



University of Essex

# People Manager

## Managing Annual Leave

The collage features several images: two women working at a computer, a man and a woman talking, a group of people in a hallway, and a group of people walking outside. The central focus is a screenshot of the iTrent application login page.

**iTrent application**

**iTrent**

**Login**

\* Username (required)

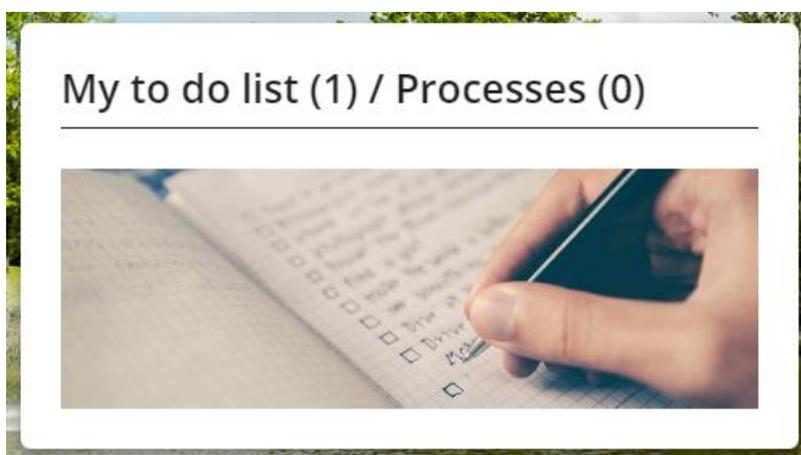
\* Password (required)

[Contact administrator](#)

Powered by MHR

## Actioning an Annual Leave request

- When a request for annual leave is submitted by a reportee through HR Organiser, you will receive an email notification stating that there is an action to be done.
- There will be a link in the email to People Manager, or you can [log into People Manager](#) on the website – you will need to select your employer (University of Essex / UECS / WHH) when prompted and then you will be logged straight in. If you have multiple iTrent roles then choose 'People Manager' from the dropdown list.
- Within People Manager, there is a box entitled 'My to do list / Processes'; this is where the task will be sat awaiting action.



- Click on 'My to do list' and any current/outstanding tasks will be shown.

TO DO LIST (1)    PROCESSES (0)

Filter All active    Sort by Due date    Search existing results

Select all

16/02/2023 (1)     Select all for 16/02/2023

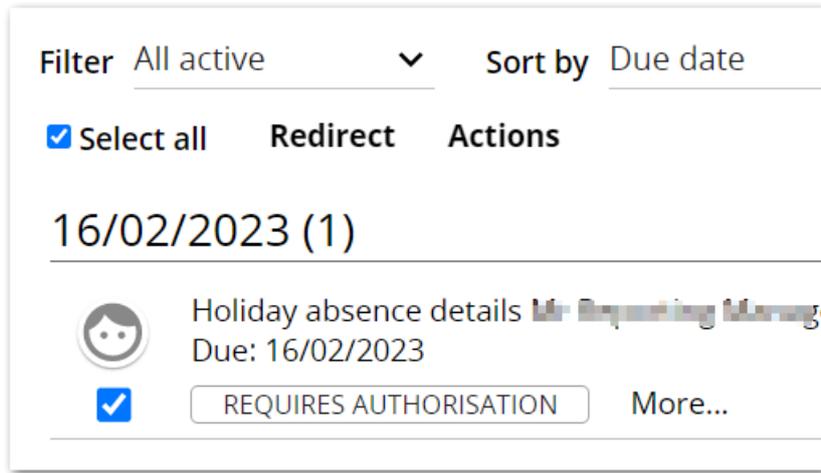
Holiday absence details    Reporting Manager: [Name] \* Office of the Vice-Chancellor \* Start date: 21/02/2023 \* End date: 23/02/2023 \*  
Due: 16/02/2023

REQUIRES AUTHORISATION    More...

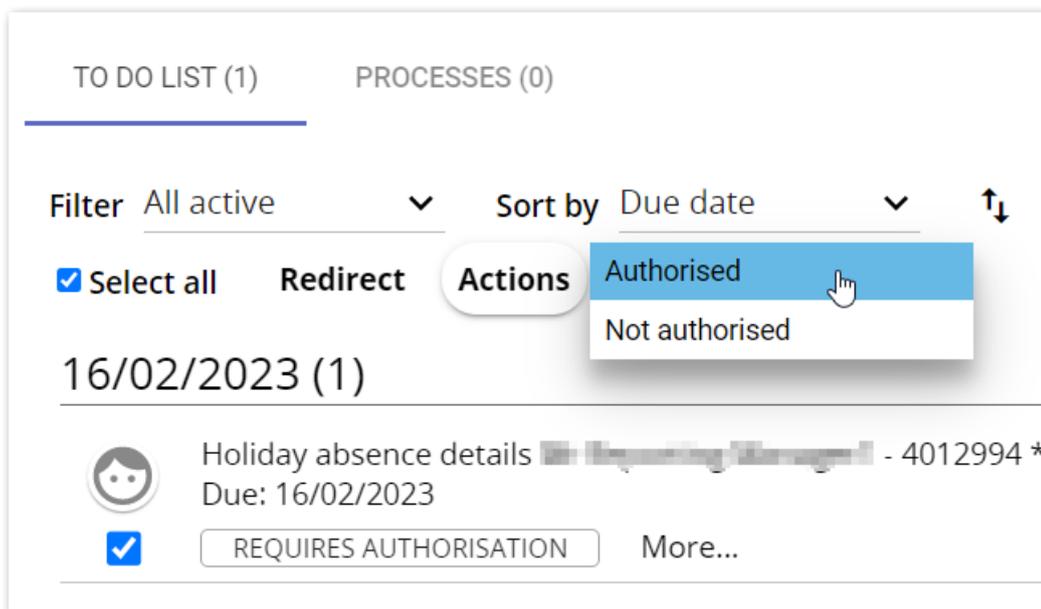
- There are two options for authorising or declining annual leave (please see below).

### Option 1

- Tick the checkbox (under the face icon) of the task you wish to action.



- Click on the word 'Actions' that appears above the task list. Select the appropriate option – either 'Authorised' or 'Not authorised' – and the record will be updated accordingly.

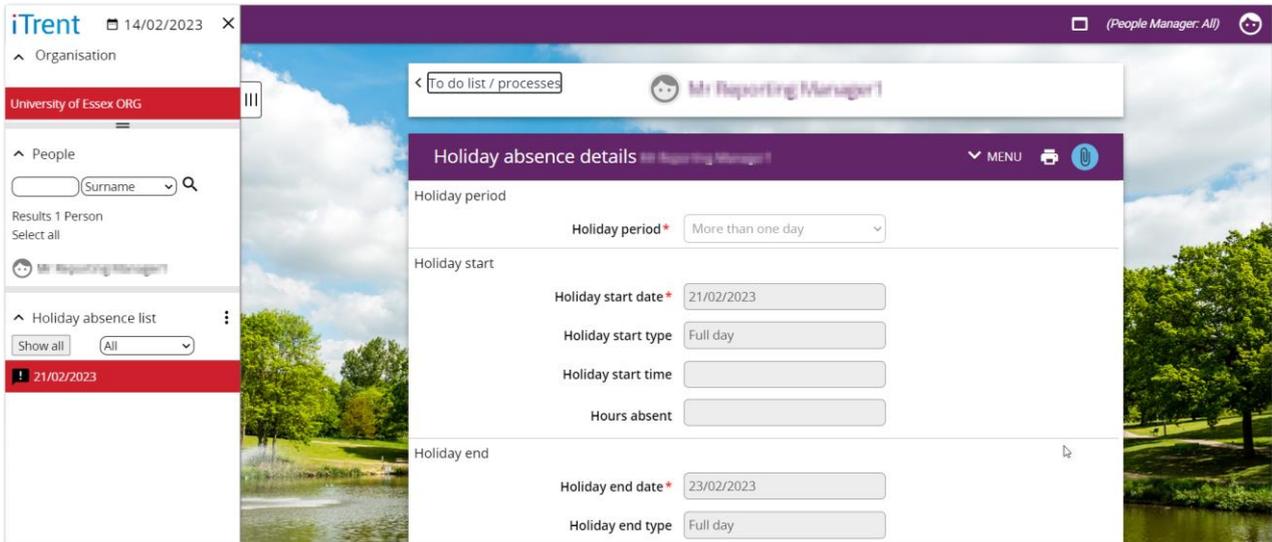


## Option 2

- Click on the task to view the Task details.



- People Manager will then take you through to the main Annual Leave screen.



- This screen will show the period and status of the request and allow you to enter notes in the Reason field if you wish. The holiday balances will also be displayed.

Holiday period	
Holiday period *	More than one day
Holiday start	
Holiday start date *	21/02/2023
Holiday start type	Full day
Holiday start time	
Hours absent	
Holiday end	
Holiday end date *	23/02/2023
Holiday end type	Full day
Holiday end time	
Hours absent	
Absence	
Absence type *	Personal Holiday
Authorisation	Awaiting authorisation
Position	Reporting Manager 1 (10/02/2023)
Authorisation	
User name	Reporting Manager 1
Authorisation status *	
Reason	
+ Holiday balances	

- Update the authorisation status – select either ‘Authorised’ or ‘Not authorised’ from the dropdown menu – and click on ‘Save’.

Authorisation

User name

Authorisation status \*

Reason

+ Holiday balances

- This will then update the record as requested.
- Once the annual leave request has been actioned, the task will clear from your to do list.
- This guide is designed to be a quick reference and does not go into detail about the screens or outside the standard approval process.

If you would like further information please read the [People Manager guide](#).

If you have any questions or are having any difficulty, then please log a call with [Commercial Applications](#) or call extension 3433.