

People Manager

Overview

People Manager Overview	2
Home-page	2
My Team	4
Reports	6
Task Redirections	8
Peer Group Management.....	11
HR Connect Help and Support.....	11

VERSION HISTORY

Version	Date	Change Summary
1.0	January 2023	N/A

People Manager Overview

From early 2023, when you log into People Manager you will notice that there is a new look and feel to the platform, similar to that of HR Connect Employee Self Service. However, all navigation and functionality remain the same.

Home-page

From the home screen you will be able to access you task list and employee calendar. Company news items are also displayed here. These items can be clicked on to view more information and the arrows can be used to navigate through them

The screenshot shows the home page of the People Manager system. At the top, a dark blue banner displays a welcome message: "Good morning John, welcome back! You last logged in 1 minute ago". Below this, there are three main content cards in a row, each with a distinct header image and text:

- Absence and COVID:** Features a red background with a yellow sun icon.
- Health and Social Care Levy Reversed:** Features a grey background with a document icon showing tax-related terms like "Total Gross Pay TD", "Gross for Tax TD", "Tax paid TD", "Earnings For NI TD", and "National Insurance TD".
- People Manager Video & PDF Guides:** Features a blue background with a white play button icon.

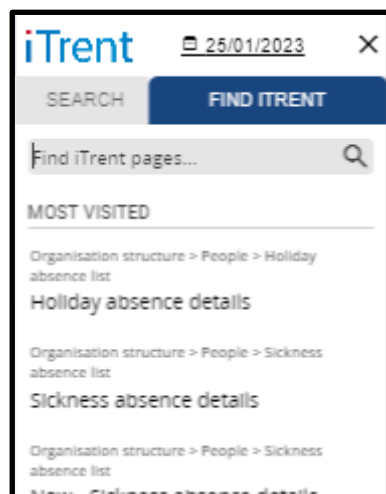
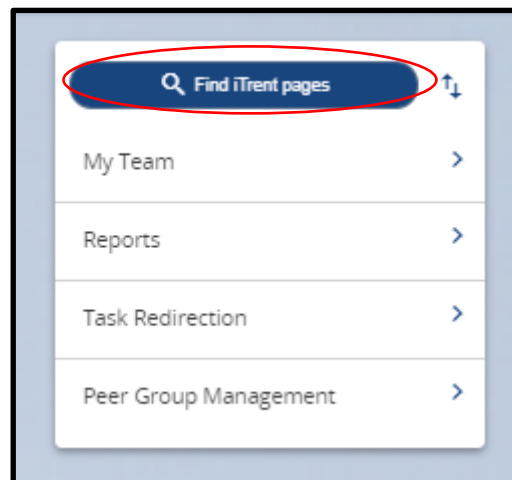
Below these cards is a navigation bar with left and right arrows and a central dot. Underneath, there are two more cards:

- My to do list (0) / Processes (0):** Includes an image of a hand holding a smartphone over a document.
- Nobody is out of the office today:** Includes an image of a modern office interior with a large window overlooking a city.

Two blue callout boxes with arrows point to specific areas of the interface:

- A callout labeled "Company News" points to the three main content cards.
- A callout labeled "Task list & Calendar" points to the "My to do list" and "Nobody is out of the office today" cards.

On the right-hand side of the screen there will be a main menu which you can use to navigate through People Manager. You can also search for pages by clicking on '**Find iTrent pages**' which will bring up a search box on the left-hand side of the screen.

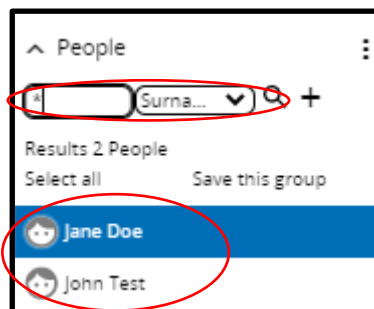
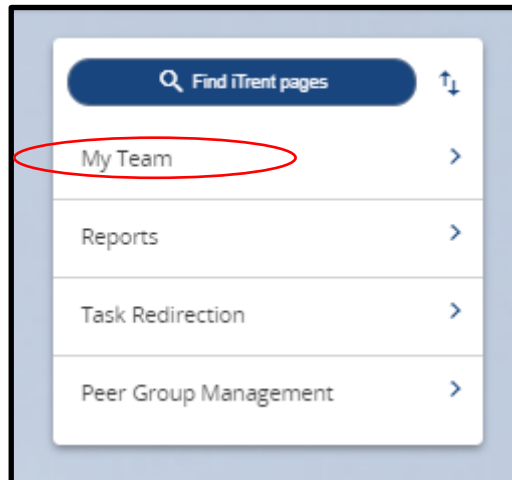


You can also click on the '**Menu**' icon at the top left-hand side of the screen to bring up the '**Find iTrent**' search box.



My Team

'My Team' allows you to view the records of all employees who report to you. A list of these employees will be available on the left-hand side of the screen and can be clicked on to bring up their record. You can also manually search for employees using the search box using search criteria such as surname and forename. If you search using this Asterix symbol all employees will be returned.



Once on an employee's record you will be provided with an overview of their **'Personal'**, **'Employment'**, **'Holiday'**, and **'Absence'** details. You can also access more information about the employee within the **'Links'** section. Any of these items can be clicked on to view more information.

Personal
Known as **Jane**
40018157 (Personal ref.)

Employment
Test Employee Position | PR0018 - Sighthill | Accommodation Services
36.25 hours | Employee | Full Time | Permanent | Grade 4
Occupancy started on 23/01/2023
Reporting manager
John Test
Manager Test Position

Calendar
VIEW FULL CALENDAR
25 Jan - 07 Feb 2023
23 Jan 2023 - 31 Aug 2023
25 Jan 2022 - 25 Jan 2023
158 of 158 hours
Holidays remaining (as of last calculation)
0 days
Days off sick (as of last calculation)

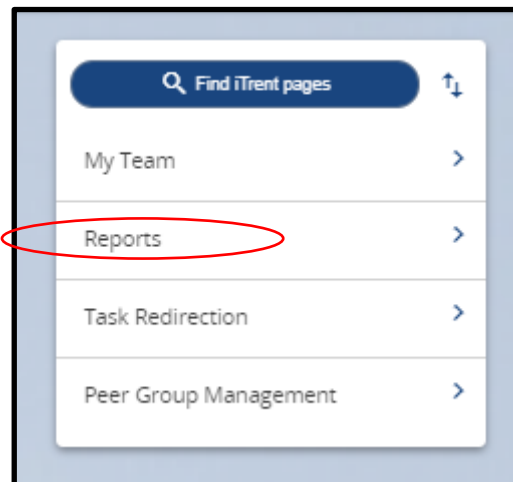
LINKS
Personal Information > Job Information > Sickness Holidays and Other Absence
> Training and Development > My Contribution > Online Pay Claims
Personal details Important Dates Visa Information

To return to the home page click on the iTrent logo at the top left-hand side of the screen.

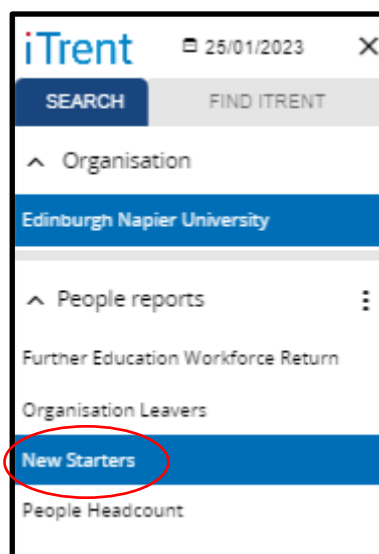


Reports

You run a variety of **'Management Information'** reports by clicking on **'Reports'**.



You can run **'Absence'**, **'People'**, **'Structure'**, and **'Development'** reports. To run a report, select the report type and then select the report you wish to generate from the left-hand side of the screen.



Once you have selected the report you wish to run, ensure that you input the report criteria and then click on 'Run' to begin the generation of the report.

New Starters

New starters (as of 25/01/2023) MENU

Organisation start point* Edinburgh Napier University

Organisation view* Show all data by unit

Start date* 01/01/2023

End date* 25/01/2023

Show details

Full path display

Include cover pages

Output type CSV File

Report run comments

Run

You will be notified by email once the report has generated and can download by clicking on 'Download Report' and then on the Download icon.




Download output

Download output All reports LESS

Run absence reports Run people reports Run structure reports Run development reports **Download report**

View output from Previous 7 days

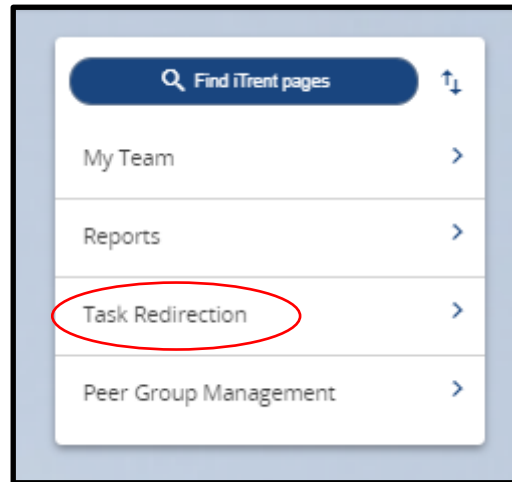
Available report outputs

Report name	Run date & time	Comments	Download	Delete Select all
New Starters	24/01/2023 13:59			<input type="checkbox"/>
New Starters	24/01/2023 13:54			<input type="checkbox"/>
New Starters	24/01/2023 13:46			<input type="checkbox"/>

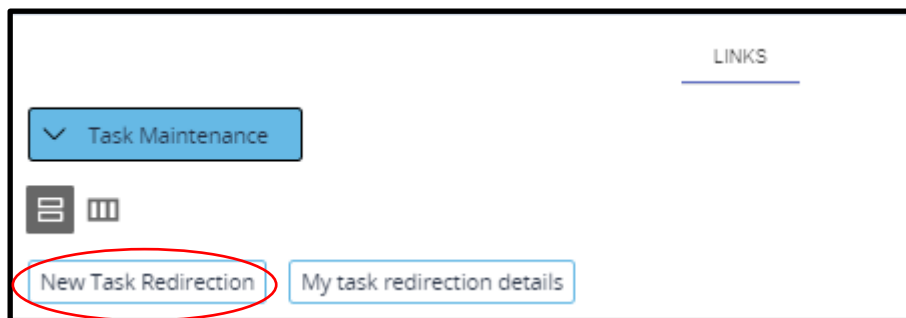
Delete

Task Redirections

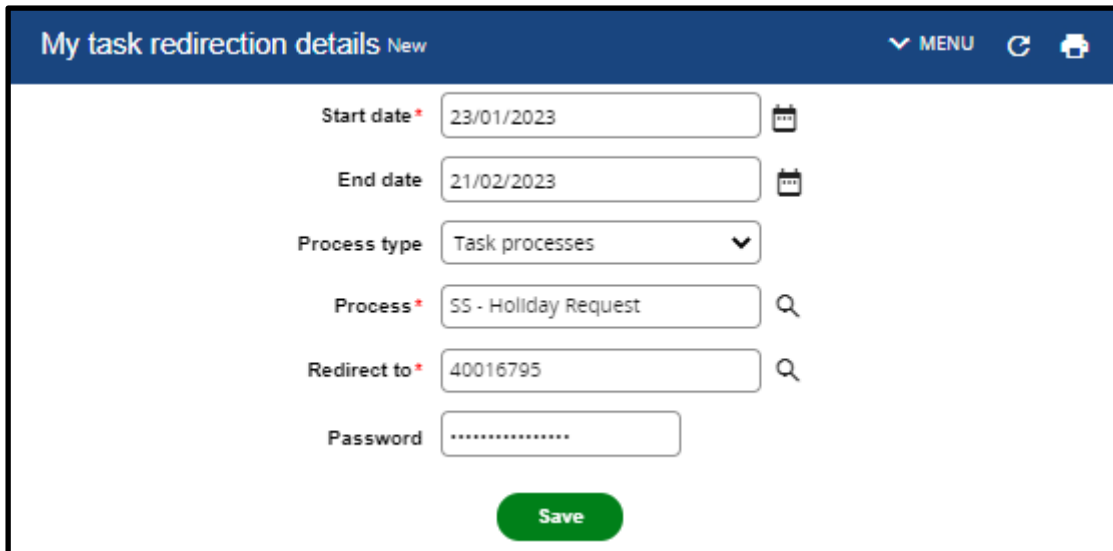
You can set up Task Redirections on People Manager by clicking on **'Task Redirection'**.



To set up a new task redirection click on **'New Task Redirection'**.



Enter a start date for the redirection and if applicable enter an end date (this can always be changed later). Select the process type and if applicable select the process by clicking on the spyglass icon. Select who you wish to redirect the task process to by clicking on the spyglass icon and searching. Your user password should auto populate. Click on 'Save'.



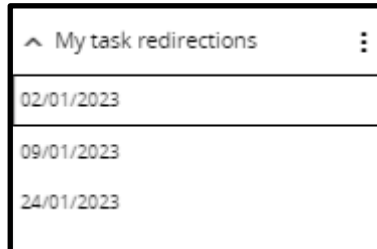
The screenshot shows a web form titled "My task redirection details" with a "New" indicator. The form contains the following fields:

- Start date***: 23/01/2023 (with a calendar icon)
- End date**: 21/02/2023 (with a calendar icon)
- Process type**: Task processes (dropdown menu)
- Process***: SS - Holiday Request (with a search icon)
- Redirect to***: 40016795 (with a search icon)
- Password**: (password field)

A green "Save" button is located at the bottom center of the form.

This may be a useful thing to do if you wish to redirect tasks to your manager if you are on annual leave for a substantial period.

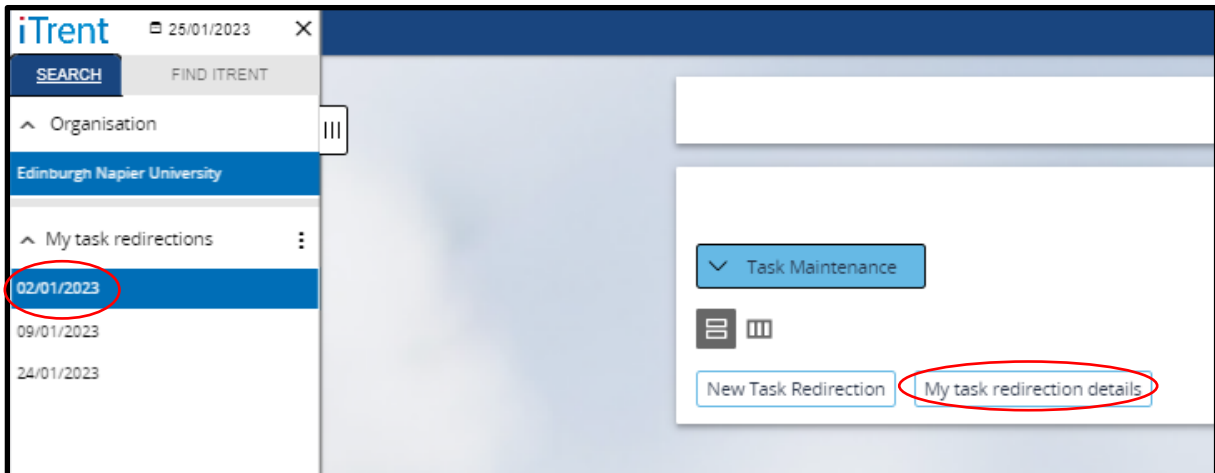
The task redirections which you have set up will appear on the left-hand side of the screen.



The screenshot shows a list titled "My task redirections" with a list icon. The list contains three entries, each representing a date:

My task redirections
02/01/2023
09/01/2023
24/01/2023

If you need to input an end date/change the end date or delete the redirection you can click on the task redirection and then select **'My task redirection details'**.



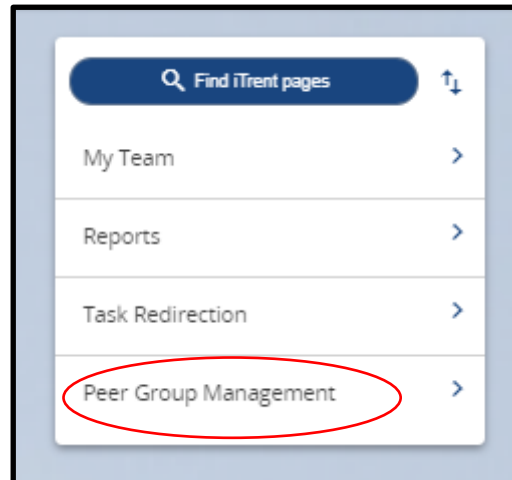
The screenshot shows the 'My task redirection details' form for ID 40011640. The form includes the following fields and controls:

- Start date ***: Input field containing '02/01/2023' with a calendar icon.
- End date**: Empty input field with a calendar icon.
- Process type**: Dropdown menu set to 'Redirect all'.
- Redirect to ***: Input field containing '40016795' with a search icon.
- Password**: Input field with masked characters '.....'.

At the bottom of the form are three buttons: 'Save' (green), 'Delete' (red), and 'New' (blue).

Peer Group Management

You can set up and view Peer Groups on People manager by clicking on '**Peer Group Management**'.



From the page you can:

- Create a new peer group
- Rename a peer group
- View or remove people in peer group
- Add people to peer group

HR Connect Help and Support

For any further help, advice, or assistance, please contact HR on ext.3344 or email humanresources@napier.ac.uk.