



St Mary's
University
Twickenham
London

WORK INSTRUCTIONS - HR

ESS TIMESHEET USER MANUAL

How to Submit a Timesheet

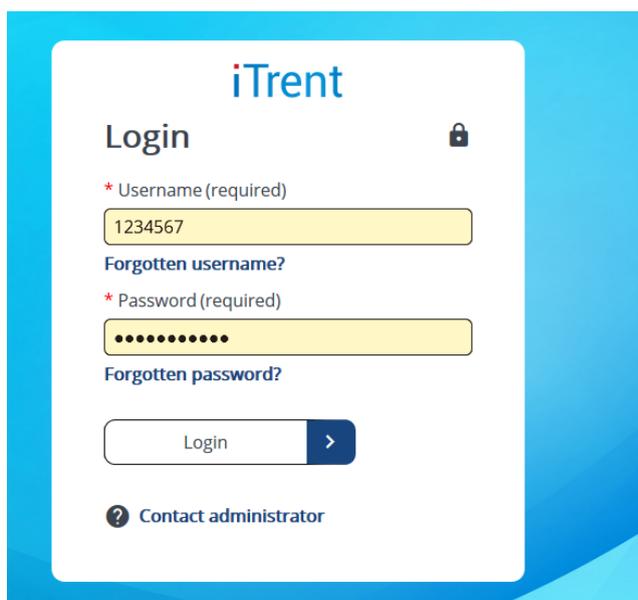
iTrent ACCESS

Please follow the instructions below to access iTrent.

To log into the system using the following link:
https://ce0230li.webitrent.com/ce0230li_ess

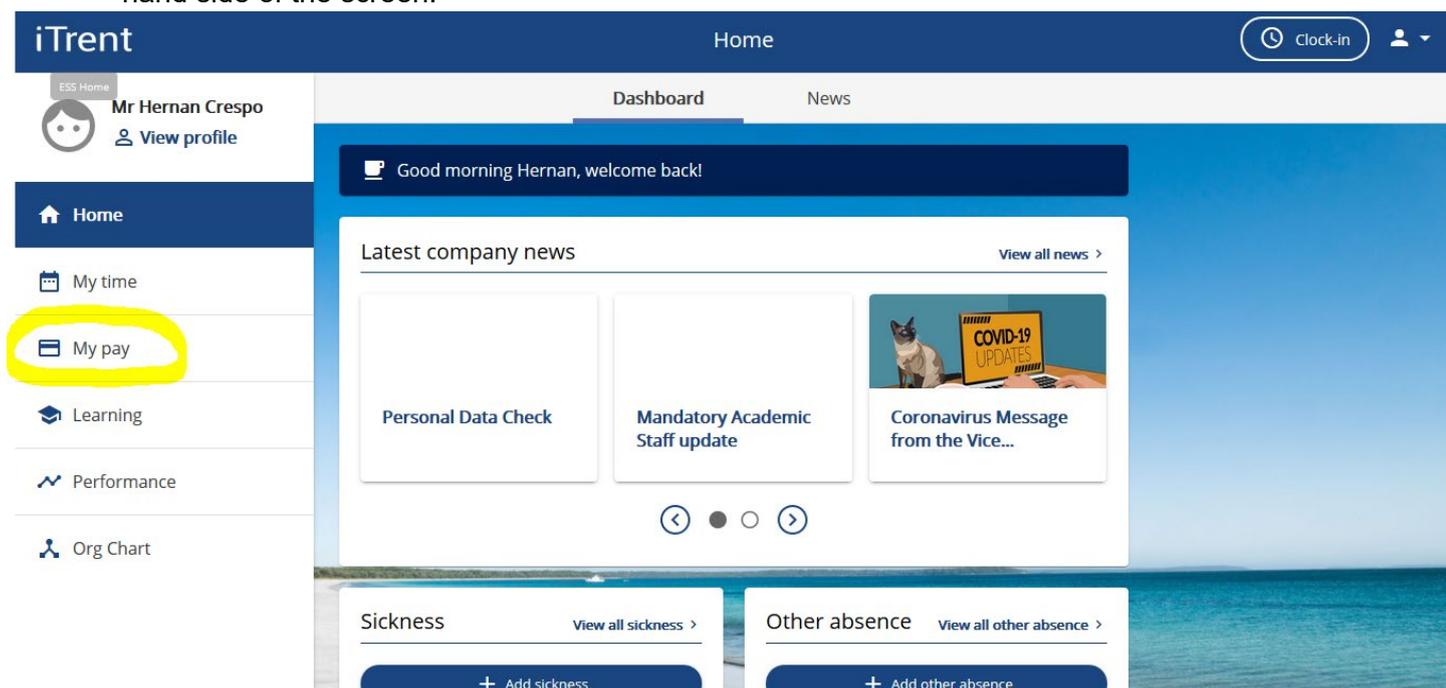
1. Login to iTrent using your ESS login (username and password).

7 digit user name can be found on Staff ID Card



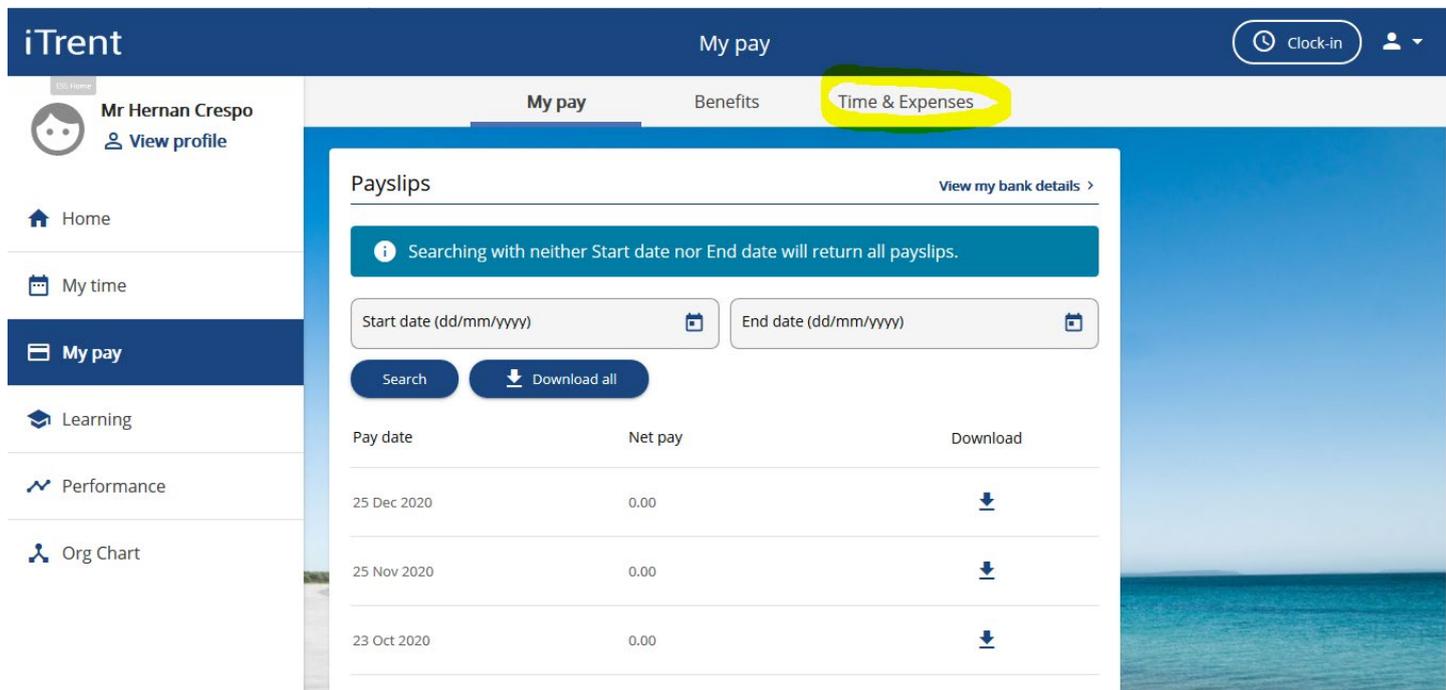
The image shows the iTrent login interface. It features a white login box on a blue background. The title 'iTrent' is at the top, followed by 'Login' and a lock icon. There are two input fields: 'Username (required)' with the value '1234567' and 'Password (required)' with masked characters. Below each field is a 'Forgotten' link. At the bottom, there is a 'Login' button with a right 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.

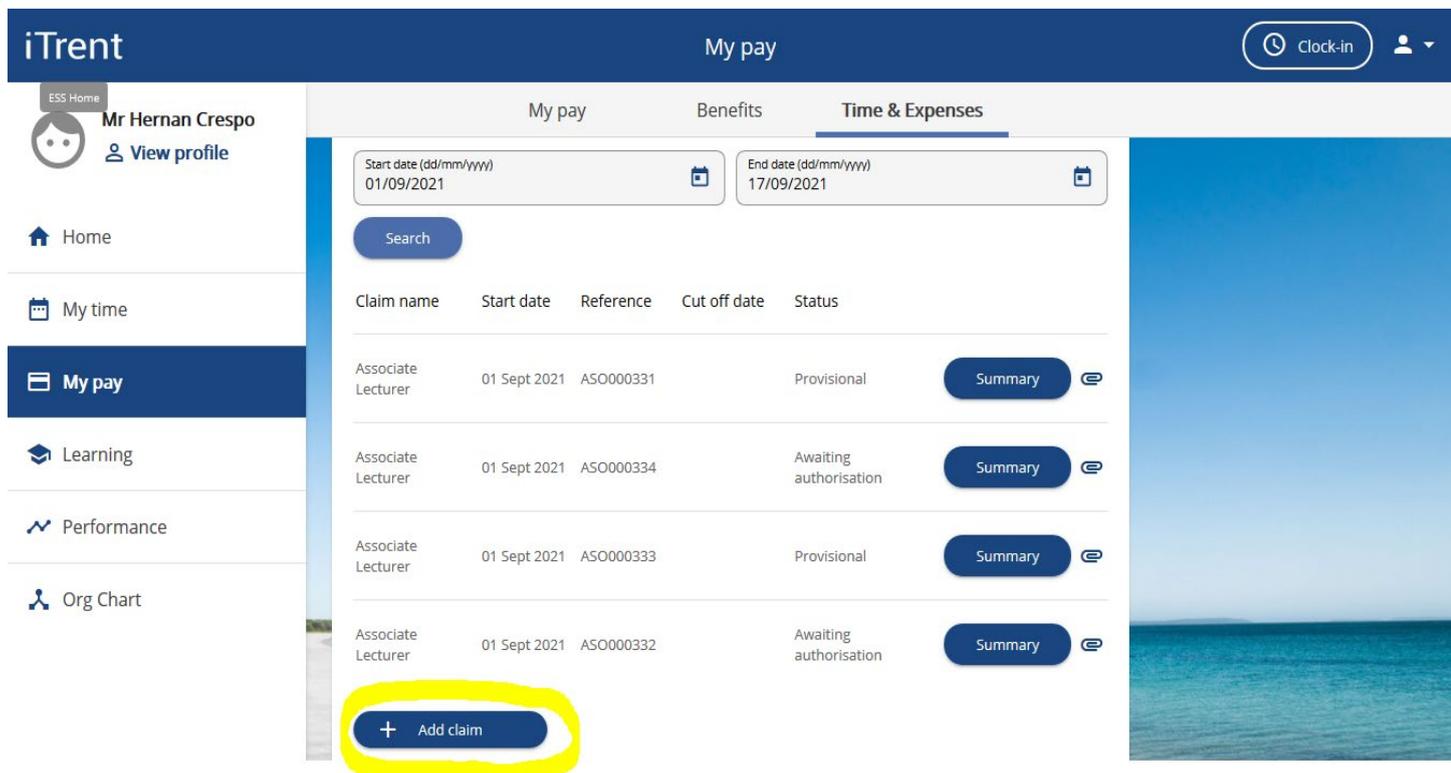


The image shows the iTrent home dashboard for Mr Hernan Crespo. The top navigation bar includes 'iTrent', 'Home', and 'Clock-in'. The left sidebar contains navigation options: Home, My time, My pay (highlighted with a yellow circle), Learning, Performance, and Org Chart. The main content area displays 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 1st 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 2nd Position

Claim Template: Casual General Timesheet

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 on the right. Below the navigation bar, there is a breadcrumb link '< Back to Time & Expenses'. The main content area contains a form titled 'Time & Expenses claim entry: New'. To the right of the form, there is a warning message: '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.' The form fields are: 'Start date' with a text input containing '14/09/2021' and a calendar icon; 'Job title' with a dropdown menu showing 'Disney Director - 11111111111365'; and 'Claim template' with a dropdown menu showing 'Casual General Timesheet'. At the bottom right of the form area, there is a blue 'New' button, which is circled in orange.

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

Back to Time & Expenses

Time & Expenses claim entry: (New)

Job title: Disney Director
Employee: Miss Micky Mouse

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 screen)

Element	Date	Details	Cost Code	Units	
Basic Pay Casual	06/09/2021	Open day		6.00	+ -
Basic Pay Casual	09/09/2021	School Visit		4.00	+ -
				10.00	

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**.

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 on the right. Below the navigation bar, there is a header for 'Time & Expenses claim entry: (New)'. The main content area displays the following information:

Job title: Disney Director
Employee: Miss Micky Mouse

Page 1

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

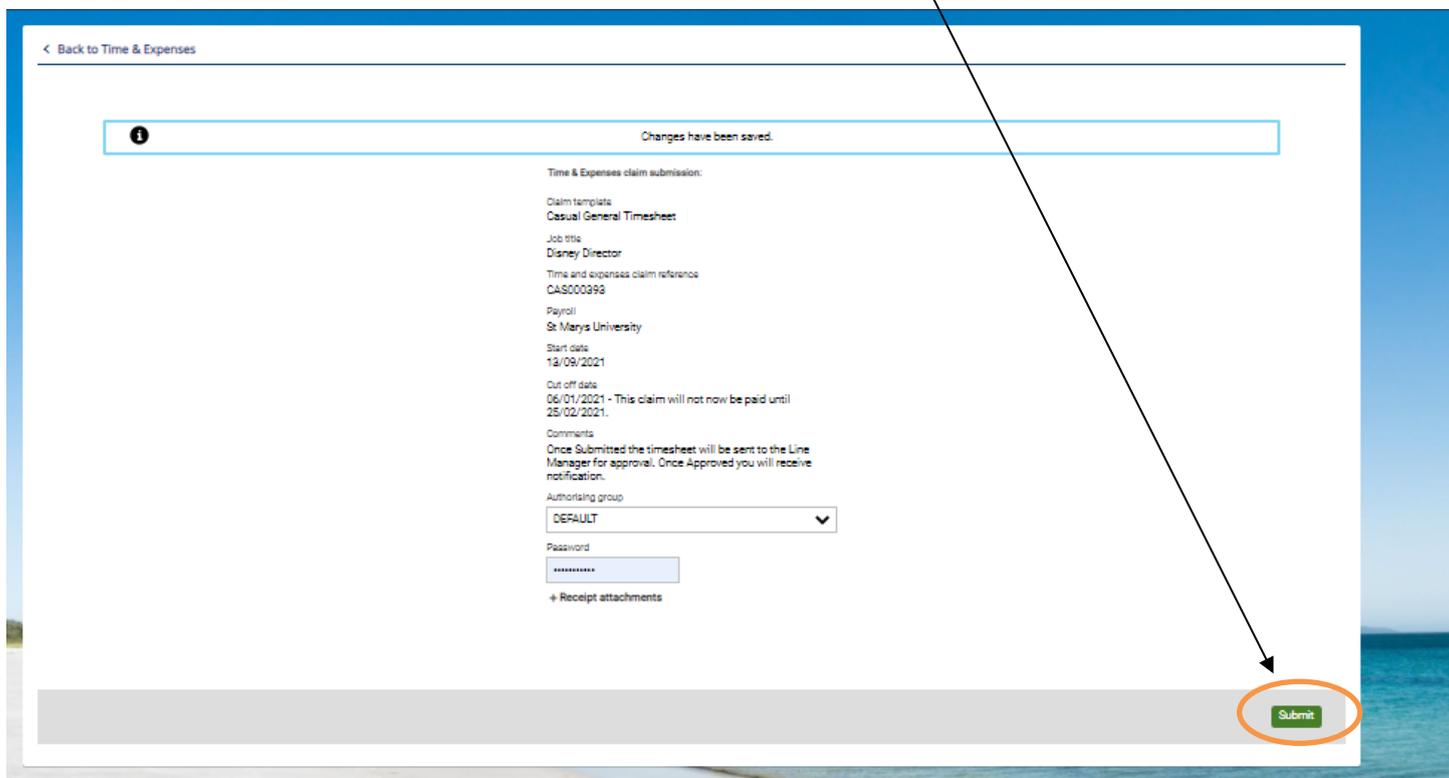
Please Leave costing blank unless told otherwise by Line manager

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

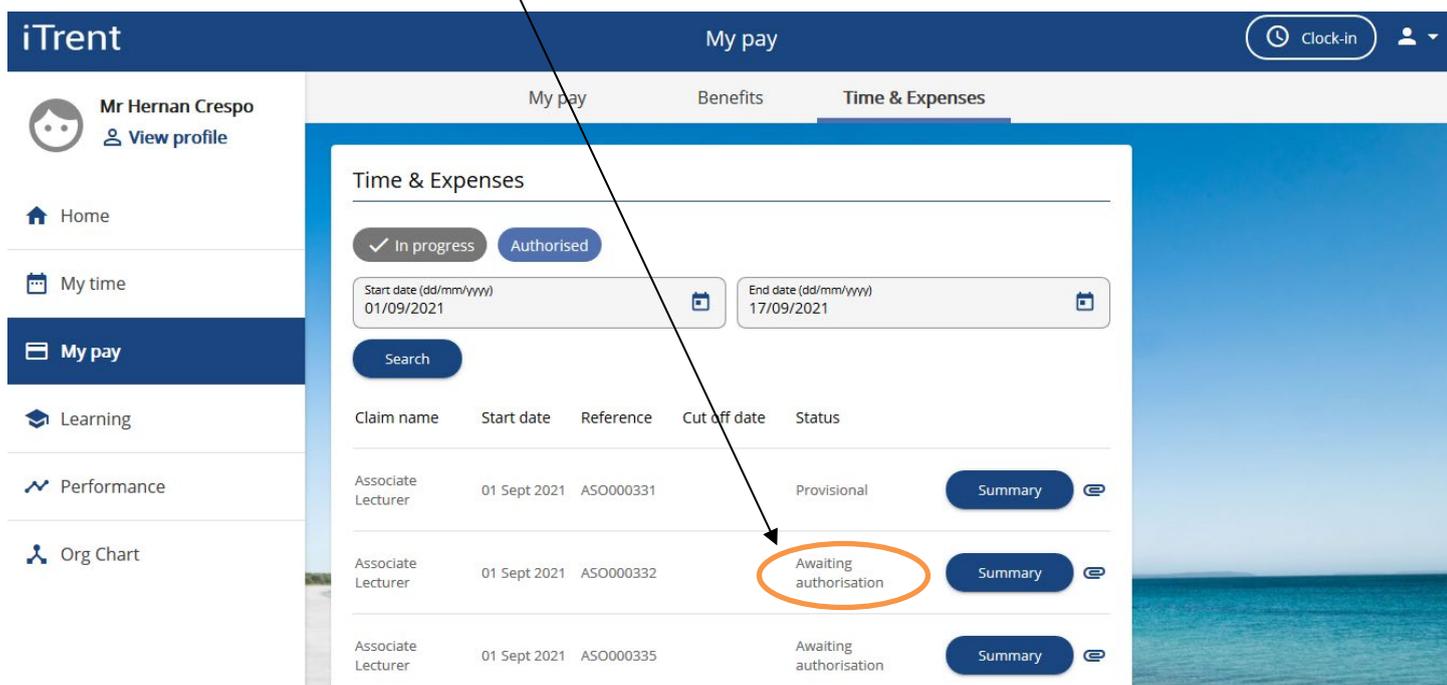
Element	Date	Details	Cost Code	Units	
Basic Pay Casual	06/09/2021	Open day		6.00	+ -
Basic Pay Casual	09/09/2021	School Visit		4.00	+ -
				10.00	

At the bottom right of the form, there are three buttons: 'Save draft', 'Submit', and 'Print'. The 'Submit' button is circled in orange, and an arrow points to it from the instruction above.

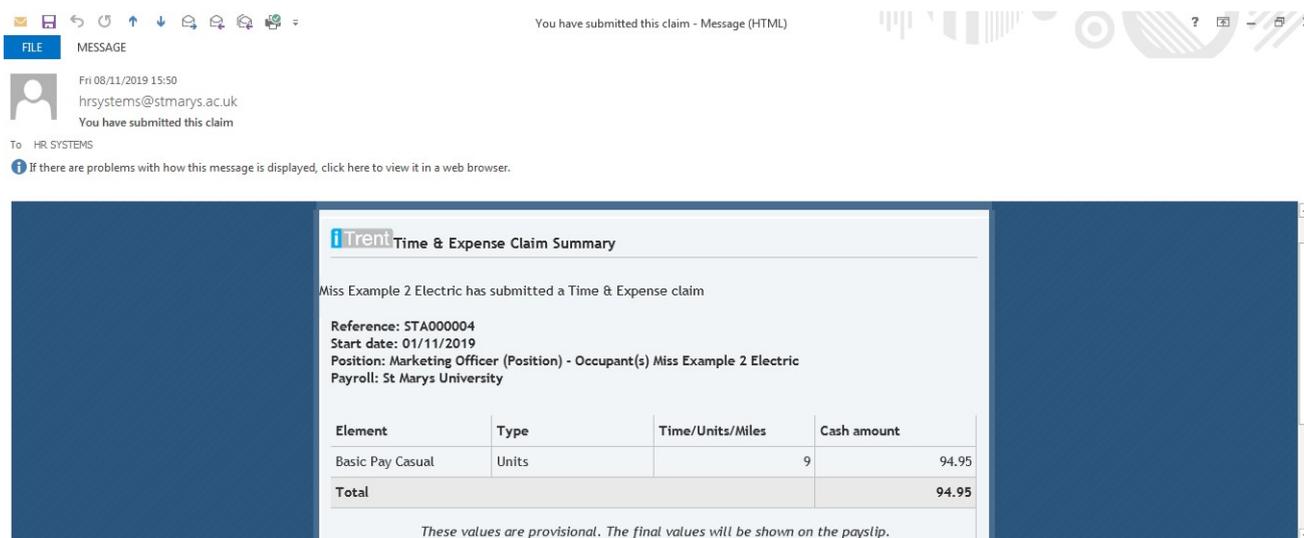
8. You will be presented with a summary screen which will outline when you will be paid if your timesheet is authorised before the cut off date. For security reasons you will be required to enter in your password on the summary sheet. Once entered, click on **submit**.



9. Once submitted, you will be taken back to the pay and benefits section and you can see that your submission is **“Awaiting Authorisation”**.



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

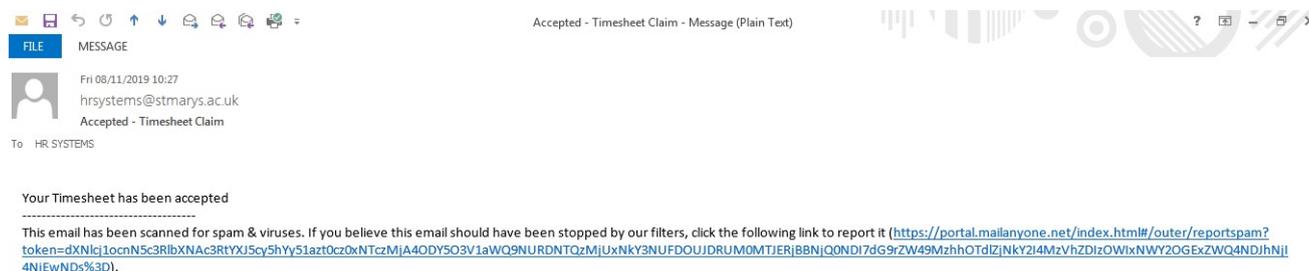


The screenshot shows an email interface with a message from hrsystems@stmarys.ac.uk. The subject is 'Time & Expense Claim Summary'. The body text states: 'Miss Example 2 Electric has submitted a Time & Expense claim'. Below this, it provides reference and start date information: 'Reference: STA000004', 'Start date: 01/11/2019', 'Position: Marketing Officer (Position) - Occupant(s) Miss Example 2 Electric', and 'Payroll: St Marys University'. A table follows with columns for Element, Type, Time/Units/Miles, and Cash amount. The table contains one row for 'Basic Pay Casual' with 9 units and a cash amount of 94.95, and a 'Total' row with a cash amount of 94.95. A note at the bottom states: 'These values are provisional. The final values will be shown on the payslip.'

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

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 a message from hrsystems@stmarys.ac.uk. The subject is 'Accepted - Timesheet Claim'. The body text states: 'Your Timesheet has been accepted'. Below this, there is a link to report spam: 'https://portal.mailanyone.net/index.html#/outer/reportsam?token=dXNlcj1ocnN5c3RlbXNAc3RtYXJ5cy5hYy51a2t0cz0xNTczMjA4ODY5O3V1aWQ9NURDNTQzMjUxNkY3NUFD0UJDRUM0MTJERjBBNjQ0NDI7dG9rZW49Mzh0TdlZjNkY2I4MzVhZDIzOWIxNWY2OGExZWQ4NDJhNjI4NjEwNDs%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.