How to enter a KIT day

Log into iTrent ESS Self Service

Select My Pay, then select Time & Expenses

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Select add a	Ciaim:		claim				
< Back to Time & Expenses							
		Time & Expenses claim entry: New					
		Job title (required) HR Business Partner	×				
		Claim template (required)					
		Please choose	~				
						Now	

- 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 tem	plate (required)									
Please	Please choose 🗸									
Please Dorking Environ Expense	Please choose Dorking Halls Casual Technicians Environmental Health - OUT OF HOURS Expenses (OT travel, committee etc)									
KIT day	KIT day claim form									
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Select New:	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									
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KIT H	lours	m 0	.00	-						
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- 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:



< Back to Time & Expenses

Changes have been saved.

Time & Expenses claim submission:

Claim template KIT day claim form

Time and expenses claim reference KIT00027 Payroll MVDC Monthly

Start date 03/01/2022

Job title

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).