Timesheets

Timesheet Administrator guide to entering and viewing timesheets within iTrent.

Human Resources
NOTE: When you log in to iTrent select Timesheet Administrator role.

Entering a new timesheet.

- Select ‘New Timesheet Entry’ from the link under ‘Timesheet Details’

- You will then be prompted to search for the employee you are entering this for.

- A new screen will open, from here select the type of timesheet you are completing and click ‘New’

- Enter the type of hours, date worked, additional details and the number of hours worked. You only need to enter the costing information if the hours are being charged elsewhere to the normal position costing.
- When you have entered all the necessary information click ‘Save’.

- At this point you are still able to amend or add information to the timesheet.

- To submit the timesheet on to Payroll click the home button and then select ‘Timesheet Submission’ from the links.

- You will need to enter your password and click approve.

- As long as this is submitted by the Payroll cut-off date it will now be paid in the next salary run.
Viewing previous timesheets for an employee.

- You can look back at all previous timesheet submissions for an employee using either the ‘Timesheet Details’ or ‘Timesheet Claim Summary’ link and then searching for the relevant name.

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).
- Business Systems Team on bsthelp@essex.ac.uk for queries around the iTrent/ HR Organiser.