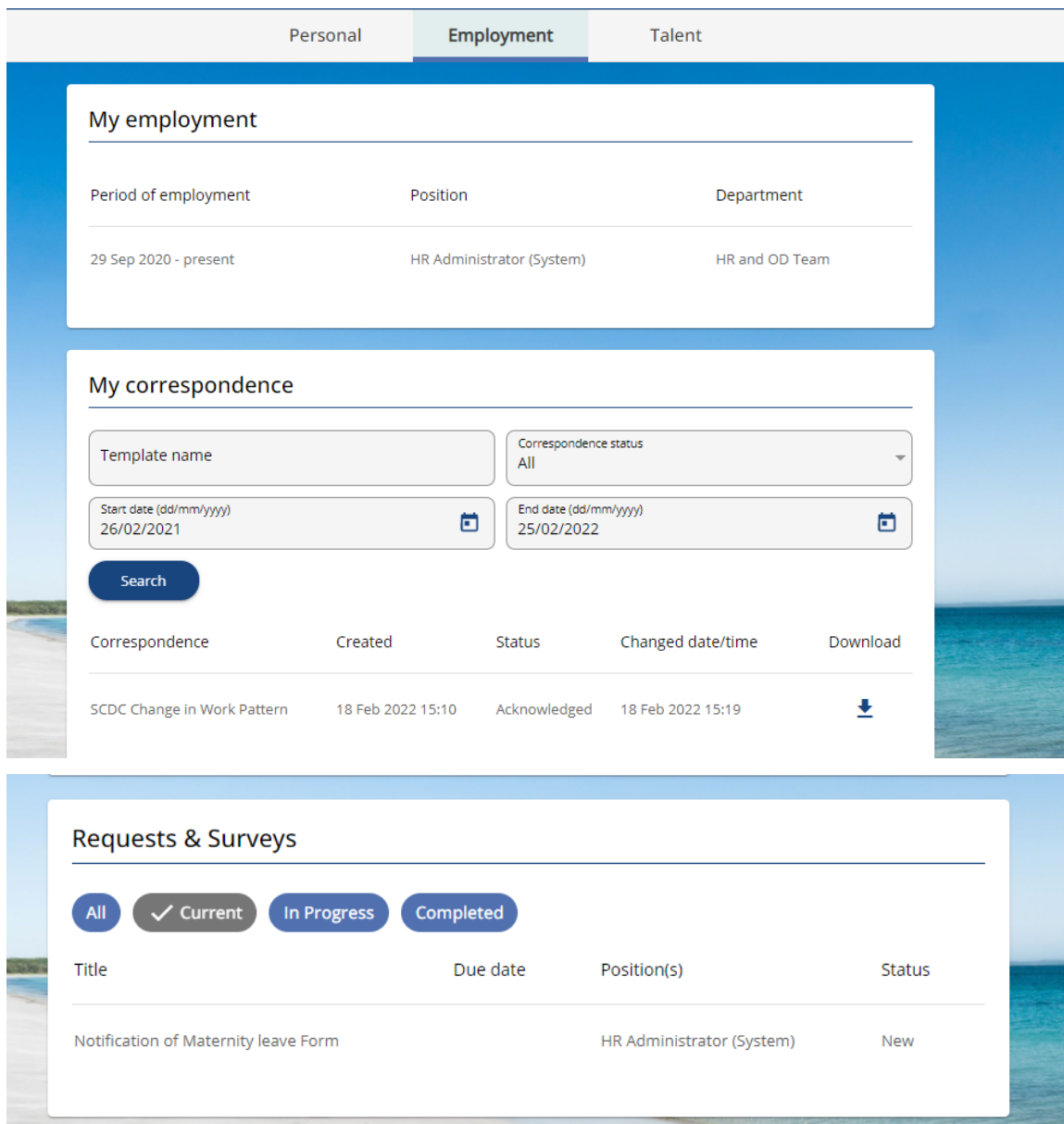
Then scroll to the bottom and click 

 Changes have been saved.

It will confirm at the top

To come out, click on [← Back to Personal](#)

Employment



Personal **Employment** Talent

My employment


Period of employment	Position	Department
29 Sep 2020 - present	HR Administrator (System)	HR and OD Team

My correspondence

Template name Correspondence status: All

Start date (dd/mm/yyyy): 26/02/2021 End date (dd/mm/yyyy): 25/02/2022

[Search](#)

Correspondence	Created	Status	Changed date/time	Download
SCDC Change in Work Pattern	18 Feb 2022 15:10	Acknowledged	18 Feb 2022 15:19	

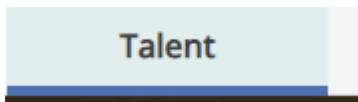
Requests & Surveys

[All](#) [✓ Current](#) [In Progress](#) [Completed](#)

Title	Due date	Position(s)	Status
Notification of Maternity leave Form		HR Administrator (System)	New

Employment includes details of your employment history/positions you have been employed in, 'My correspondence' where any contract variations or other letters will come to you to be signed in ESS as well as requests and surveys which will have the forms available to complete on ESS that you would usually download from Insite and submit to HR. These are due to go live, and you will receive further guidance for using these features.

Talent



The **Talent** tab is where you can add any qualifications, memberships and skills.

Any you have already added will be listed within the tab, but each has an '+' button option.

Qualifications

To add a qualification, click on the add qualification button:

A screenshot of the 'Qualifications' section in a web application. At the top, the word 'Qualifications' is displayed. Below it are three filter buttons: 'All', 'Current' (with a checkmark), and 'Rejected'. A table follows with columns for 'Subject', 'Level', 'Grade', 'Status', and 'Attachments'. One row is visible with 'Music' as the subject, 'Bachelor of Arts (BA)' as the level, and 'Authorised' as the status. An attachment icon is shown in the 'Attachments' column. At the bottom left, a blue button with a white plus sign and the text '+ Add qualification' is highlighted with a red rectangular border.

Fill in the information using the dropdowns, fields and tick boxes available, and where applicable:

Qualification details

***Subject (required)**

Subject not in list

Type

Qualification level groups

***Level (required)**

Achievement/grade

Institution type

Place of learning


Examining body


 


Awarding body


UCAS points

Study commencement date (dd/mm/yyyy)
 

Study expected end date (dd/mm/yyyy)
 

Date obtained (dd/mm/yyyy)
 

Approx. date

Valid until (dd/mm/yyyy)
 

[Save](#) [Cancel](#) [+ Add qualification](#)

If the subject is not listed, or other fields require any additions to select from please contact the HR System Analyst to have this added.


When completed click [Save](#) . Do Not Click [+ Add qualification](#) as this will open a blank template to complete.

From here, you can continue to add further qualifications by clicking on the

[+ Add qualification](#) button.

To come out, click on [< Back to Talent](#) .

Memberships

Memberships						
Membership	Level	Number	Start date	Expiry date	Status	Attachments
Chartered Institute of Personnel and Development (CIPD)	Student	84150393	11 Aug 2021		Authorised	

[+ Add membership](#)

Fill in the information using the dropdowns, fields and tick boxes available, and where applicable:

Membership details

* Membership (required)

Number

Level

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

Expiry date (dd/mm/yyyy)

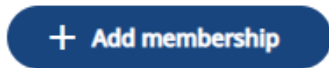
 

[Save](#) [Cancel](#) [+ Add membership](#)

If the Membership is not listed, or other fields require any additions to select from please contact the HR System Analyst to have this added.

When completed click  . Do Not Click  as this will open a blank template to complete.

From here, you can continue to add further qualifications by clicking on the



button.

To come out, click on [← Back to Talent](#)

To delete a membership click on the Membership required:

Membership	Level	Number	Start date	Expiry date	Status	Attachments
Chartered Institute of Personnel and Development (CIPD)	Student	84150393	11 Aug 2021		Authorised	

Once the record is open, click  at the bottom.

Skills & Expertise

The screenshot shows the 'Skills & Expertise' interface. At the top, there are filter buttons: 'All', 'Current' (with a checkmark), 'Rejected', and 'Expired'. Below the filters is a table header with columns: 'Skill ↓', 'Score', 'Skill expiry date', and 'Status'. A single row is visible for 'Problem Solving', showing a progress bar for 'Score', the text 'Authorised' for 'Skill expiry date', and a button labeled 'Evidence' for 'Status'. At the bottom left, there is a blue button with a plus sign and the text '+ Add skill or expertise', which is highlighted with a red box.

Fill in the information using the dropdowns, fields and tick boxes available, and where applicable:

Skill details

*Skill (required)

Skill description

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

Score

Score effective date (dd/mm/yyyy)

Range

Next review date (dd/mm/yyyy)

Skill expiry date (dd/mm/yyyy)


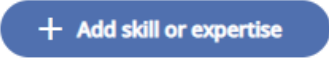
 

The skill description will auto-populate where applicable.

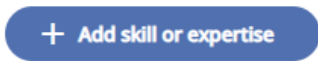
If the Skill is not listed, or other fields require any additions to select from please contact the HR System Analyst to have this added.

Score Key

- 0 None
- 1 Developing
- 2 Novice
- 3 Competent
- 4 Proficient
- 5 Expert

When completed click  . Do Not Click  as this will open a blank template to complete.

From here, you can continue to add further qualifications by clicking on the



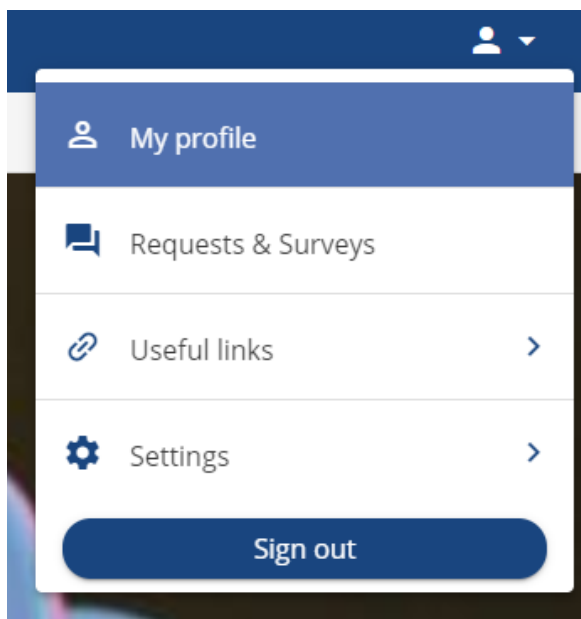
button.

To come out, click on [< Back to Talent](#).

Utility menu



in the top right-hand corner.



My Profile takes you to your profile as detailed above.

Requests & Surveys will be detailed in later guidance when we use questionnaires and correspondence.



Useful Links –

SCDC Job opportunities take you to internal recruitment page.