

**iTrent**

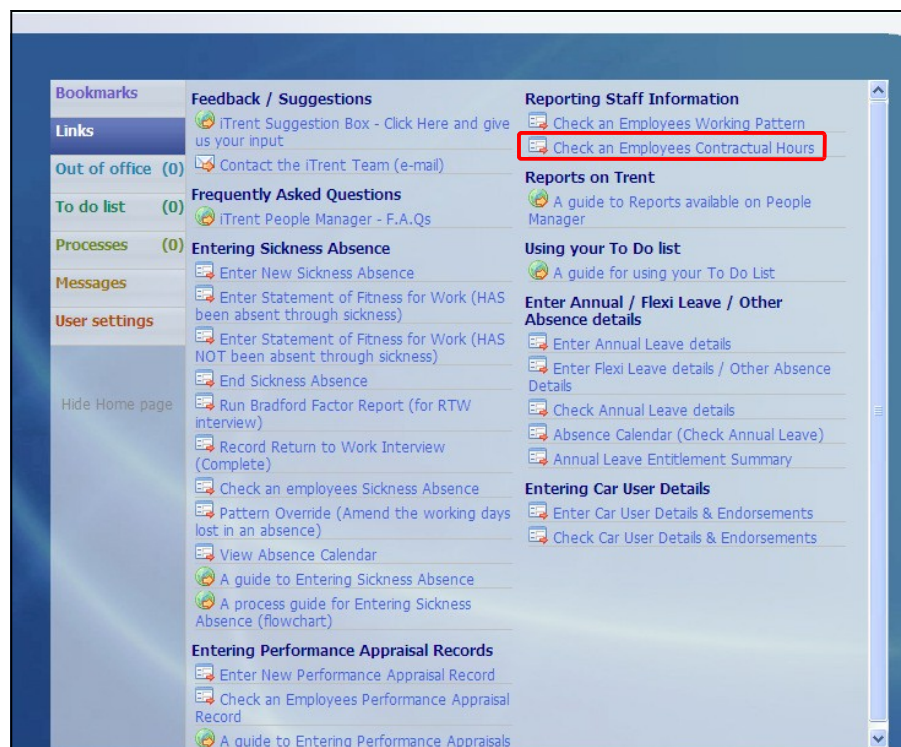
User name  
Forgotten user name?

Password  
Forgotten password?  
Contact administrator

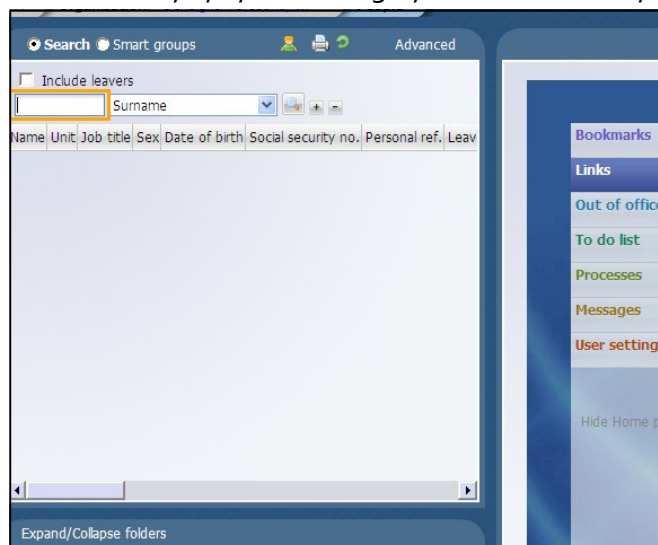
Login

## Gwirio Oriau Gwaith Cytundebol Gweithiwr

- 1) Ar ôl mewngofnodi i People Manager, ewch i'ch tudalen hafan a chliciwch ar y ddolen 'Check an Employees Contractual Hours' -

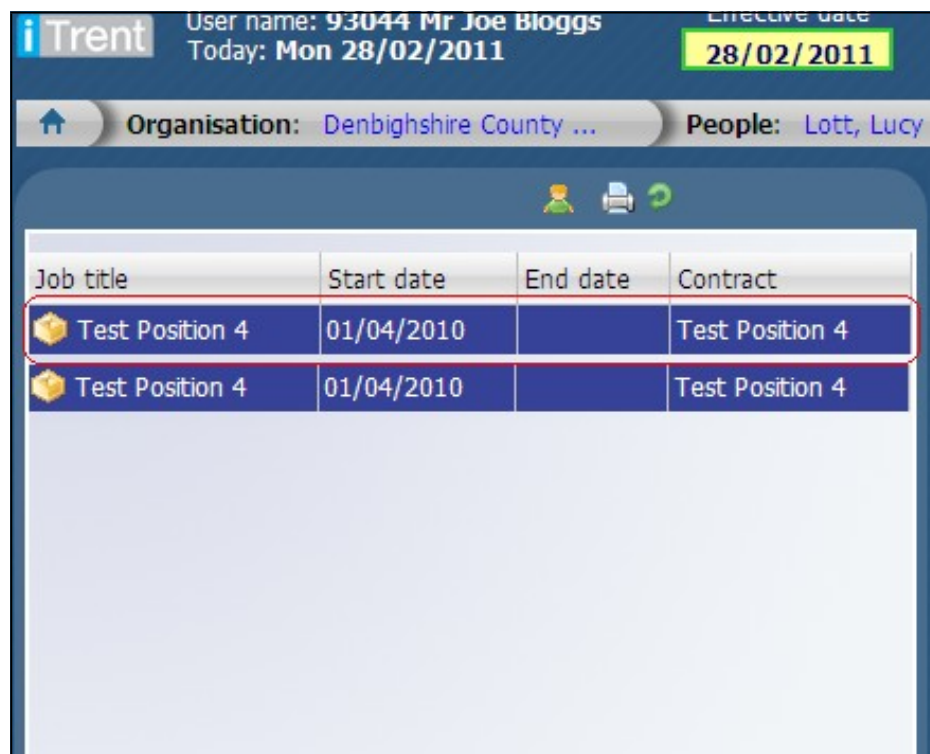


Bydd y dudalen isod yn agor. Yn y boc ar y chwith ar dop y dudalen, bydd angen i chi chwilio am yr aelod o staff yr ydych eisiau gwybodaeth amdanynt -



## Gwirio Oriau Gwaith Cytundebol Gweithiwr

- 2) Os yw'r aelod o staff yn atebol i chi mewn mwy nag un swydd, bydd angen i chi ddewis y swydd yr ydych yn chwilio am wybodaeth yn ei chylch -



The screenshot shows the iTrent People Manager interface. At the top, it displays the user name '93044 Mr Joe Bloggs' and the current date 'Mon 28/02/2011'. The effective date is shown as '28/02/2011'. The organisation is 'Denbighshire County ...' and the user is 'Lott, Lucy'. Below this, there is a table with the following columns: Job title, Start date, End date, and Contract. The table contains two rows of data, both for 'Test Position 4' with a start date of '01/04/2010' and a contract of 'Test Position 4'. The first row is highlighted with a red border.

Job title	Start date	End date	Contract
Test Position 4	01/04/2010		Test Position 4
Test Position 4	01/04/2010		Test Position 4

## Gwirio Oriau Gwaith Cytundebol Gweithiwr

- 3) Bydd y sgrin isod yn agor. Gallwch wirio'r wybodaeth gytundebol yn erbyn y gweithiwr dan sylw -

**Hours and basis: Test Position 4**

Contractual Hours	<input type="text" value="37.00"/>	II
FTE hours	<input type="text" value="37.00"/>	II
Post budgeted hours	<input type="text" value="37.00"/>	II
Employment is term-time only	<input type="checkbox"/>	
Category	<input type="text" value="Employee"/>	II
Basis	<input type="text" value="Full time"/>	II
Type	<input type="text" value="Permanent"/>	II
Change reason	<input type="text"/>	

FTE details

Os yw'r wybodaeth am oriau a sail y contract yn anghywir, cysylltwch ag aelod o Cyswllt AD er mwyn iddynt olygu'r wybodaeth fel sy'n briodol.