

SDPR Viewing ESS

Login to 'Employee Self Service' and click on 'View profile'



The screenshot shows the iTrent dashboard for Ms Beryl Barnett. The top navigation bar includes the iTrent logo, the user name 'Ms Beryl Barnett (Ba...)', and a 'View profile' link. A yellow arrow points to this 'View profile' link. The dashboard is divided into several sections:

- Home:** A sidebar menu with options for Home, My time, My pay, and Learning.
- Dashboard:** The main content area with a 'Reorder dashboard' button.
- Latest company news:** A section with two featured items: 'eTimesheet User Guide' and 'Annual Leave Calculator'. A 'View all news >' link is present.
- Sickness:** A section with a 'View all sickness >' link and a 'View sickness in calendar' button.
- Other absence:** A section with a 'View all other absence >' link, an 'Add other absence' button, and a 'View other absence in calendar' button.
- Events present:** A calendar view for February 2025, showing the current date (4th Feb) and an 'Add event' button.

Ensure the 'personal' page is highlighted and click on 'edit' in 'my personal details' section

The screenshot shows the iTrent 'My profile' page. The 'Personal' tab is selected and highlighted. The 'My personal details' section contains the following information:

- Name: Ms Beryl Barnett (Barnett)
- Known as: Beryl
- Date of birth: 14 Mar 1974

The 'Confidential information' section contains the following links:

- Special requirements >
- Sensitive information >

The 'Contact information' section contains the following address:

UK home address - Mailing Address: University of Bath, Claverton Down, BATH, BATH AND NORTH EAST SOMERSET, BA2 7AY, United Kingdom

Buttons for '+ Add address' and '+ Add contact details' are visible at the bottom of the contact information section.

On the right side of the page, there is a calendar for February 2025. The date 4th is highlighted with a blue circle.


| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

Scroll down the page

My profile

[< Back to Personal](#)

My personal details

 Profile image selection

[Upload image](#) [Delete image](#)


No profile image is currently in use

*** Surname (required)**

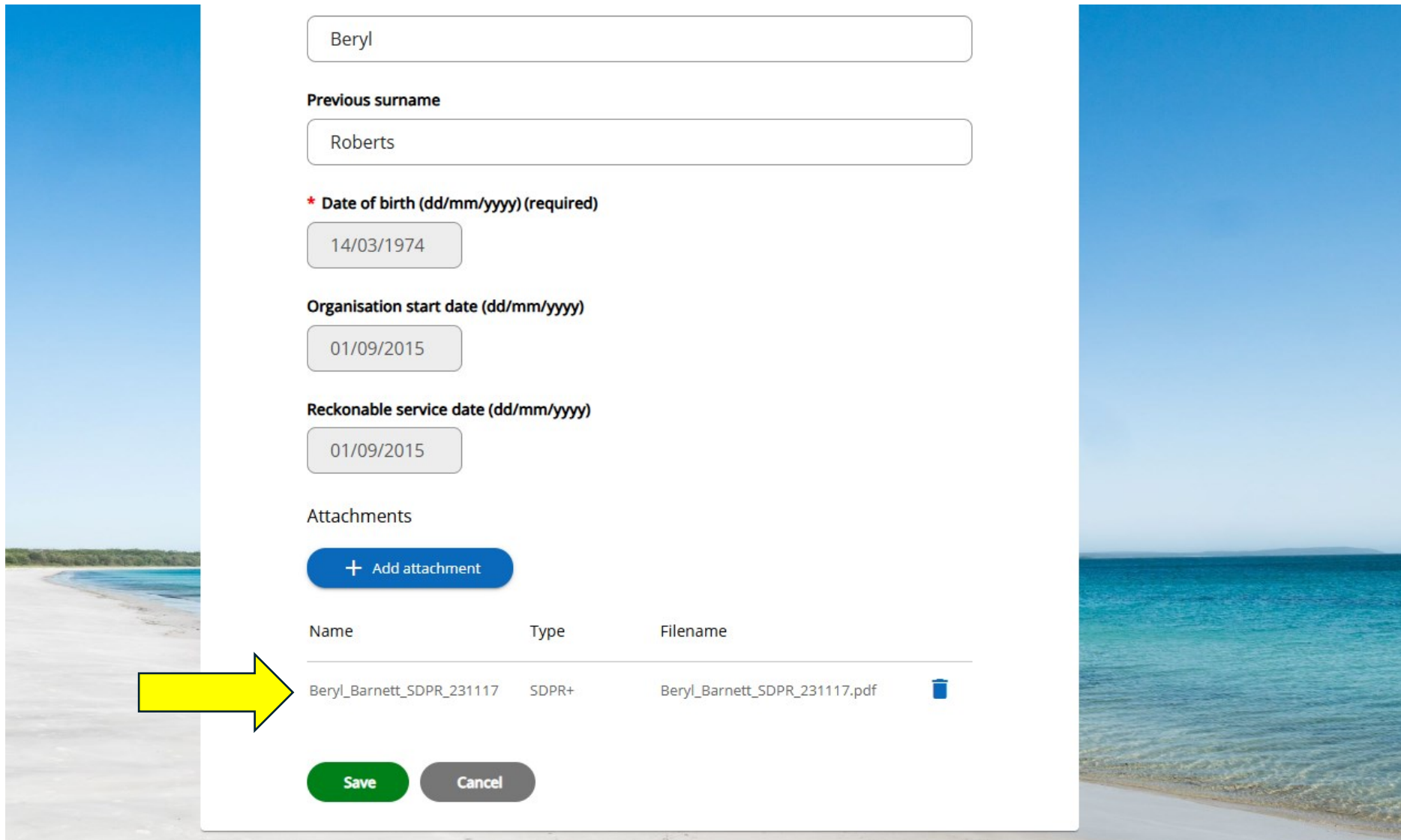
*** Forename (required)**

Forename 2

Forename 3



At the bottom of the page, click on the SDPR report title



Beryl

Previous surname

Roberts

*** Date of birth (dd/mm/yyyy) (required)**

14/03/1974

Organisation start date (dd/mm/yyyy)


01/09/2015

Reckonable service date (dd/mm/yyyy)

01/09/2015

Attachments

+ Add attachment

| Name | Type | Filename | |
|---------------------------|-------|-------------------------------|---|
| Beryl_Barnett_SDPR_231117 | SDPR+ | Beryl_Barnett_SDPR_231117.pdf |  |

Save Cancel

A yellow arrow points to the 'Beryl_Barnett_SDPR_231117' entry in the attachments table.

Click on the 'download icon' to obtain a copy of your SDPR report

The screenshot shows a user interface for managing profile information. At the top, there is a header 'My profile'. Below it, there are input fields for 'Please choose' and 'Preferred name' (containing 'Beryl'). A modal window titled 'Document attachment details' is open, featuring a 'Close X' button. The modal contains the following elements:

- * Document name (required)**: A text input field containing 'Beryl_Barnett_SDPR_231117'.
- Document type**: A dropdown menu set to 'SDPR+'.
- Existing filename**: A text input field containing 'Beryl_Barnett_SDPR_231117.pdf'. To its right is a blue download icon (a downward arrow with a square below it). A large yellow arrow points to this icon.
- Upload file**: A button with a plus sign and the text 'Upload file'. To its right, it says 'No file selected'.
- Cancel**: A button at the bottom left of the modal.

Below the modal, a table lists the attachments:

| Name | Type | Filename | |
|---------------------------|-------|-------------------------------|--|
| Beryl_Barnett_SDPR_231117 | SDPR+ | Beryl_Barnett_SDPR_231117.pdf | |

At the bottom of the page, there are 'Save' and 'Cancel' buttons.