



Employee Self Service  
**eTimesheets for Hourly Paid Workers**  
User Guide

From your internet browser open the University's home page ([www.bath.ac.uk](http://www.bath.ac.uk)). iTrent has been developed primarily to run in Firefox, other browsers (Chrome, Edge, Internet Explorer) will work but there may be some formatting issues.

The screenshot shows the University of Bath staff portal. At the top, there is a navigation bar with links for 'COURSES', 'RESEARCH', 'COLLABORATE', 'DEPARTMENTS', and 'ABOUT'. Below this is a secondary navigation bar with 'Staff', 'Online tools', 'Academic resources', 'Campus life', 'Report a problem', 'Services and support', and 'External Homepage'. The 'Online tools' menu is expanded, showing several categories: 'IT services', 'iTrent', 'Booking systems', 'Finance systems', 'Administrative data', and 'Job vacancies'. The 'iTrent' section is highlighted with a red arrow, and the 'Employee Self Service' link is also highlighted with a red arrow.

https://www.bath.ac.uk/staff/

UNIVERSITY OF BATH

Staff / Students / Alumni

COURSES RESEARCH COLLABORATE DEPARTMENTS ABOUT

Search bath.ac.uk

Staff Online tools Academic resources Campus life Report a problem Services and support External Homepage

**Online tools**

IT services	iTrent	Booking systems	Finance systems	Administrative data	Job vacancies
Email and calendar	Employee Self Service	Room bookings	Business World (Agresso)	Business Objects for SAMIS	Jobs at Bath
Office 365 Portal	Manager Self Service	Business travel bookings	Marketplace	Business Objects for iTrent	
Self service portal (TOPdesk)	Using iTrent (HR management system)			Applicant CRM	
IT services status	Career Progression Portal			Student Services CRM	
Convert a file (SensusAccess)					

Open the **Online tools** menu and in the **iTrent** section select **Employee Self Service**.

From [Workforce Development](#)

## iTrent

The University's HR and Payroll system

[View more campaigns in Workforce Development](#)

## Employee Self Service (ESS)

As a member of staff you will automatically have access to iTrent for ESS. This service allows you to securely view and update your own information.

### What you can see on ESS

After logging into ESS you can review:

- personal information
- sickness and leave
- payroll details
- job & HESA details
- learning and training events

These are shown in the main menu at the top of the page. Access "Quick Links" to more specific information.

**Data that can be changed**, amended or deleted are shown often with drop down menus.

**Data that cannot be changed** is greyed out, and any changes should be made by your manager or by HR.

### Need help?

Please contact your HR Operations Administrator via [TopDesk](#) or [phone](#)

### Keep your data up to date

Please help us all by checking your own details on each screen and keeping it up to date.

### Need help?

Please contact your HR Operations Administrator via [TopDesk](#) or [phone](#)



[Login to Employee Self Service \(ESS\)](#)

Scroll down and click on **Login to Employee Self Service (ESS)**.

From [Workforce Development](#)

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# Employee Self Service (ESS)

Login to ESS to securely view and update your own information.

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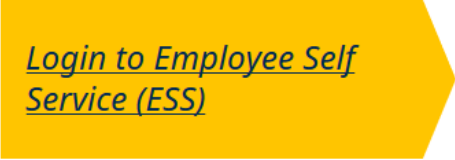
Service start

[View more service starts in Workforce Development](#)

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1. Enter your University username
2. Enter your University password
3. Log in

If this does not work use follow the "contact administrator" link.

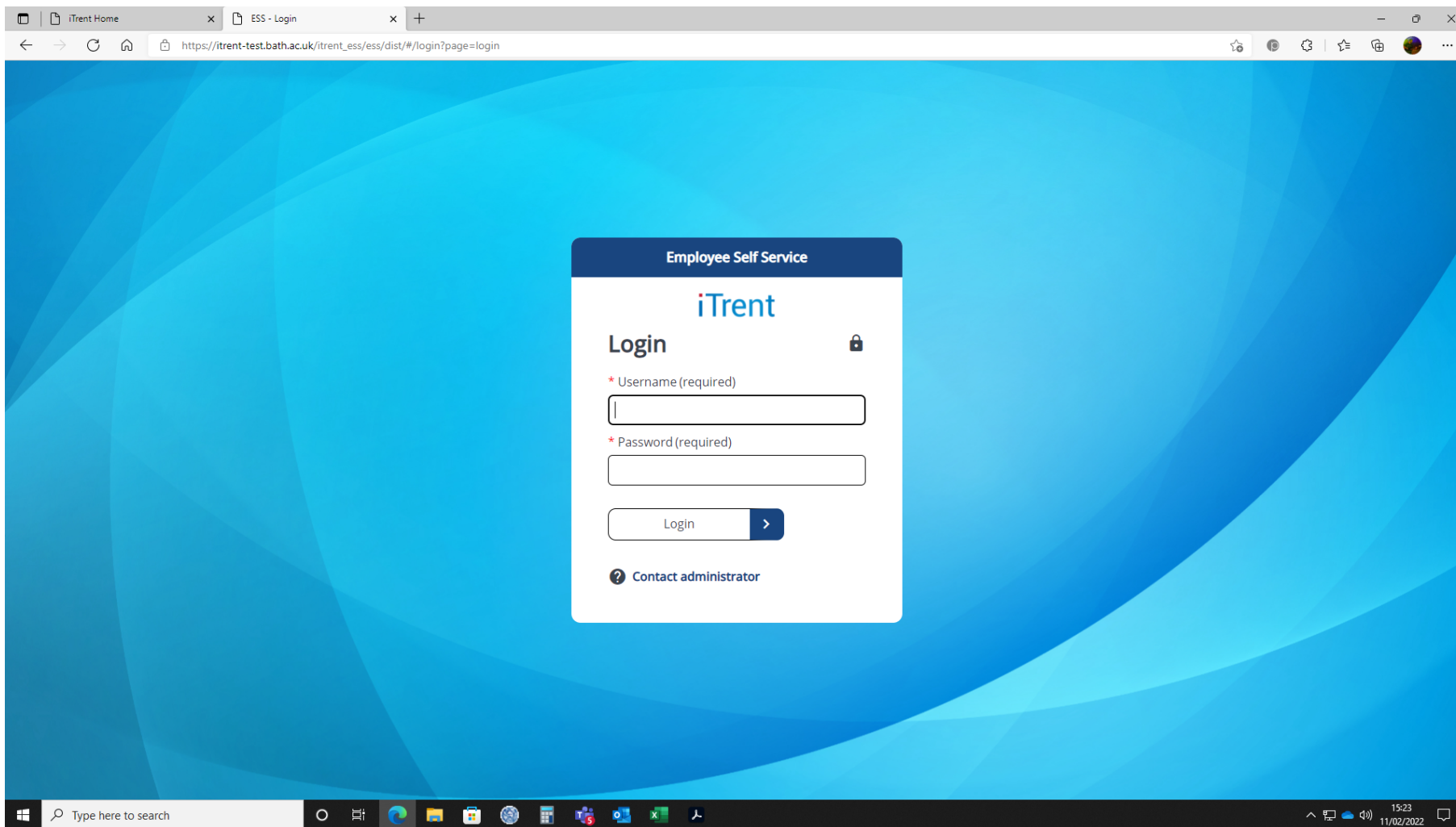


*[Login to Employee Self Service \(ESS\)](#)*

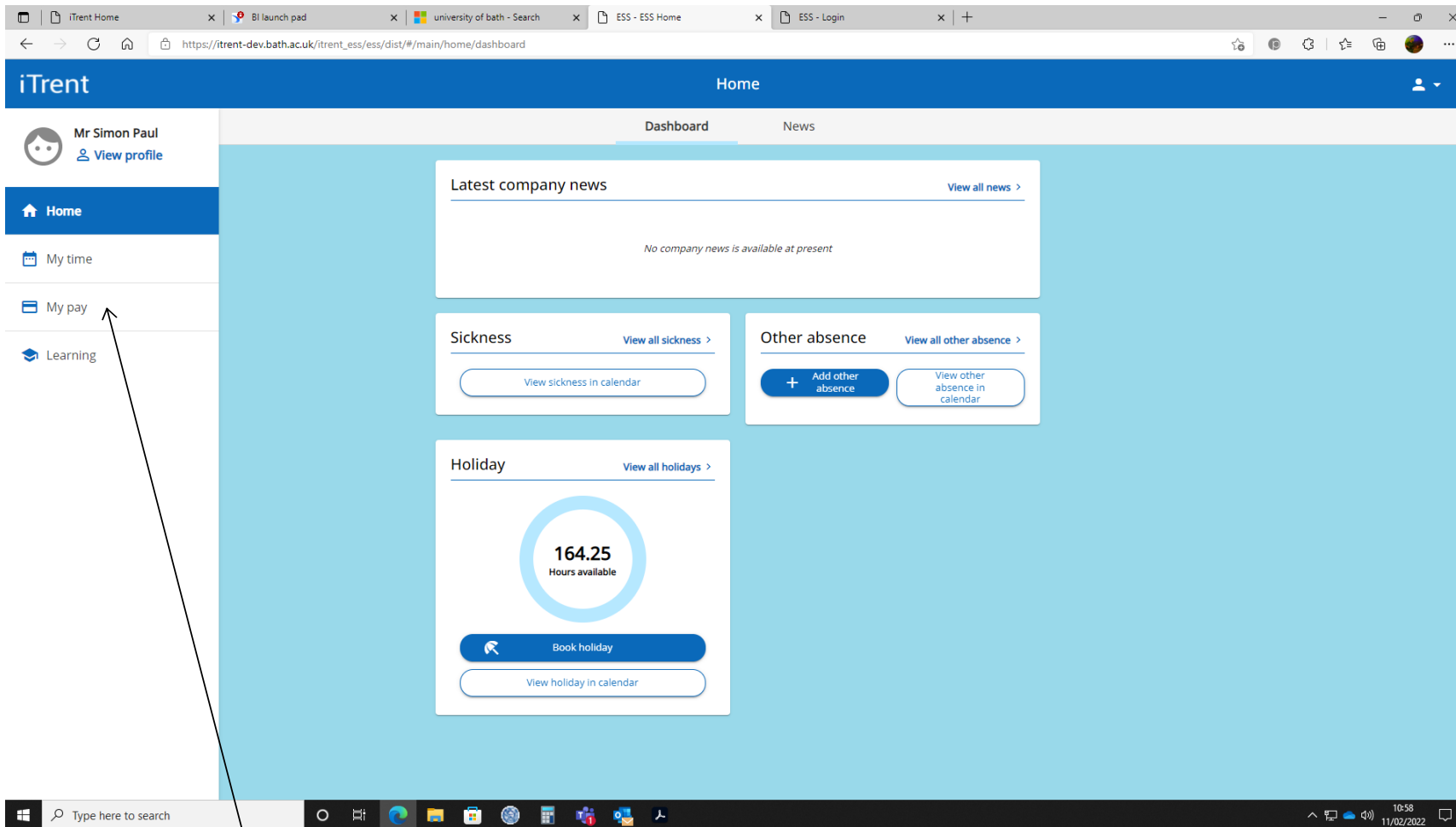


*[Login to Employee Self Service \(ESS\)](#)*

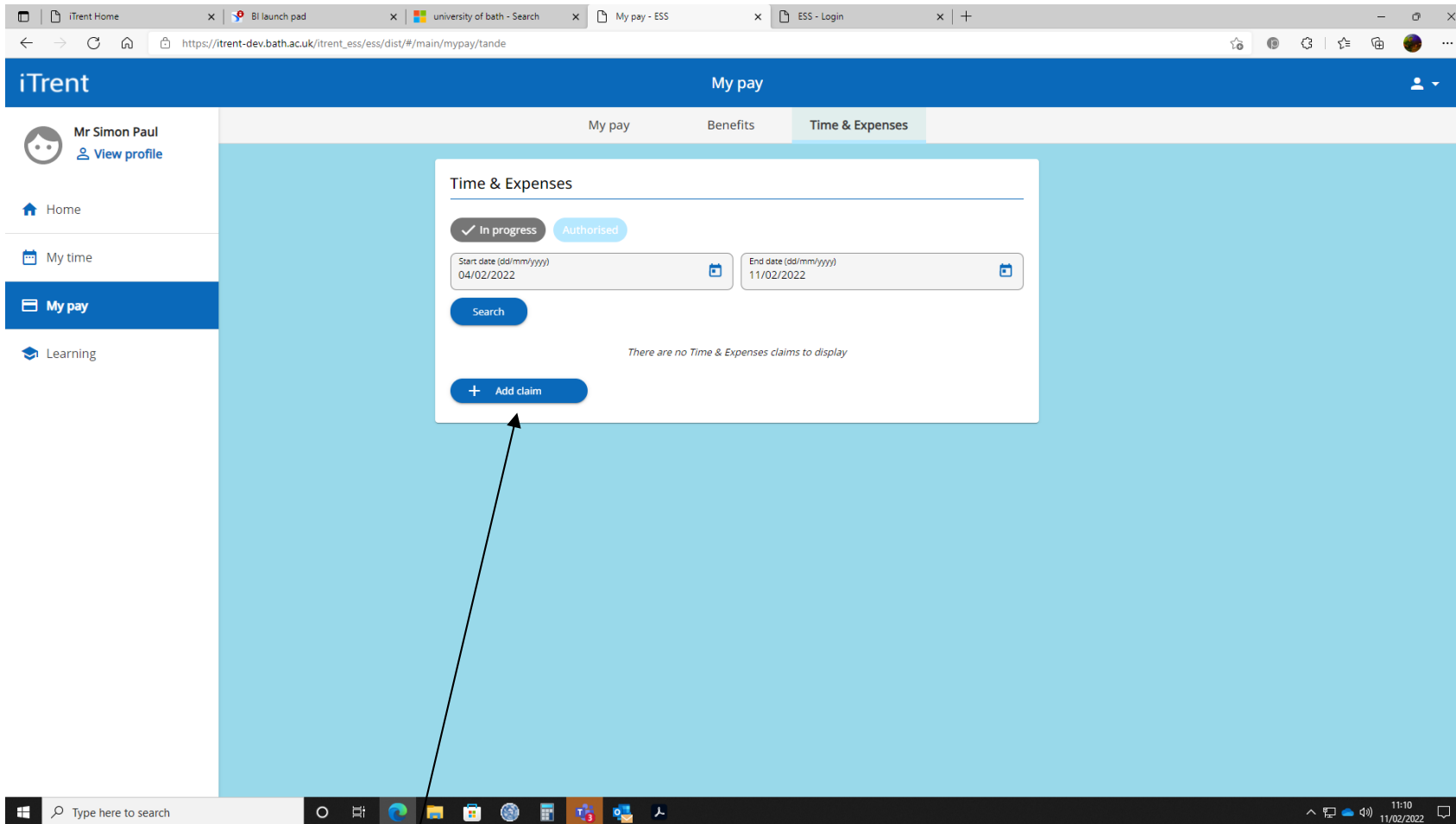
And then click on either of the login options on this screen.



On the login screen enter your **User name** and **Password** and login.



From the home screen select **My Pay**.



This screen shows all of your payroll related documents.

Under **Time & Expenses** your claims that are in progress are shown together with their authorisation status. To start a new claim select **Add claim**.

This is the ***Time and Expenses Claim*** header screen:

Time & Expenses claim entry: New

Overtime Claims for Core and Hourly Paid Staff

Start date (required)

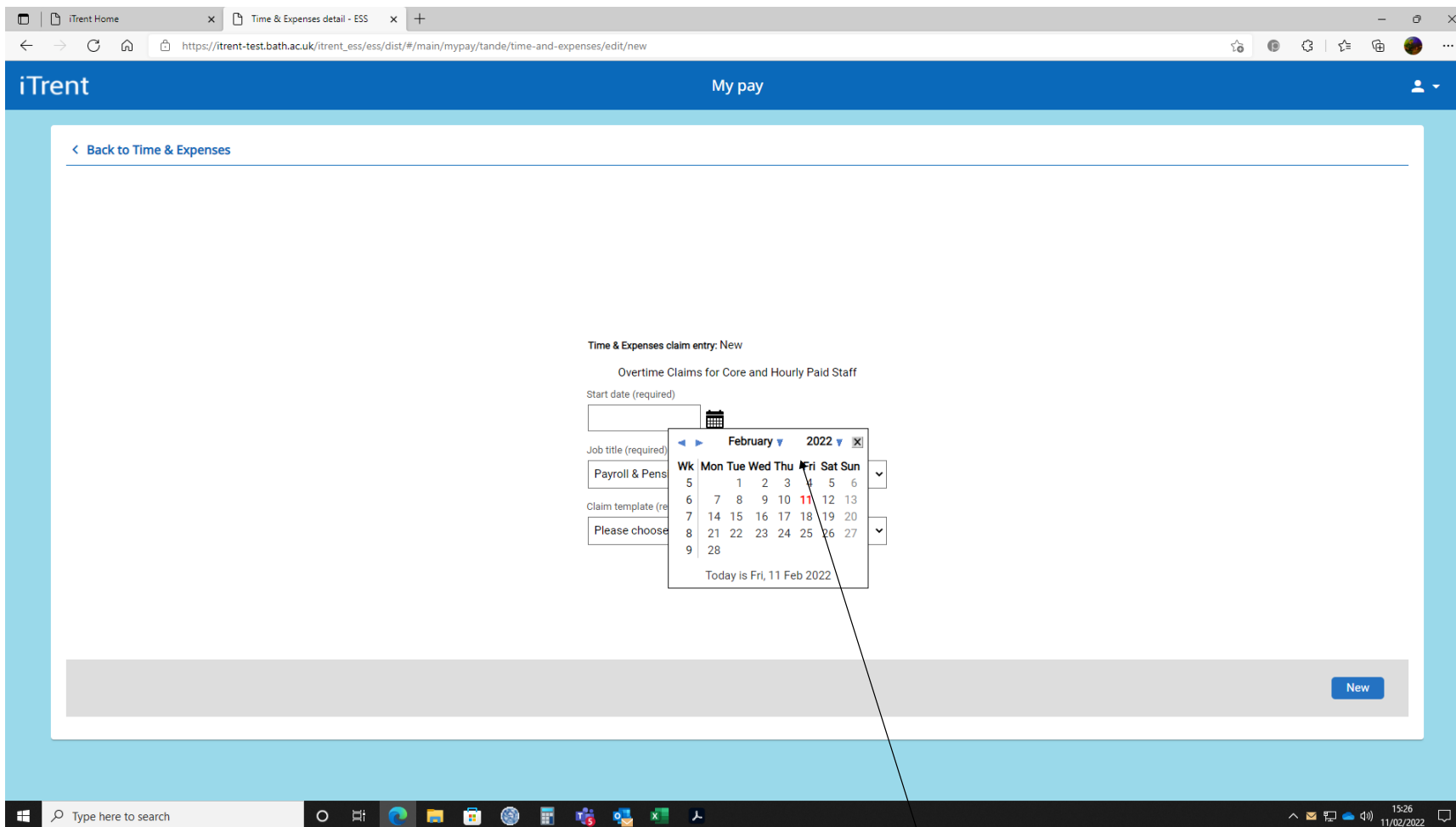
Job title (required)

Claim template (required)

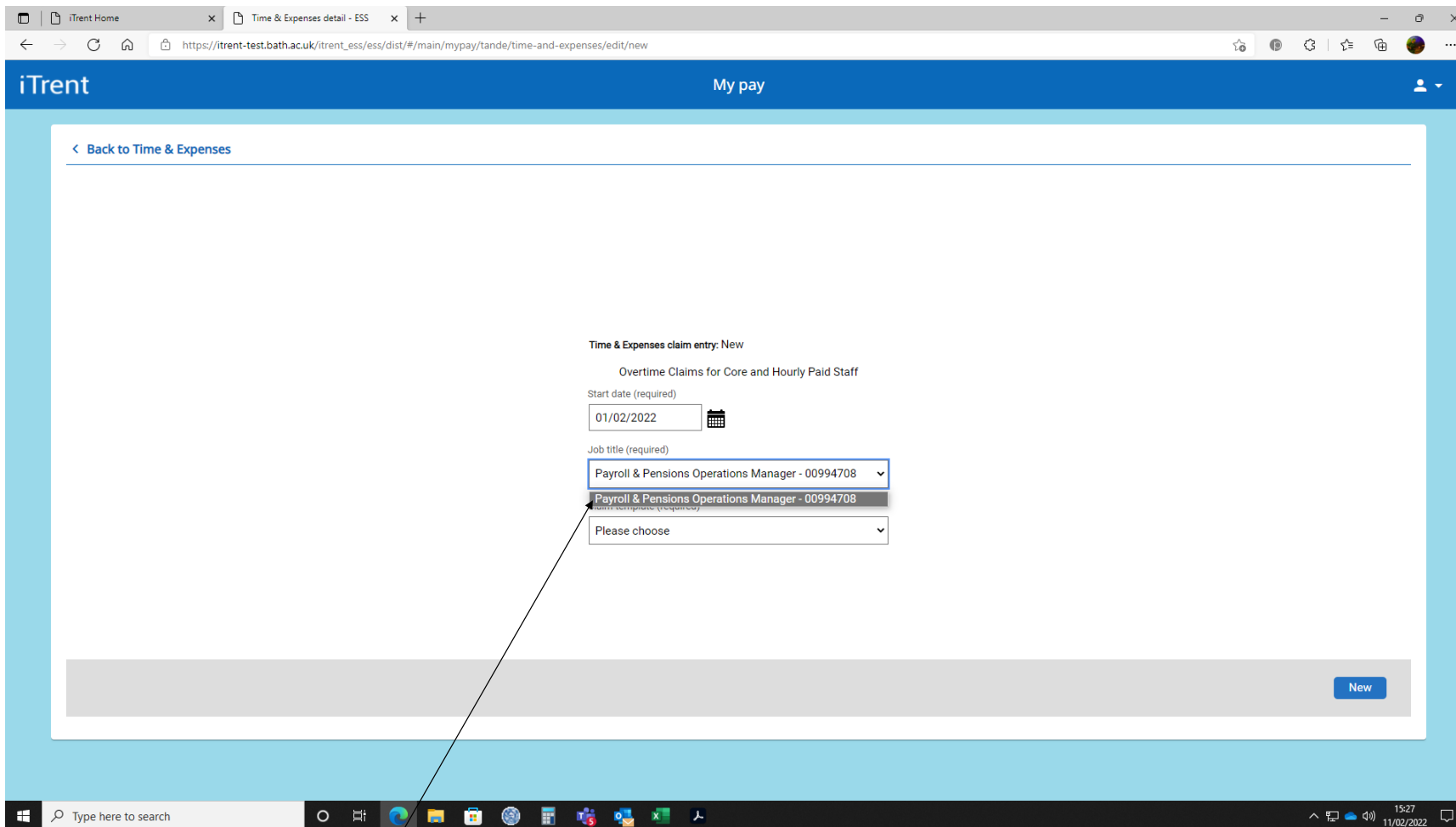
New

All **three** fields on this screen need to be completed.

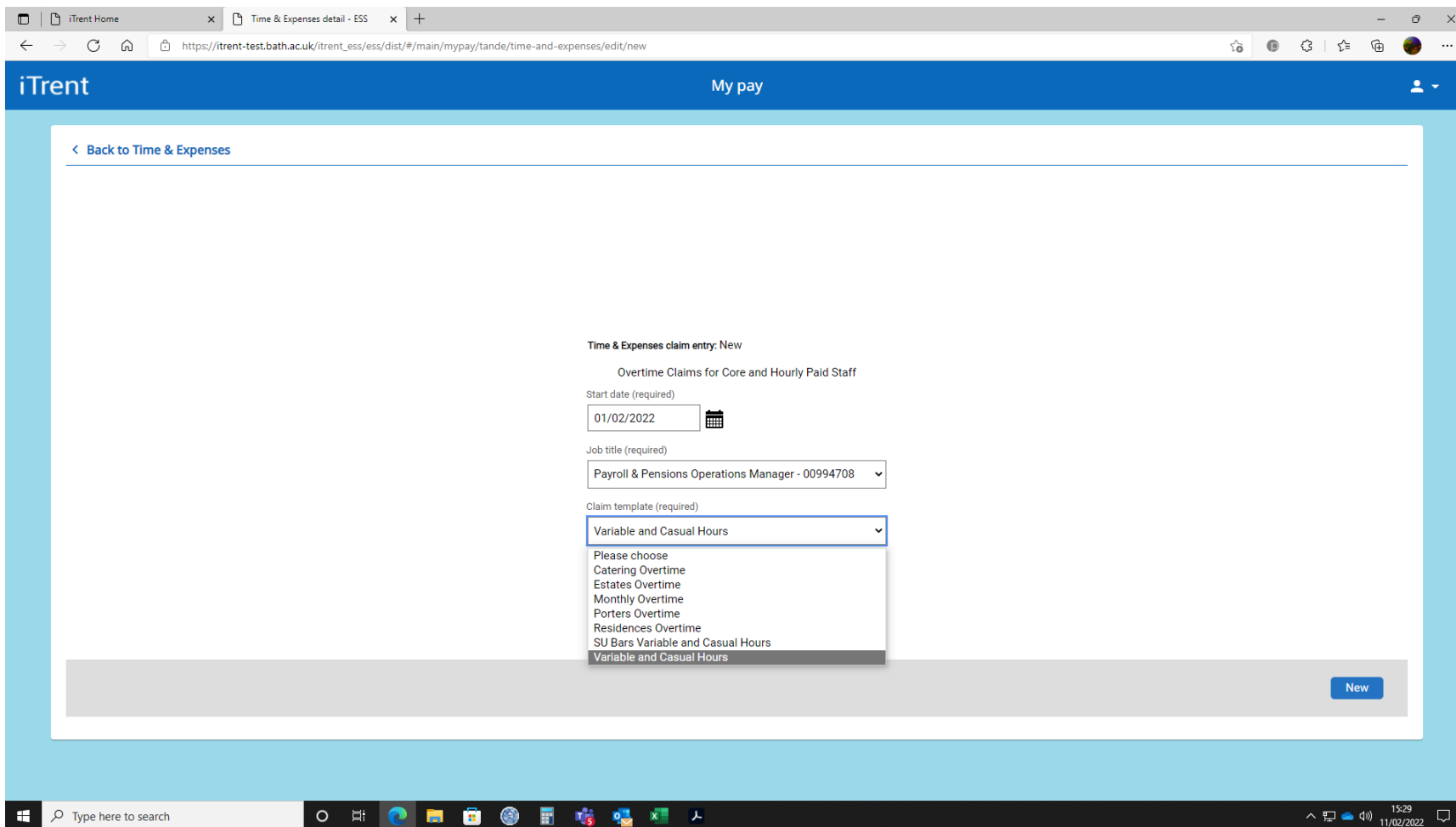




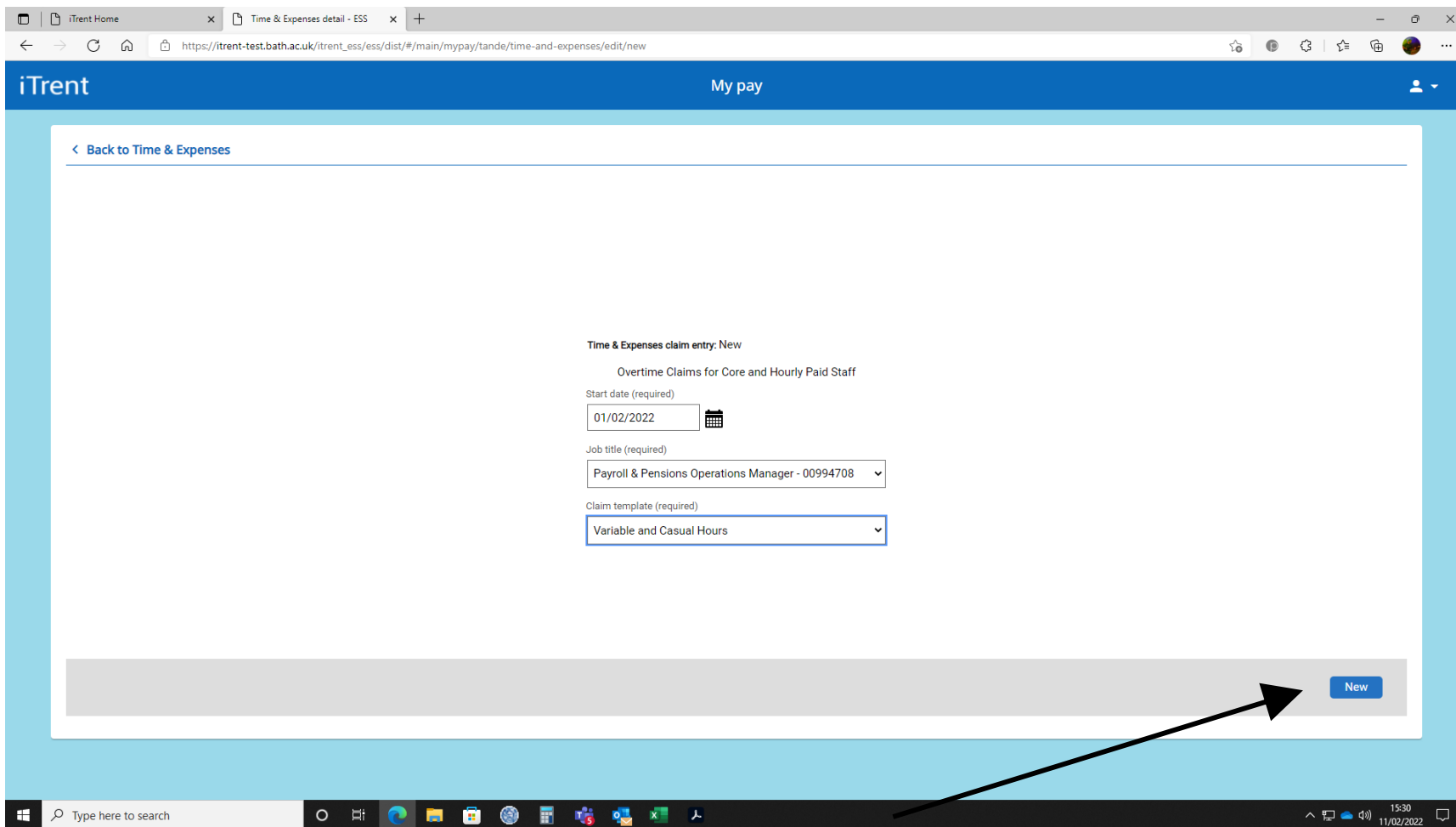
**Start date** - Either enter a date directly into this field or use the **calendar** button to display the pop up calendar and select a date. The start date is the first day of working for the period to be covered in this timesheet claim.



**Job title** - From the drop down list select the position/job that is relevant to this claim. Make sure you select the correct one and start a second timesheet if you want to make a claim for another position.



**Claim template** - Now select **Variable and Casual Hours** option from the drop down list.



When all the fields are populated select **New** to start entering the details.

This is the **Time and Expenses Claim** detail screen.

Time & Expenses claim entry: (New)

Job title: Payroll & Pensions Operations Manager  
Employee: Mr Simon Paul

Page 1

This form is for [Variable and Casual Hours claims only](#).

[Click here for Help and Guidance](#).

Please submit your timesheet on a regular basis for authorisation.

Element	Date	Comments	Amended Project Code	Time		Total	+ -
				From	To		
Basic Pay (variable)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	

Save draft Submit Print

The screens are designed to allow you to enter data on a daily basis and then submit the timesheet for approval weekly. It is recommended to submit timesheets on a regular weekly basis to minimise any risk of missing the payroll deadline because it was not approved in time. Please note that each timesheet goes through two stage approval process and your Line Manager will tell you what your departmental deadlines for submitting timesheets are.

Time & Expenses claim entry: (New)

Job title: Payroll & Pensions Operations Manager  
Employee: Mr Simon Paul

Page 1

This form is for [Variable and Casual Hours claims only](#)

[Click here for Help and Guidance.](#)

[Please submit your timesheet on a regular basis for authorisation.](#)

Element	Date	Amended Project Code	Time		Total
			From	To	
Basic Pay (variable)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00 + -

Save draft Submit Print

Start by entering the date of working in the **Date** field. Either enter the date directly or select the date by using the pop up calendar.

Time & Expenses claim entry: (New)

Job title: Payroll & Pensions Operations Manager  
Employee: Mr Simon Paul

Page 1

This form is for [Variable and Casual Hours claims only](#).

[Click here for Help and Guidance.](#)

Please submit your timesheet on a regular basis for authorisation.

Element	Date	Comments	Amended Project Code	Time		Total
				From	To	
Basic Pay (variable)	01/02/2022					0.00

Save draft Submit Print

Next enter any **Comments** you may wish to add, this might be a short description of the work done to help your manager or supervisor when approving your claim.

The screenshot shows a web browser window with the URL [https://itrent-test.bath.ac.uk/itrent\\_ess/ess/dist/#/main/mypay/tande/time-and-expenses/edit/new](https://itrent-test.bath.ac.uk/itrent_ess/ess/dist/#/main/mypay/tande/time-and-expenses/edit/new). The page header is 'iTrent My pay'. Below the header, there is a navigation link '< Back to Time & Expenses'. The main content area is titled 'Time & Expenses claim entry: (New)'. It displays the job title 'Payroll & Pensions Operations Manager' and the employee name 'Mr Simon Paul'. The page is labeled 'Page 1'. There are three informational links: 'This form is for Variable and Casual Hours claims only', 'Click here for Help and Guidance.', and 'Please submit your timesheet on a regular basis for authorisation.'. Below these links is a table with the following columns: Element, Date, Comments, Amended Project Code, Time (From, To), and Total. The first row contains the following data: Element: 'Basic Pay (variable)', Date: '01/02/2022', Comments: (empty), Amended Project Code: (empty), Time: From (empty), To (empty), Total: '0.00'. At the bottom of the form, there are three buttons: 'Save draft', 'Submit', and 'Print'. An arrow points from the 'Amended Project Code' field to the text below.

Element	Date	Comments	Amended Project Code	Time		Total
				From	To	
Basic Pay (variable)	01/02/2022					0.00

You will normally leave the **Amended Project Code** blank, only add a code if instructed to do so by your manager or supervisor. The project code must be 10 characters long.



The screenshot shows the iTrent 'My pay' interface. At the top, there's a blue header with 'iTrent' and 'My pay'. Below it, a navigation bar has a link to '< Back to Time & Expenses'. The main content area is titled 'Time & Expenses claim entry: (New)'. It displays job details: 'Job title: Payroll & Pensions Operations Manager' and 'Employee: Mr Simon Paul'. Below this, it says 'Page 1'. There are three informational links: 'This form is for Variable and Casual Hours claims only', 'Click here for Help and Guidance.', and 'Please submit your timesheet on a regular basis for authorisation.'. A table is shown with the following columns: Element, Date, Comments, Amended Project Code, Time (From, To), and Total. The first row contains: 'Basic Pay (variable)', '01/02/2022', an empty comment box, an empty project code box, '10' in the 'From' field, an empty 'To' field, and '0.00' in the 'Total' field. At the bottom of the table are '+ -' symbols. Below the table are three buttons: 'Save draft', 'Submit', and 'Print'. The Windows taskbar is visible at the bottom of the screenshot.

Element	Date	Comments	Amended Project Code	Time		Total
				From	To	
Basic Pay (variable)	01/02/2022			10		0.00

Now enter the start time in the **Time From** field. All times entered must be in hours and minutes and in the 24 hour format. If your start or finish time is “on the hour” you do not need to enter the minutes as “00”, see the example above where “10” is entered instead of “10:00”.

Time & Expenses claim entry: (New)

Job title: Payroll & Pensions Operations Manager  
Employee: Mr Simon Paul

Page 1

This form is for [Variable and Casual Hours claims only](#).

[Click here for Help and Guidance.](#)

Please submit your timesheet on a regular basis for authorisation.

Element	Date	Comments	Amended Project Code	Time		Total	+ -
				From	To		
Basic Pay (variable)	01/02/2022			10	14:30	0.00	

Save draft Submit Print

Now enter the finish time in the **Time To** field. Please note that the 24 hour format must be used, so 2:30 in the afternoon should be entered as 14:30.

Once the first detail line has been entered you can:

Time & Expenses claim entry: (New)

Job title: Payroll & Pensions Operations Manager  
Employee: Mr Simon Paul

Page 1

This form is for [Variable and Casual Hours claims only](#)

[Click here for Help and Guidance.](#)

Please submit your timesheet on a regular basis for authorisation.

Element	Date	Comments	Amended Project Code	Time		Total	+ -
				From	To		
Basic Pay (variable)	01/02/2022			10	14:30	0.00	+ -

Save draft Submit Print

Add additional lines by pressing the **+** button (delete a line by pressing the **-** button).

Time & Expenses claim entry: (New)

Job title: Payroll & Pensions Operations Manager  
Employee: Mr Simon Paul

Page 1

This form is for [Variable and Casual Hours claims only](#).

Click here for [Help and Guidance](#).

Please submit your timesheet on a regular basis for authorisation.

Element	Date	Comments	Amended Project Code	Time		Total	+ -
				From	To		
Basic Pay (variable)	01/02/2022			10	14:30	0.00	+ -
Basic Pay (variable)	02/02/2022	Cover sickness		11	12:30		+ -

Save draft Submit Print

Or you can save the eTimesheet to add lines to the claim at another time by pressing the **Save draft** button.

The screenshot shows the iTrent 'My pay' interface. The user is Mr Simon Paul. The 'Time & Expenses' section is active, showing a claim with the following details:

- Status: In progress (checked), Authorised
- Start date: 11/01/2022
- End date: 11/02/2022
- Search button
- Table with columns: Claim name, Start date, Reference, Cut off date, Status, Summary
- Table row: Variable and Casual Hours, 01 Feb 2022, VARHR000117734, 08 Feb 2022, Provisional, Summary (button)
- + Add claim button

An arrow points from the bottom of the screen to the 'Summary' button for the 'Provisional' claim.

Saved drafts will have a **Provisional** status on the claims screen, to re-open it click on it.

Job title: Payroll & Pensions Operations Manager  
Employee: Mr Simon Paul  
Reference: VARHR000117734  
Payroll: University of Bath (monthly)

Page 1

This form is for [Variable and Casual Hours claims only](#).

[Click here for Help and Guidance.](#)

Please submit your timesheet on a regular basis for authorisation.

Element	Date	Comments	Amended Project Code	Time		Total	+	-
				From	To			
Basic Pay (variable)	01/02/2022			10:00	14:30	4.50	+	-
Basic Pay (variable)	02/02/2022	Cover sickness		11:00	12:30	1.50	+	-

Save draft Delete Submit Print

You can now add more lines to the claim or amend or delete existing lines. There is also a **Delete** button which will delete the whole claim if required.

Browser tabs: iTrent Home, Time & Expenses detail - ESS

URL: https://itrent-test.bath.ac.uk/itrent\_ess/ess/dist/#/main/mypay/tande/time-and-expenses/edit/191185QvTb

iTrent My pay

< Back to Time & Expenses

Reference: VARHR000117734  
Payroll: University of Bath (monthly)

Page 1

This form is for [Variable and Casual Hours claims only](#).

[Click here for Help and Guidance.](#)

[Please submit your timesheet on a regular basis for authorisation.](#)

Element	Date	Comments	Amended Project Code	Time		Total	
				From	To		
Basic Pay (variable)	01/02/2022			10:00	14:30	4.50	+ -
Basic Pay (variable)	02/02/2022	Cover sickness		11:00	12:30	1.50	+ -
Basic Pay (variable)	03/02/2022			11	12:30		+ -
Basic Pay (variable)	03/02/2022			13:00	16		+ -

Buttons: Save draft, Delete, Submit, Print

Windows taskbar: Type here to search, 15:45 11/02/2022

When entering your start and finish times you will need to account for breaks by adding two separate lines to the claim for each session worked as in the above example.

You must take and record at least a 30 minute unpaid break if you will work longer than 5 hours.

Reference: VARHR000117734  
Payroll: University of Bath (monthly)

Page 1

This form is for [Variable and Casual Hours claims only](#)

[Click here for Help and Guidance.](#)

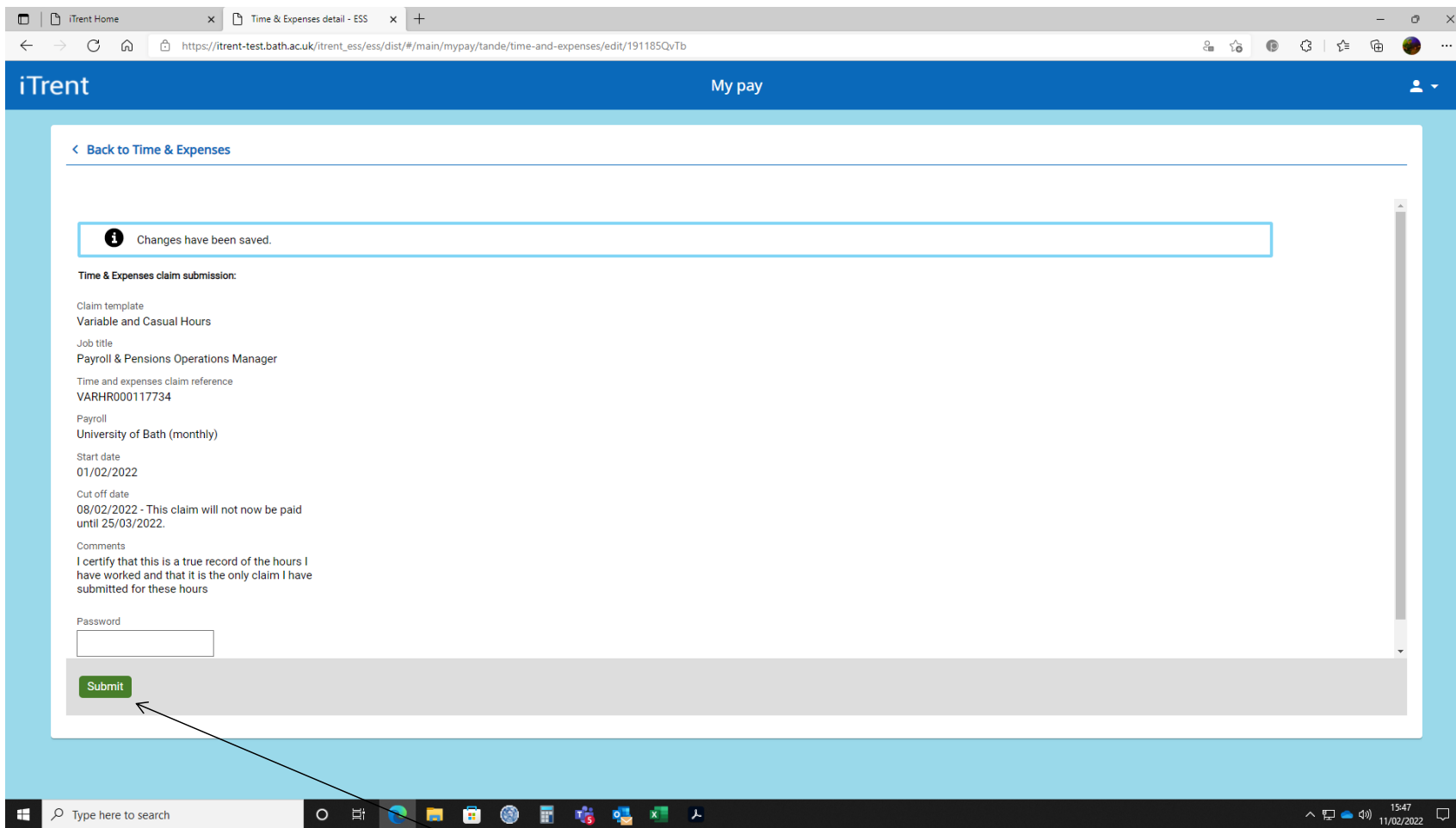
Please submit your timesheet on a regular basis for authorisation.

Element	Date	Comments	Amended Project Code	Time		Total	+	-
				From	To			
Basic Pay (variable)	01/02/2022			10:00	14:30	4.50		
Basic Pay (variable)	02/02/2022	Cover sickness		11:00	12:30	1.50		
Basic Pay (variable)	03/02/2022			11	12:30			
Basic Pay (variable)	03/02/2022			13:00	16			

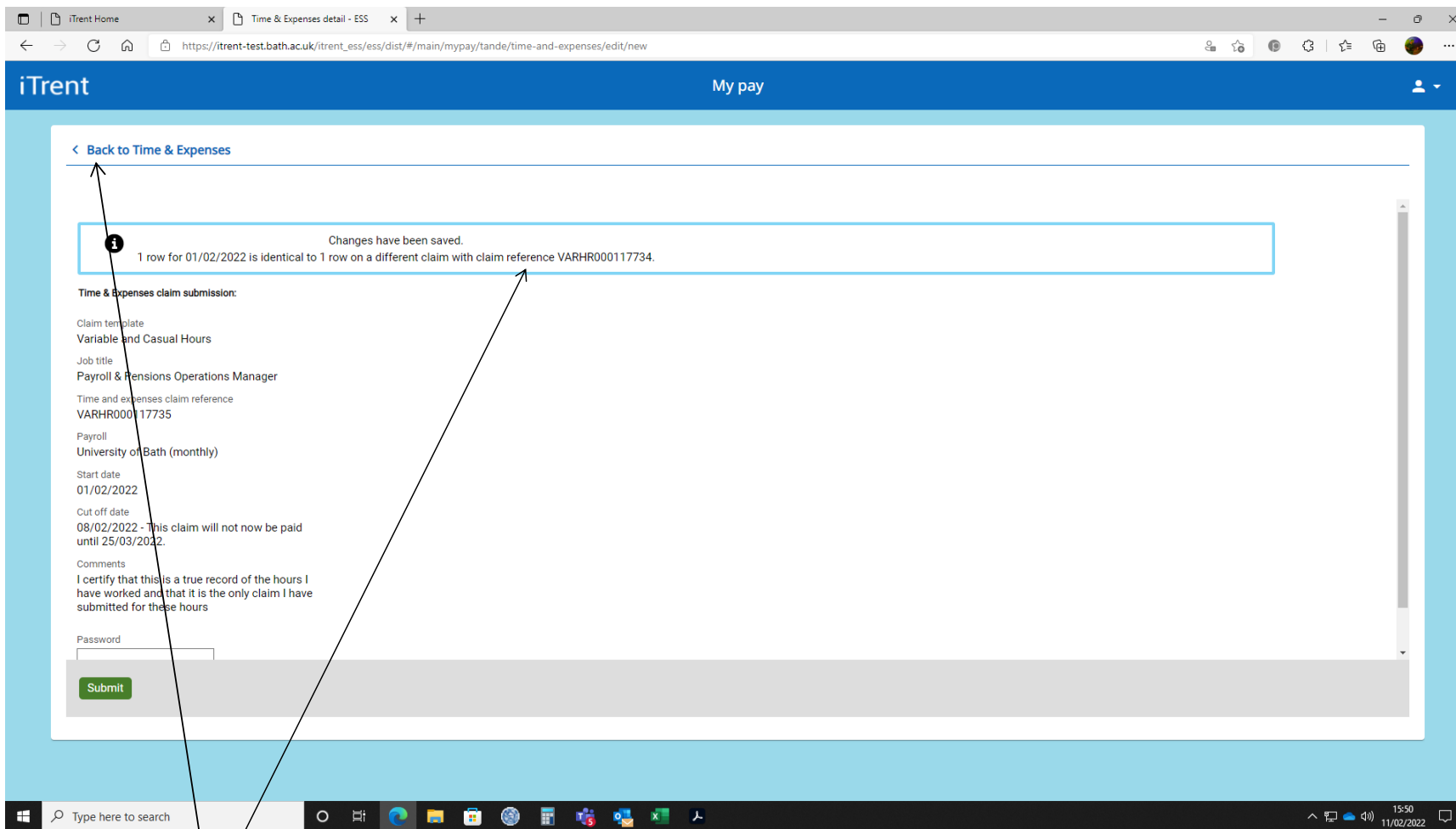
Save draft Delete Submit Print

When the claim is completed click the **Submit** button.





When you submit your claim you will be prompted to input your password before final submission. This acts as your electronic signature on your claim. Click the **Submit** button. (Do not hit Return/Enter key on your keyboard as this will not save the claim.)



A **warning message** will appear on top of the submission screen if the new claim is **duplicating** one previously submitted. It is **important not to submit** the claim if this warning message is displayed. Click **Back to Time & Expenses**

The screenshot shows the iTrent 'My pay' interface. The user is Mr Simon Paul. The 'Time & Expenses' section is active, showing a form with the following details:

- Start date: 11/01/2022
- End date: 11/02/2022
- Status: In progress (checked) and Authorised

Below the form is a table of claims:

Claim name	Start date	Reference	Cut off date	Status	Summary
Variable and Casual Hours	01 Feb 2022	VARHR000117734	08 Feb 2022	Awaiting authorisation	Summary
Variable and Casual Hours	01 Feb 2022	VARHR000117735	08 Feb 2022	Provisional	Summary

An arrow points to the 'Provisional' status of the second claim. At the bottom of the form is an '+ Add claim' button.

The claim will be saved with a **provisional** status and can be deleted or amended before resubmitting.

Please note that line managers and 2<sup>nd</sup> line authorisers will be also notified if a duplicated claim is submitted and they will be required to reject it.

The screenshot shows the iTrent 'My pay' interface. The user is Mr Simon Paul. The 'Time & Expenses' section is active, showing a search filter for 'In progress' and 'Authorised' claims. The search criteria are Start date: 11/01/2022 and End date: 11/02/2022. A table lists two claims with the status 'Awaiting authorisation'. An arrow points to the 'Summary' button for the second claim.

Claim name	Start date	Reference	Cut off date	Status	Summary
Variable and Casual Hours	01 Feb 2022	VARHR000117734	08 Feb 2022	Awaiting authorisation	Summary
Variable and Casual Hours	01 Feb 2022	VARHR000117735	08 Feb 2022	Awaiting authorisation	Summary

Once the claim is submitted the status changes to **Awaiting authorisation**. You can look at the timesheet by clicking on it but there is no option to amend or delete the data now once the claim has been submitted. The claim will need to be rejected by your manager or supervisor if an error is discovered after submission.

The screenshot shows the iTrent 'Time & Expenses' page. The user is Mr Simon Paul. The page has a search filter for 'In progress' and 'Authorised' claims. The search criteria are set to 'Start date (dd/mm/yyyy) 11/01/2022' and 'End date (dd/mm/yyyy) 11/02/2022'. A 'Search' button is visible. Below the search filters is a table with columns: Claim name, Start date, Reference, Cut off date, Status, and Summary. Two rows of claims are shown, both with a status of 'Awaiting authorisation'. A '+ Add claim' button is at the bottom of the table. Three black arrows point from the text below to the 'Search' button, the 'Start date' field, and the 'End date' field.

Claim name	Start date	Reference	Cut off date	Status	Summary
Variable and Casual Hours	01 Feb 2022	VARHR000117734	08 Feb 2022	Awaiting authorisation	Summary
Variable and Casual Hours	01 Feb 2022	VARHR000117735	08 Feb 2022	Awaiting authorisation	Summary

Note that under **Time & Expenses** only claims that are in progress are shown together with their authorisation status. You can search for the Authorised claims by **selecting different start and end dates** and then clicking the **Search** button. All Authorised claims that match the search criteria will be displayed. You can click on the claim to view more details.

When you have finished entering your claim you can return to the home screen by clicking on the Home button.

The screenshot shows the iTrent web application interface. The top navigation bar includes the iTrent logo, the user name 'Mr Simon Paul', and a 'View profile' link. The main content area is titled 'My pay' and has two tabs: 'My pay' and 'Time & Expenses'. The 'Time & Expenses' tab is active, displaying a form for entering claim details. The form includes fields for 'Start date (dd/mm/yyyy)' (01/01/2022) and 'End date (dd/mm/yyyy)' (11/02/2022), along with a 'Search' button. Below the form is a table of claims with columns for 'Claim name', 'Start date', 'Reference', 'Cut off date', 'Status', and 'Summary'. Two claims are listed, both with a status of 'Awaiting authorisation'. A '+ Add claim' button is located at the bottom of the table. The left sidebar contains navigation options: 'Home', 'My time', 'My pay', and 'Learning'. A black arrow points from the 'Home' button in the sidebar to the 'Time & Expenses' section.

Time & Expenses

✓ In progress Authorised

Start date (dd/mm/yyyy) 01/01/2022 End date (dd/mm/yyyy) 11/02/2022

Search

Claim name	Start date	Reference	Cut off date	Status	Summary
Variable and Casual Hours	01 Feb 2022	VARHR000117734	08 Feb 2022	Awaiting authorisation	Summary
Variable and Casual Hours	01 Feb 2022	VARHR000117735	08 Feb 2022	Awaiting authorisation	Summary

+ Add claim

To log out of Employee Self Service click on the person icon in the top right hand corner, select the **Logout** option from the drop down list, confirm you wish to leave the page and then close your browser.

The screenshot shows the iTrent Employee Self Service dashboard for Mr Simon Paul. The user profile menu is open in the top right corner, displaying options: My profile, Useful links, Settings, and Sign out. An arrow points to the Sign out button. The dashboard includes sections for Latest company news (Problems using Chrome), Sickness, Other absence, Holiday (138.7 Hours available), and Time & expenses (0 Authorised, 2 Awaiting authorisation, 0 Provisional, 0 Errors).

