**Version Control: HR Business Systems**

The following tables show the version control for the HR System Guide documents.

People Manager Guidance Documents:

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| --- | --- | --- | --- | --- |
| Version | Version Status | Date | Version Comment | Version Author |
| 1 | Active | Oct 2019 | To be reviewed when system is upgraded. | SS |
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* General Guide for People Manager
* Authorising leave and time & expenses claims
* Opening an absence
* Recording 121s and PDRs
* Task Redirection
* How to View Reporting Hierarchy
* How to view sickness entitlement
* How to adjust annual leave for part-time staff
* How to carry over annual leave
* How to export personal Learning Events for your team to excel
* How to add a PDR and PDR document to iTrent
* How to create a date record for a DBS Check
* How to enter Covid vaccine dates
* How to add a probation outcome or probation extension
* How to enter new starter mandatory learning (for managers of staff without iTrent access)
* How to run and download Reports
* How to insert a pattern override
* How to delete a holiday absence
* How to view emergency contact details

Self Service Guidance Documents:

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| Version | Version Status | Date | Version Comment | Version Author |
| Version 1 | Active | January 2022 | To be reviewed when system is upgraded. | LW  Reviewed June 2023 |
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* Updating Personal Details
* How to enter new starter mandatory learning
* How to enter 121/PDR/Learning Event
* How to enter an overtime claim
* Memorable Information and changing your password
* How to enter your nationality
* How to enter your KIT Days
* How to update or enter Emergency Contacts
* How to add a new car (private cars only)
* How to view and download your post meeting PDR form
* How to view your team’s absence calendar
* How to enter the Mole Valley Data Protection Course
* How to end a sickness absence
* How to claim for casual hours