



St Mary's  
University  
Twickenham  
London

## WORK INSTRUCTIONS - HR

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# ESS TIMESHEET USER MANUAL

**How to Submit a Timesheet**

## iTrent ACCESS

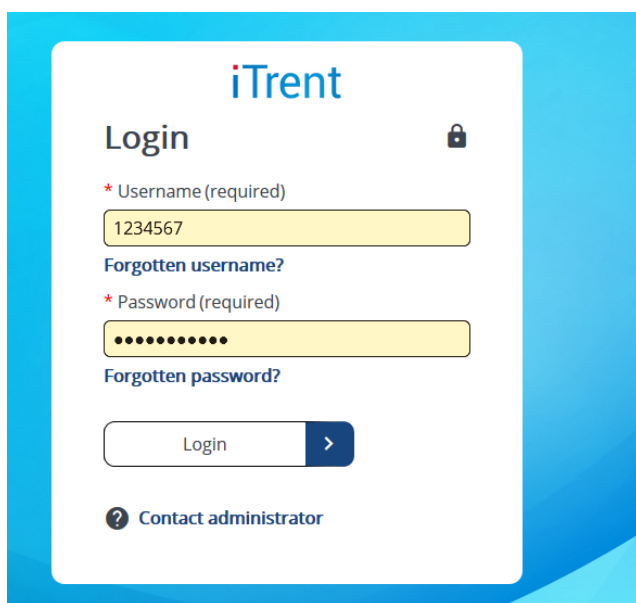
Please follow the instructions below to access iTrent.

To log into the system using the following link:

[https://ce0230li.webitrent.com/ce0230li\\_ess](https://ce0230li.webitrent.com/ce0230li_ess)

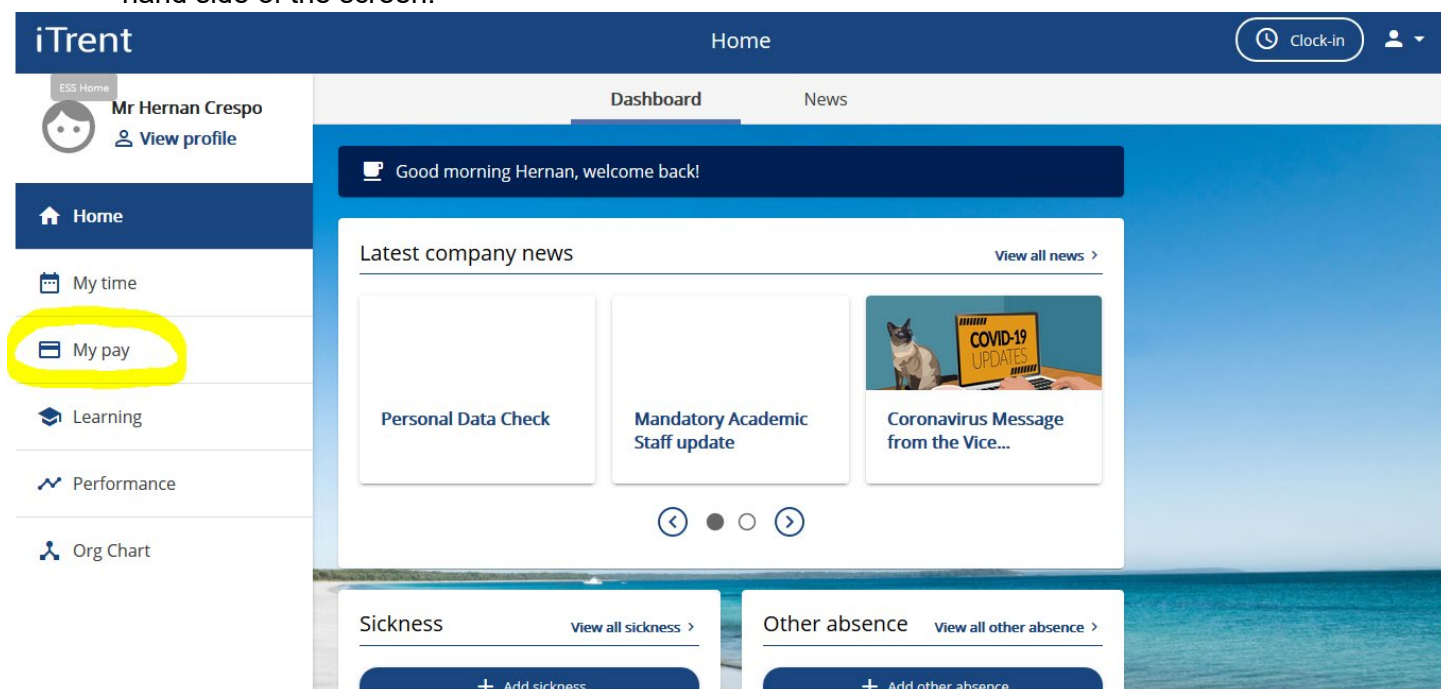
1. Login to iTrent using your ESS login (username and password).

\*7 digit user name can be found on Staff ID Card\*



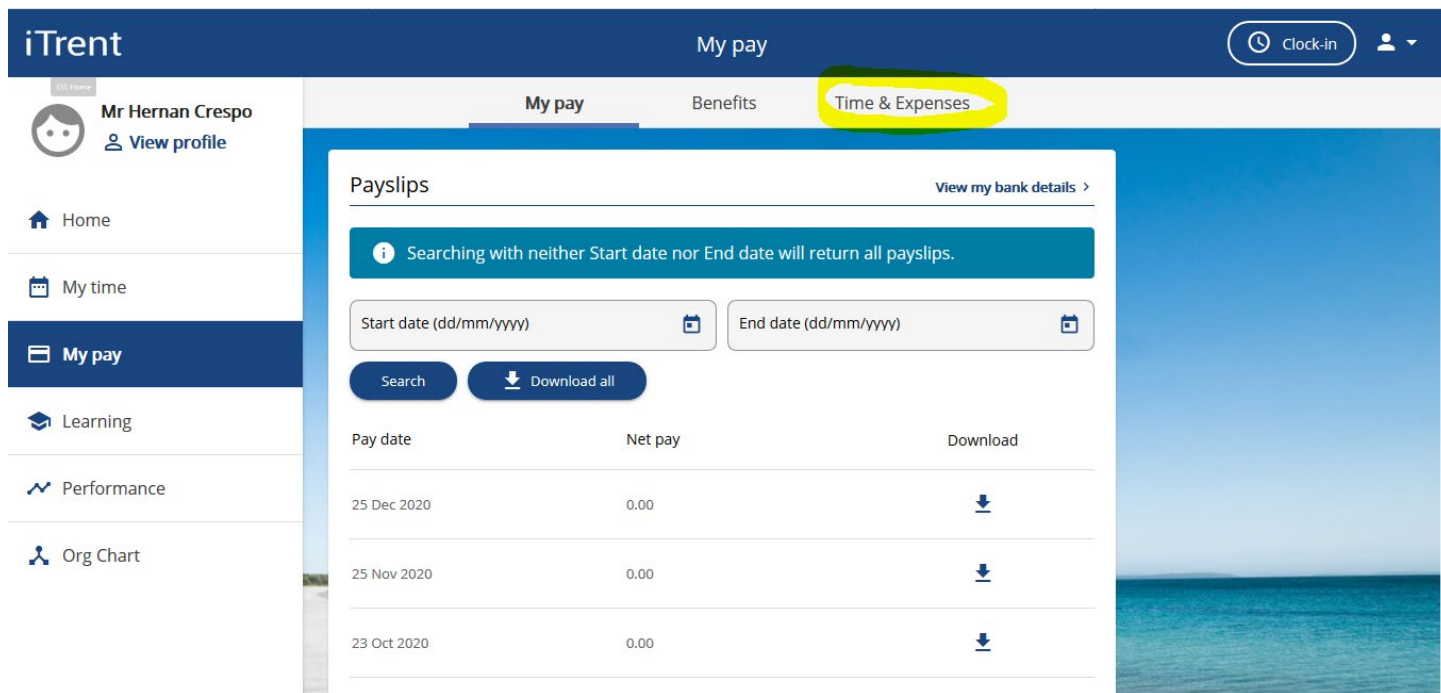
The image shows the iTrent login interface. It features a white login box on a blue background. The title 'iTrent' is at the top. Below it is the word 'Login' with a lock icon. There are two input fields: one for 'Username (required)' containing '1234567' and one for 'Password (required)' with masked characters. Below the password field is a 'Forgotten password?' link. At the bottom of the form is a 'Login' button with a right-pointing arrow and a 'Contact administrator' link with a question mark icon.

2. When logged into iTrent, the home screen will appear. Please click on **My Pay** at the left hand side of the screen.

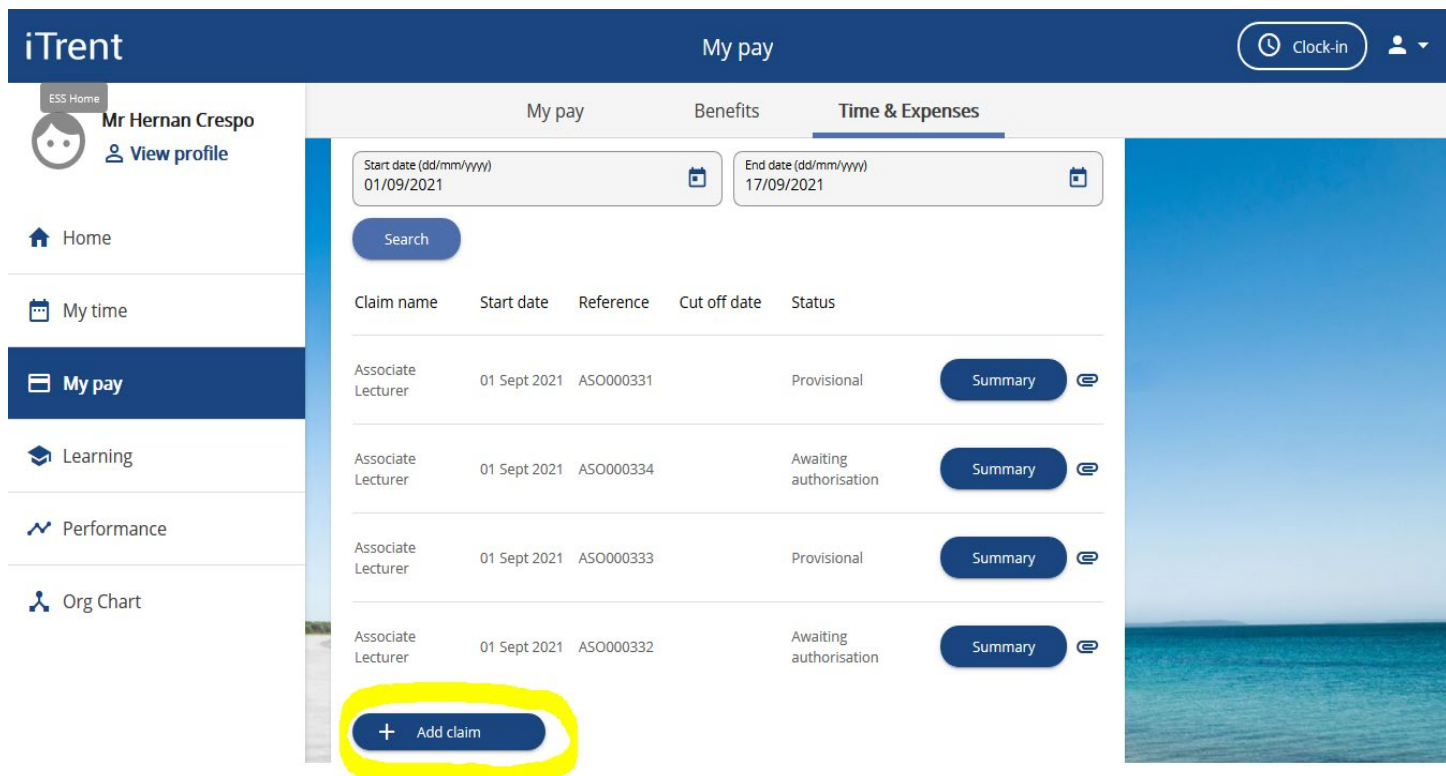


The image shows the iTrent home dashboard for Mr Hernan Crespo. The top navigation bar includes 'iTrent', 'Home', and 'Clock-in'. The left sidebar contains navigation options: Home, My time, My pay (highlighted with a yellow circle), Learning, Performance, and Org Chart. The main content area displays a welcome message, 'Latest company news' with three cards (Personal Data Check, Mandatory Academic Staff update, and Coronavirus Message from the Vice...), and sections for 'Sickness' and 'Other absence' with 'Add' buttons.

3. To Submit a timesheet, click on **Times and Expenses** at the top of the page.



4. To submit a new timesheet please click on the **Add Claim** button at the bottom of the screen.



5. Time and Expense Claim entry form will appear. Fill out the form accordingly, selecting the appropriate Date, Job and Claim Template. Then **Click New**.

\*Pay attention to the start date of your claim as this will determine the payroll you will be paid in. The best option is to choose the 1<sup>st</sup> of the month you are expecting to be paid on\*

For this example, I have chosen:  
Date: 01/09/2021  
Job Title: HR Test HC 2<sup>nd</sup> Position  
Claim Template: Associate Lecturer

iTrent My pay Clock-in

< Back to Time & Expenses

Please pay attention to the date you enter on the start date above as this will determine when you are paid. The start date should be the earliest recorded entry for your claim and no more than 60 days prior to today's date. If your claim is for more than 60 days ago please speak to your line manager.

**Time & Expenses claim entry: New**

Start date  
01/09/2021

Job title  
HR Test HC 2nd position - 11111111111846

Claim template  
Associate Lecturer

New

6. Timesheet Template will load; fill out the template accordingly for the hours you wish to submit.

\*Please leave cost code blank unless told otherwise by your line manager\*

**iTrent** My pay Clock-in

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**Page 1**

Enter date, details of claim and amount of units (Hours)

\*Please Leave costing blank unless told otherwise by Line manager\*

Once you've submitted the claim you'll be asked to re-enter your password (bottom of the next screen)

Element	Date	Module Code	Cost Code	Units	
Associate Lecturer	06/09/2021	art123		3.00	+ -
Associate Lecturer	14/09/2021	art 123		5.00	+ -
				8.00	

**Save draft** **Submit** **Print**

To add an additional line, click on the **+ button**

To save your timesheet to add future date before submission, click on **save draft**

7. Once the template is ready for submission please click on **submit**.

iTrent My pay Clock-in

[Back to Time & Expenses](#)

**Page 1**

Enter date, details of claim and amount of units (Hours)

\*Please Leave costing blank unless told otherwise by Line manager\*

Once you've submitted the claim you'll be asked to re-enter your password (bottom of the next screen)

Element	Date	Module Code	Cost Code	Units	
Associate Lecturer	06/09/2021	art123	<input type="text"/>	3.00	+ -
Associate Lecturer	14/09/2021	art 123	<input type="text"/>	5.00	+ -
				8.00	

Save draft **Submit** Print

8. You will be required to choose an authorising role, this will be the faculty you work for which you can select from the drop-down list as shown below. For security reasons you will be required to enter in your password on the summary sheet. Once entered, click on **submit**.

The screenshot shows the iTrent 'My pay' interface. At the top, there is a navigation bar with 'iTrent' on the left, 'My pay' in the center, and a 'Clock-in' button and user profile icon on the right. Below the navigation bar, there is a breadcrumb link '< Back to Time & Expenses'. The main content area displays the date '25/02/2021.' and a 'Comments' section with the text: 'Once Submitted the timesheet will be sent to the nominated administrator for approval. Once Approved you will receive notification.' Below the comments, there are two dropdown menus: 'Authorising group' with 'Associate Lecturer' selected, and 'Authorising role' with 'Faculty of SHAPS - Mr Lionel Messi' selected. A dropdown menu is open below the 'Authorising role' field, listing several options: 'Faculty of SHAPS - Mr Lionel Messi' (highlighted in blue), 'Institute Of Education - SKE - Mr Cristiano Ronaldo', 'Institute Of Education - Secondary - Miss Jennifer Lopez', 'Institute of Business Law and Society 2 - Miss Beyonce Knowles', and 'Institute of Business Law and Society - Miss Minnie Mouse'. A green 'Submit' button is located at the bottom right of the form area.

This screenshot shows the same iTrent 'My pay' interface as the previous one, but with the 'Authorising role' dropdown menu closed. The 'Authorising role' field now displays 'Faculty of SHAPS - Mr Lionel Messi'. Below this field is a 'Password' field, which is currently masked with ten black dots. Below the password field is a link that says '+ Receipt attachments'. The green 'Submit' button at the bottom right is now highlighted with a yellow circle.

9. Once submitted, you will be taken back to the pay and benefits section and you can see that your submission requires authorisation.

The screenshot shows the iTrent user interface. At the top, the header includes the iTrent logo, the user's name 'Mr Hernan Crespo', and a 'View profile' link. The main navigation menu on the left lists 'Home', 'My time', 'My pay' (which is highlighted), 'Learning', 'Performance', and 'Org Chart'. The top right of the page features a 'Clock-in' button and a user profile icon. Below the navigation, there are tabs for 'My pay', 'Benefits', and 'Time & Expenses', with 'Time & Expenses' being the active tab. The 'Time & Expenses' section contains a filter area with 'In progress' and 'Authorised' buttons, and date pickers for 'Start date (dd/mm/yyyy)' (01/09/2021) and 'End date (dd/mm/yyyy)' (17/09/2021). A 'Search' button is also present. Below this is a table with the following data:

Claim name	Start date	Reference	Cut off date	Status	
Associate Lecturer	01 Sept 2021	ASO000331		Provisional	Summary
Associate Lecturer	01 Sept 2021	ASO000332		Awaiting authorisation	Summary
Associate Lecturer	01 Sept 2021	ASO000335		Awaiting authorisation	Summary



10. You will receive a receipt of your submission via email for your records. It will look like the below example.

The screenshot shows an email interface with the following content:

Subject: You have submitted this claim - Message (HTML)

From: hsystems@stmarys.ac.uk  
To: HR SYSTEMS  
Date: Fri 08/11/2019 15:50

Message body:

**Trent Time & Expense Claim Summary**

Miss Example 2 Electric has submitted a Time & Expense claim

Reference: STA000004  
Start date: 01/11/2019  
Position: Marketing Officer (Position) - Occupant(s) Miss Example 2 Electric  
Payroll: St Marys University

Element	Type	Time/Units/Miles	Cash amount
Basic Pay Casual	Units	9	94.95
<b>Total</b>			<b>94.95</b>

*These values are provisional. The final values will be shown on the payslip.*

11. Once authorised by your line manager you will receive an email saying your timesheet has been approved.

\*If rejected you will receive a rejection timesheet email with the reason of why it's been rejected.

The screenshot shows an email interface with the following content:

Subject: Accepted - Timesheet Claim - Message (Plain Text)

From: hsystems@stmarys.ac.uk  
To: HR SYSTEMS  
Date: Fri 08/11/2019 10:27

Message body:

Your Timesheet has been accepted

This email has been scanned for spam & viruses. If you believe this email should have been stopped by our filters, click the following link to report it (<https://portal.mallanyone.net/index.html#/outer/reportsam?token=dXNlcj1ocnN5c3RlbXNAc3RtYXJ5cy5hYy51azt0cz0xNTczMjA4ODY5O3V1aWQ9NURDNTQzMjUxNkY3NUFDQUJDRUM0MTJERjBBNjQ0NDI7dG9rZW49Mzh0TdlZjNkY2I4MzVhZDIzOWIxNWY2OGExZWQ4NDJhNjI4NjEwNDs%3D>).

### **Please note:**

**All timesheets not authorised by the 4th of the month will not be paid until the following month.**

**Please make sure that you submit your timesheets within 2 months of the claim date.**