University of Essex

People Manager

Managing Annual Leave

iTrent application

iTrent

Login 🔒

* Username (required)

* Password (required)

Login ›

❓ Contact administrator

Powered by MHR

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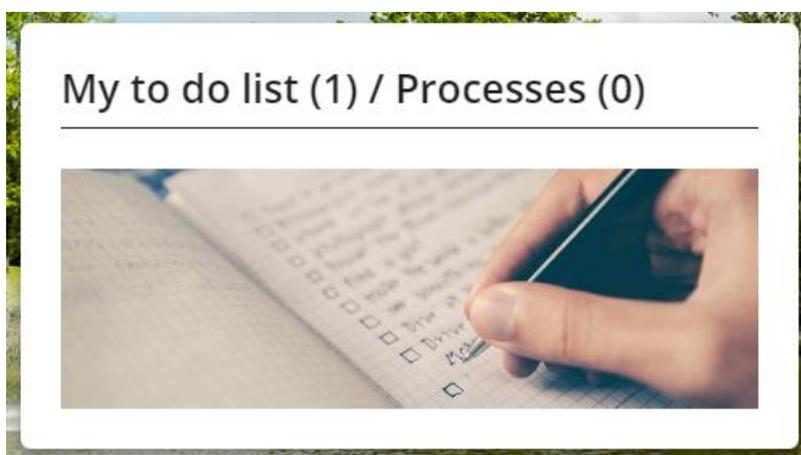
- Click on 'My to do list' and any current/outstanding tasks will be shown.

- 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.
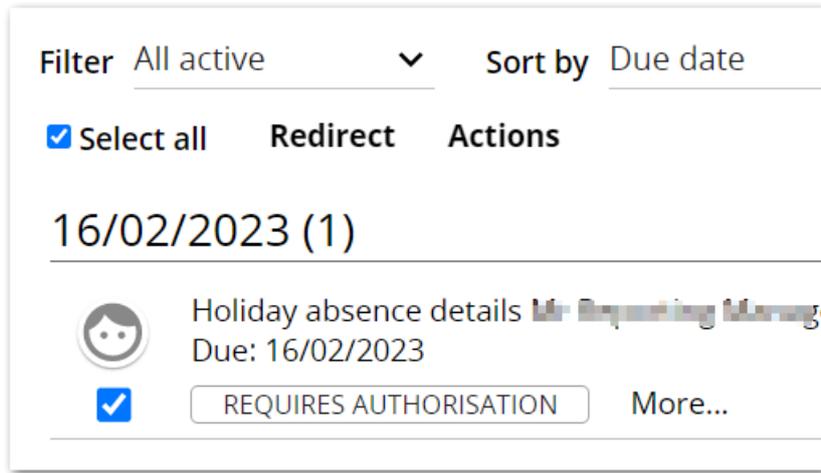
- Click on the word 'Actions' that appears above the task list. Select the appropriate option – either 'Authorised' or 'Not authorised' – and the record will be updated accordingly.
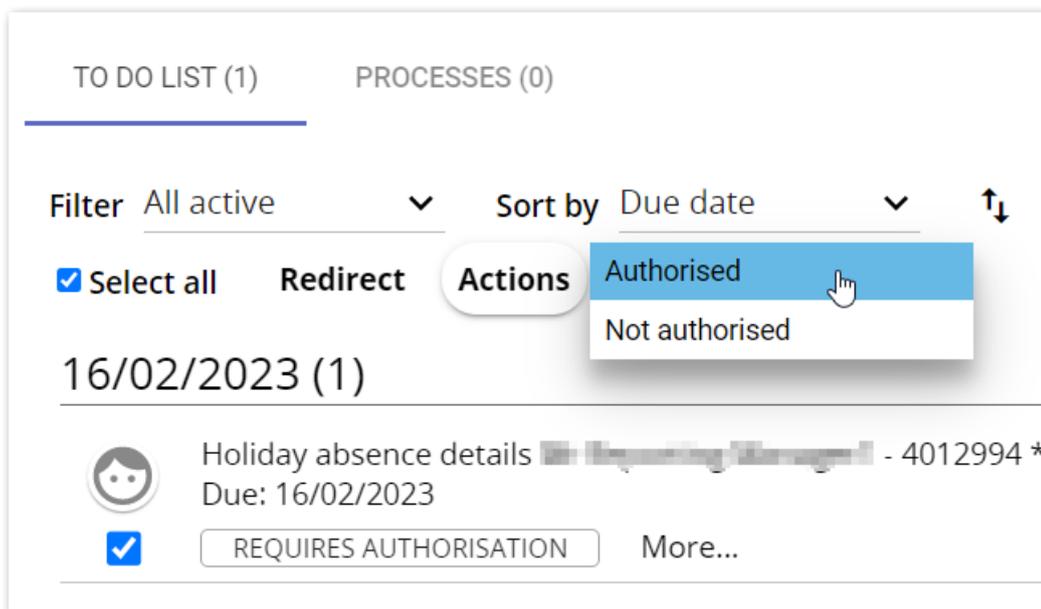
Option 2

- Click on the task to view the Task details.

- People Manager will then take you through to the main Annual Leave screen.
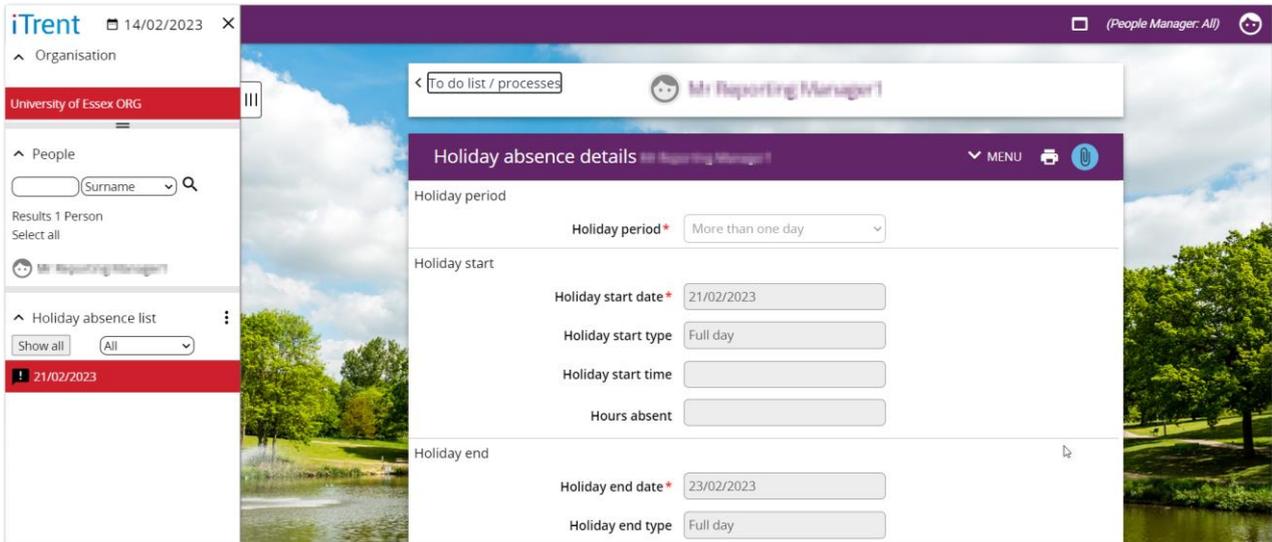
- This screen will show the period and status of the request and allow you to enter notes in the Reason field if you wish. The holiday balances will also be displayed.

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

- 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.