

# East Dunbartonshire Council



## Employee Self-Service (ESS) User Guide

March 2022

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# 1. Getting Started

## 1.1. What is Employee Self Service?

Employee Self Service (ESS) provides a user-friendly interface between East Dunbartonshire Council employees and the data that is held on our HR & Payroll System, iTrent.

Employee Self Service can be accessed via any EDC networked device across the Corporate & Education Estate.

The available functions for Employee Self Service are:

- Personal details
- Absence details
- Pay & Benefits details
- Employment details

You can access Employee Self Service by clicking on the icon which appears on your EDC Apps.

## 1.2. Login Screen

When you open Employee Self Service you will be presented with the login screen.

For corporate employees your username and password will be the same as your network password for your PC or Laptop.

For Education employees your username will be your personal reference number and initial password will be your national insurance number, iTrent will advise you to change your password when you first log in.

## Employee Self Service

iTrent

### Login



\* Username (required)

\* Password (required)

Login



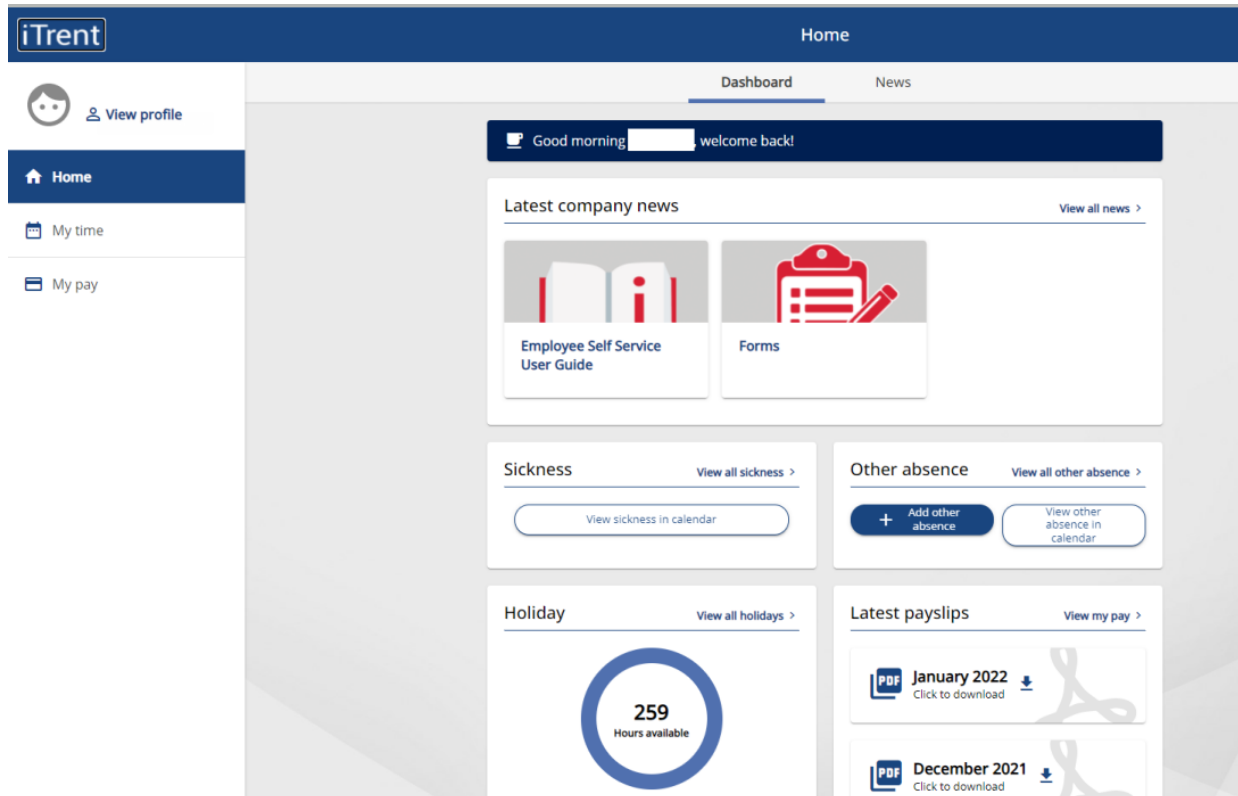
Contact administrator

For any icon or technical issues please contact  
[IT.serviceline@eastdunbarton.gov.uk](mailto:IT.serviceline@eastdunbarton.gov.uk) or call 0141 578 8888.  
For all other enquiries, including issues logging in please  
contact [itrentenquiries@eastdunbarton.gov.uk](mailto:itrentenquiries@eastdunbarton.gov.uk).

## 2. Home Page Overview

The main menu provides you with access to all areas within Employee Self Service.

### 2.1. Main Menu

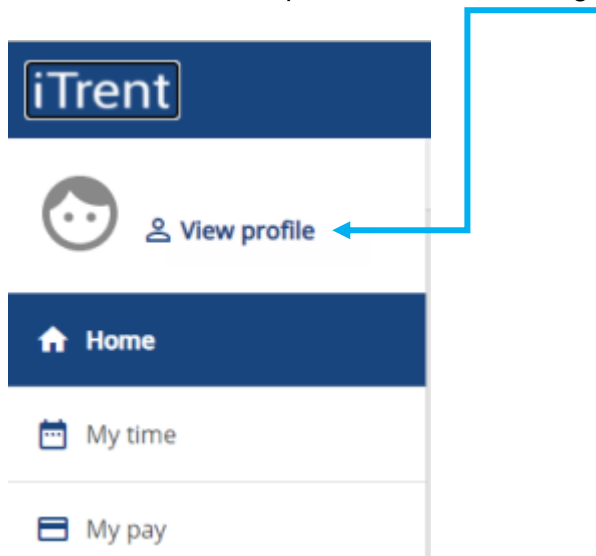


The main menu allows you to move easily between the areas of the system, which are:

- Personal
- Absence
- Pay & Benefits
- Employment

### 3. Personal

This area contains information about you, your personal details, contact information such as address, telephone numbers, emergency contacts and next of kin.



To add new details click on the add button.

To delete details, click on the information currently stored and click delete.

My profile

Personal

Employment

My personal details

Edit

Name:  
Known as:

Confidential information

Select the links below to view or amend your information

[Sensitive information >](#)

Contact information

Home - Mailing Address:

E-mail address:

Home telephone:

Internal telephone: (

Mobile telephone:

User e-mail address: !

+ Add Contact Details

Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
------	--------------	--------------	----------------	-----------------

### 3.1. Private Vehicle

To help the processing of mileage claims, all employees with access to ESS should update their own vehicle details.

#### Private vehicles

+ Add vehicle

No private vehicle details have been added yet

Complete the following fields for your vehicle:

- Vehicle Type
- Start Date – this should be 01/04/18
- Engine Size
- Fuel Type

Click save.

## 3.2. My time

This area contains information about your holidays, sickness, unpaid leave and any other absence.

### Holiday

[View all holidays >](#)

< 01 Jan 2022 - 31 Dec 2022 >

259  
Hours available

View balances

Your next booked holiday is  
Monday 07 March 2022

Book holiday

### Sickness

[View all sickness >](#)

View sickness in calendar

### Other absence

[View all other absence >](#)

Add other absence


View other absence in calendar

### 3.2.1. Requesting Annual Leave

You can request annual leave through the absence page on Employee Self Service. When you submit a request, you and your line manager will receive an email. Your manager will also receive a task through their Manager Self Service where they can authorise or not authorise your request.



When your request is approved by your manager, you will receive an email and your annual leave balance will automatically update.

 The balance takes account of all recorded holidays including any awaiting authorisation



To view full balance breakdown (entitlement, scheduled hours, taken hours & balance) for the current year & the next two year click view balances.

[View balances](#)

To request annual leave select book holiday.



**Book holiday**

You will then need to select holiday period, you can select part day, full day or more than one day.

If you select part day you will need to specify morning or afternoon.

If you request more than one day you will need to select the start day and end day of your leave request.

If you select full day just select the date of leave requested.

#### Holiday details

\* Absence type (required)

Personal Holiday 

\* Holiday period (required)

Full day 

\* Start date (dd/mm/yyyy) (required)



#### Notes

Save

Cancel

Book holiday

### 3.2.2. Cancelling Annual Leave

To cancel an annual leave request, select the request you wish to cancel.

This will bring up the details of the request and click delete. This will automatically update your annual leave balance.

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Holiday details

\* Absence type (required)

Personal Holiday

\* Holiday period (required)

Full day

\* Start date (dd/mm/yyyy) (required)

07/03/2022

\* Position (required)

Notes

Authorisation

Save Delete Cancel Book holiday

---

### 3.2.3. Sickness Absence

Sickness absence information will be input by your line manager and you will have read only access to this in Employee Self Service.

## Sickness

[View all sickness >](#)

[View sickness in calendar](#)

### 3.2.4. Viewing Absences

If you are viewing absence information & want to view a different absence type / all absences, you can select the absence type from the list.

All

✓ Holiday

Sickness

Other

To unselect an absence that is selected click on the absence type again & it will unselect.


## 4. My pay

This area contains information about your payslip.

### 4.1. View Payslips

You can view your payslips & P60's from the past twelve months. To see older payslips enter the dates & search.

## Payslips

 Searching with neither Start date nor End date will return all payslips.

Start date (dd/mm/yyyy)



End date (dd/mm/yyyy)



Search



Download all

Pay date

Net pay

Download

21 Sep 2021



24 Aug 2021



27 Jul 2021



To download individual payslips click the download icon.

To view your payslip click on the payslip you would like to view, this will display a summary of payments, deductions and net pay.

Payslip details: 21 Sep 2021

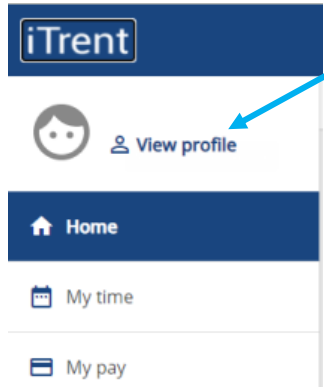
 Download

Employee Name		Tax Period
Reference No.		Tax Code
		NI Number
		NI Category

Payments	Deductions	This Period																																							
<table><tr><th>Payment</th><th>U/T</th><th>Rate</th><th>Cash</th></tr><tr><td>Basic Pay</td><td></td><td></td><td></td></tr></table>	Payment	U/T	Rate	Cash	Basic Pay				<table><tr><th>Deduction</th><th>Rate</th><th>Cash</th></tr><tr><td>Tax</td><td></td><td></td></tr><tr><td>NI - A</td><td></td><td></td></tr><tr><td>Unison</td><td></td><td></td></tr><tr><td>LGPS - EDC</td><td></td><td></td></tr></table>	Deduction	Rate	Cash	Tax			NI - A			Unison			LGPS - EDC			<table><tr><th>Description</th><th>Value</th></tr><tr><td>Taxable Pay</td><td></td></tr><tr><td>Pensionable Pay</td><td></td></tr></table> <div>Year-to-date</div> <table><tr><th>Description</th><th>Value</th></tr><tr><td>Tax Paid YTD</td><td></td></tr><tr><td>NI Paid YTD - A</td><td></td></tr><tr><td>Taxable Pay YTD</td><td></td></tr><tr><td>Niable Pay YTD</td><td></td></tr></table>	Description	Value	Taxable Pay		Pensionable Pay		Description	Value	Tax Paid YTD		NI Paid YTD - A		Taxable Pay YTD		Niable Pay YTD	
Payment	U/T	Rate	Cash																																						
Basic Pay																																									
Deduction	Rate	Cash																																							
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Total Payments		NET PAY																																							

## 5. Employment

This area contains information about your current and previous jobs.  
Click view profile.




Click Employment.

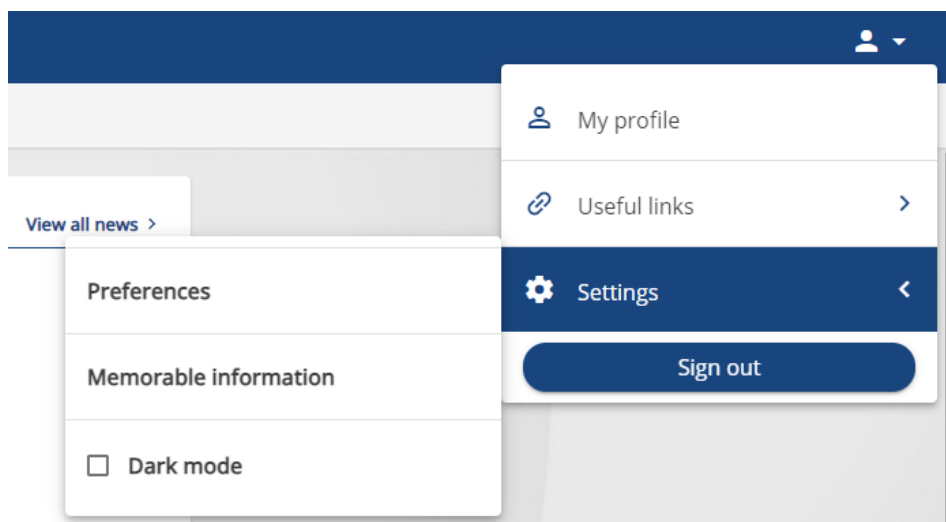
### My employment

Period of employment	Position	Department
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## 6. Memorable Information

Memorable information can be used to retrieve your user name and password should you forget them.

To create or edit your memorable information go to utility menu  > Settings > Memorable Information.



The prompt for your memorable information can be whatever you like, as long as it reminds you what the memorable information actually is. Example prompts include:

*What's your mother maiden name?*  
*What was the name of your primary school? What was the make of your first car?*

The memorable information response must contain between 6 and 25 characters; it cannot contain spaces and it cannot be the same as your prompt, password or user name.

## Memorable information details

Close X



Memorable information has to contain between 6 and 25 characters, it cannot contain spaces nor be the same as your prompt, password or user name. The memorable password can only use the characters A-Z, a-z, 0-9, or ! " \$ % ^ & \* ( ) - \_ + [ ] { } ? , . ; @ # ~ / | \ < > "

\* Memorable information prompt (required)

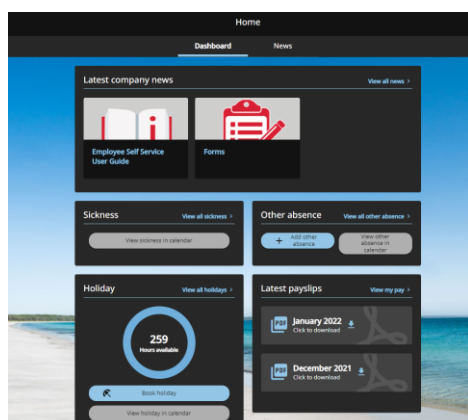
\* Memorable information (required)

\* Confirm memorable information (required)

Save

Cancel

You can also change the setting on your self service to dark mode.



To log out click on the utility menu & Sign out.

