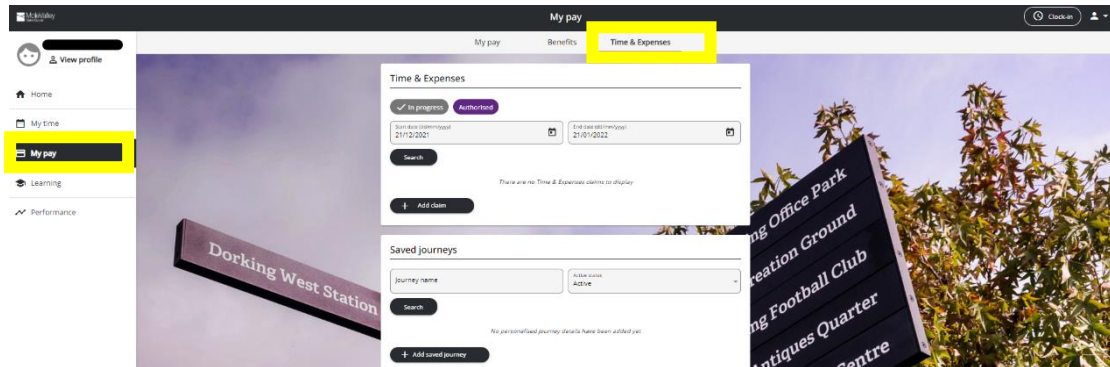


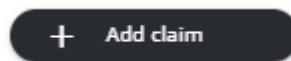
## How to enter a KIT day

Log into iTrent ESS Self Service

Select **My Pay**, then select **Time & Expenses**



Select add a claim:



< Back to Time & Expenses

Time & Expenses claim entry: New

Start date (required):


Job title (required):

Claim template (required):

New


- Enter the start date of your claim
- Check the Job Title is correct to be claimed against
- From the drop down select **KIT day claim form**

Claim template (required)

Please choose 

- Please choose
- Dorking Halls Casual Technicians
- Environmental Health - OUT OF HOURS
- Expenses (OT travel, committee etc)
- KIT day claim form**
- Mileage expenses
- Park House Telecare Casuals
- Park House Telecare Casuals v2
- Pippbrook Casuals
- Shared Service EH (Tandridge) Expenses

Select **New**:







Job title   
Employee 

### Page 1


Please enter the number of KIT hours you have worked


Enter units of an hour.  
For example: 2 hours 30 minutes will be entered as 2.50

Element	Date	Time	Total
KIT Hours			0.00  

- Enter the KIT day date using the calendar icon
- Enter the number hours worked under Time (this will autofill the Total column)
- Add more lines if you have worked more days using the + icon

Click on **Submit**:



 Changes have been saved.

**Time & Expenses claim submission:**

Claim template  
KIT day claim form

Job title  
[REDACTED]

Time and expenses claim reference  
KIT00027

Payroll  
MVDC Monthly

Start date  
03/01/2022

Cut off date  
12/11/2021 - This claim will not now be paid until 25/12/2021.

Comments  
Your claim has not yet been submitted to your manager for approval. By entering your password for submission below, you are confirming that this is a true and accurate record of the hours you have worked.

Password

+ Receipt attachments

**Submit**

Enter your self-service password and **Submit**

*A workflow email will go to your manager for them to authorise your KIT Day claim. This will be added to your payslip for the next payroll (provided it is authorised before payroll cut off that month, see Molly for more details on cut off date).*