



University of Essex

People Manager

Managing Timesheets

 iTrent

 Login

User name

Password

Login

 [Contact administrator](#)

NOTE: Pay attention to the timesheet [cut-off date](#). If you do not approve the timesheet within the cut-off date, the employee will not be paid until the next payroll period.

Stage 1: Actioning the timesheet submission

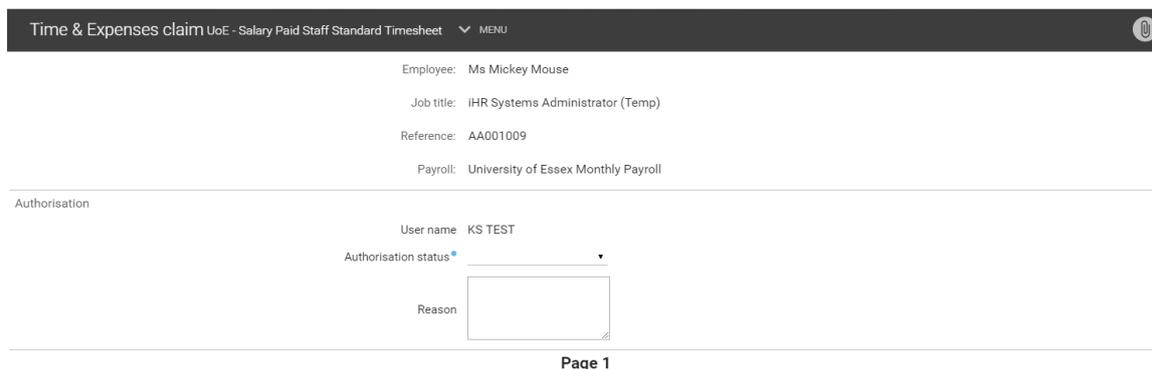
- You will receive an email notification informing you that a timesheet is awaiting approval.
- Log into People Manager and click on 'To do list'.



- This will then open a new window. On that page, there will be a list of any outstanding timesheets that need to be actioned.

A screenshot of a 'TO DO LIST (1)' interface. The top bar shows 'TO DO LIST (1)' and 'PROCESSES (0)'. Below the bar, there are filters for 'All active' and 'Sort by Due date'. A list item is shown with a user icon, the title 'Time & Expenses claim Ms Mickey Mouse - AA001009 (University of Essex Monthly Payroll) * Finance Section - Business Systems * UoE - Salary Paid Staff Standard Timesheet * Due: 03/03/2018', and a 'REQUIRES AUTHORISATION' button. A 'More...' link is also visible.

- Click on the task you want to review to check all the details of the timesheet.

A screenshot of a timesheet details page. The header shows 'Time & Expenses claim UoE - Salary Paid Staff Standard Timesheet'. The page displays employee information: 'Employee: Ms Mickey Mouse', 'Job title: IHR Systems Administrator (Temp)', 'Reference: AA001009', and 'Payroll: University of Essex Monthly Payroll'. Below this, there is an 'Authorisation' section with 'User name: KS TEST', 'Authorisation status' dropdown, and a 'Reason' text area. The page is labeled 'Page 1' at the bottom.

- This timesheet is to be used for salary paid staff claiming overtime only. This should be entered as Overtime @1.0 or as per agreed overtime rate.

- Timesheets must be submitted in accordance with the Payroll cut-off dates otherwise you may not be paid until the following month. The cut-off dates for each month can be found [here](#).

- Payments will be made on the 28th day of each month, or previous working day if this falls on a non-working day.

- **Hours should be entered as a decimal** e.g. 1 and half hours should be entered as 1.5. To calculate the decimal divide your minutes worked by 60 or use the [online convertor](#).

Element	Date	Details	Costing (Office Use Only)	Total Hours Worked	
Overtime @1.5	01/03/2018	TEST	1.00	1.00	+ -

NOTE: Pay attention to the timesheet [cut-off date](#). If you do not approve the timesheet within the cut-off date, the employee will not be paid until the next payroll period.

- The costing information can be left blank if the hours are being costed to the employee's normal Account code / Costcode as stated at the time of appointment.
- If the hours are being charged to another Costcode you will need to complete this with both the Account code and Costcode (11 characters). The Account code must begin with a 2*.
- If the timesheet has been filled out incorrectly by the employee, the timesheet will have to be rejected and amended by the employee, e.g. if overtime @ 2.0 has been selected instead of overtime 1.0.
- Once you have checked the details you can change the authorisation status to either Authorised or Not authorised and then save.

User name KS TEST

Authorisation status ▼

Reason

Authorised

Not authorised

- You can also add a comment in the reason box for example to explain why the claim has not been authorised. The reason will be shown on the email to the employee.

Authorisation status ▼ Not authorised

Reason

TEST

- After selecting your action, the request will disappear from your to do list.
- To action multiple requests in one go view the information on all tasks first to check the individual details are correct and then ensure all tick boxes are selected for the ones you wish to authorise. These will select as you view the information within the task. Once you have selected the timesheet tasks this will bring up an 'Actions' button, select either 'Authorised' or 'Not authorised'.

Authorised

Not authorised

Select all REDIRECT ACTIONS

Time & Expenses claim Ms Mickey Mouse - AA001009 (University of Essex Monthly Payroll) * Finance Section - Business Systems * UoE - Salary Paid Staff Standard

Timesheet * Due: 03/03/2018

REQUIRES AUTHORISATION More...

NOTE: Pay attention to the timesheet [cut-off date](#). If you do not approve the timesheet within the cut-off date, the employee will not be paid until the next payroll period.

- Once the timesheet is either approved or rejected, a notification email will be triggered to the employee, informing them of the decision made. If you have rejected the timesheet due to an error, please notify the employee so they can amend and resubmit.
- For more information regarding cut-off and pay dates, refer to Payroll [submission deadlines](#).

If you have any queries please contact;

- Payroll (payquery@essex.ac.uk) .
- [Commercial Applications](#) for queries around the iTrent/ HR Organiser.