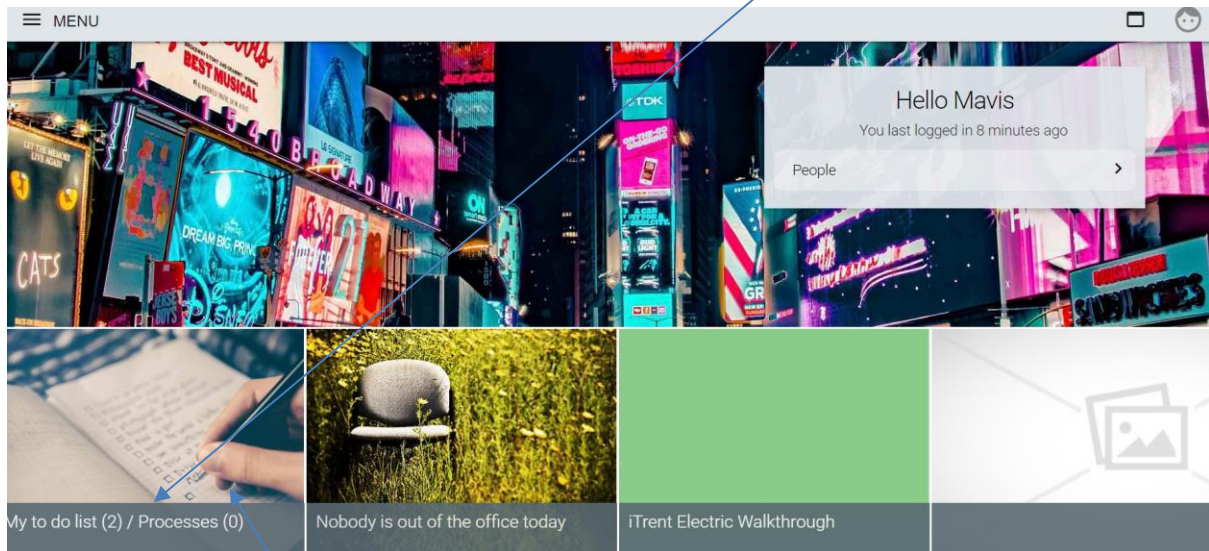
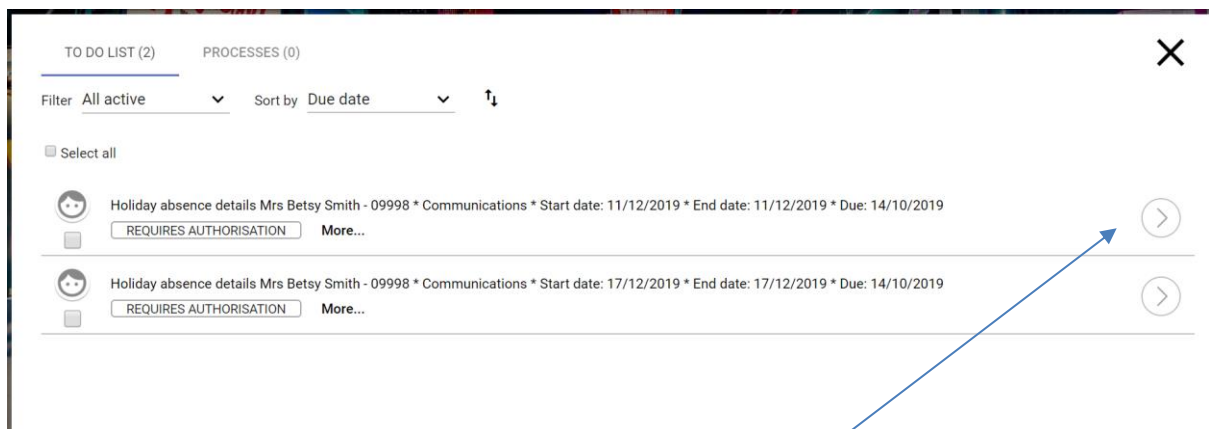


How to authorise leave and time and expense claims – Electric

1) Log in iTrent People Manager. Your To Do List is here:



- 2) Click on this box
- 3) This is the screen



4) Click onto the arrow and you can see details of the request

Holiday absence details Mrs Betsy Smith



Holiday period

Holiday period • Full day ▾

Holiday start

Holiday start date • 11/12/2019

Holiday end

Absence

Absence type • Staff Holidays ▾

Authorisation Awaiting authorisation

Position Electric Admin Assistant (Current)

Authorisation

User name SELFSERVICE

Authorisation status • ▾

- 5) Pull down the arrow and you can authorise the request here. For information on Holiday Balances, click here:

Authorisation status • ▾

Reason

— Holiday balances

Electric Admin Assistant - Bank Holiday Entitlement

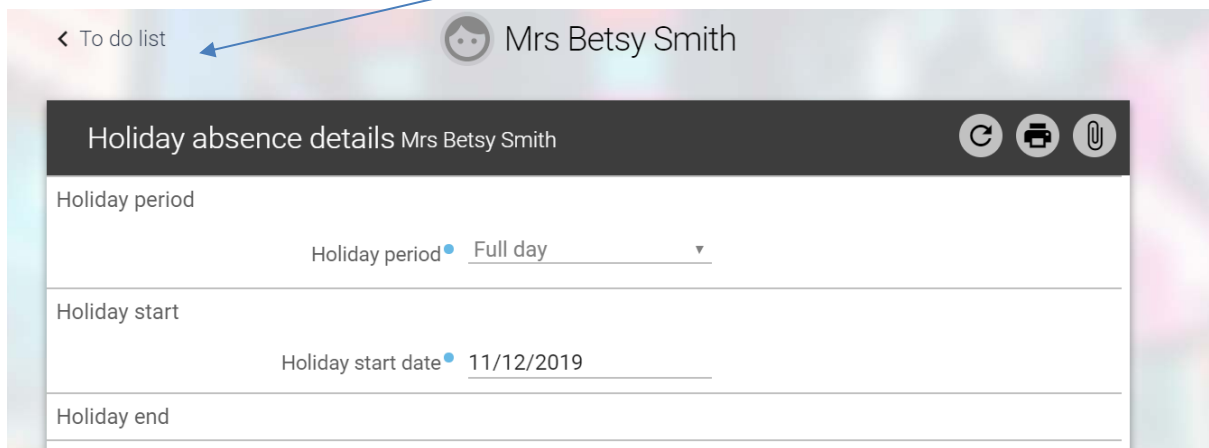
Holiday period	Entitlement	Taken	Scheduled	Balance
01/10/2019 - 31/03/2020 (Part)	29.6 H	0 H	22.2 H	7.4 H
01/04/2020 - 31/03/2021	59.2 H	0 H	0 H	59.2 H

Electric Admin Assistant - New MV Hours Holiday

Holiday period	Entitlement	Taken	Scheduled	Balance
01/10/2019 - 31/03/2020 (Part)	88.8 H	0 H	59.2 H	29.6 H
01/04/2020 - 31/03/2021	181.3 H	0 H	0 H	181.3 H

- 6) SAVE

7) Return to your To Do list – click here



OR

8) You can tick each box and authorise by clicking the Actions button:

