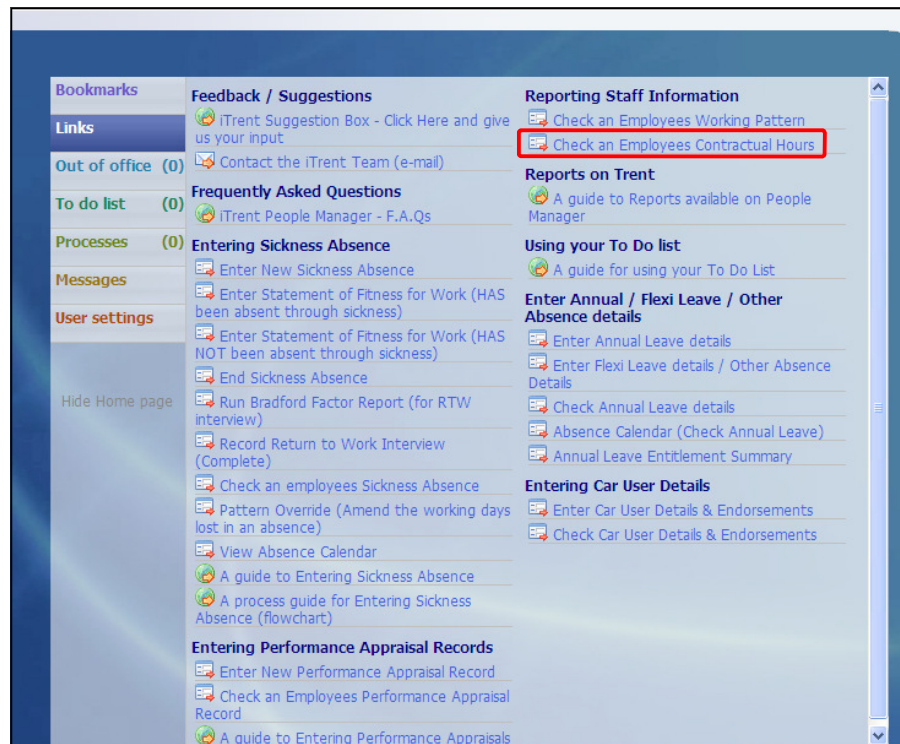
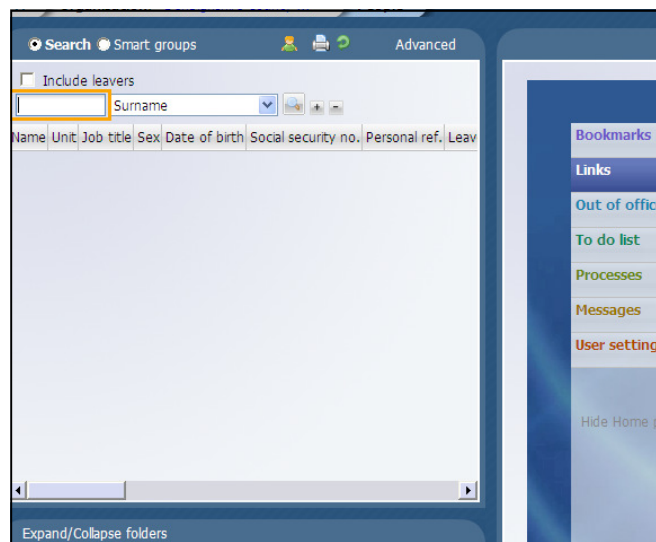


Check an **Employees Contractual Hours**

- 1) When logged into People Manager, go to your homepage, and click on the **Check an Employees Contractual Hours** link -



The page below will open. In the top left hand box, you need to search for the member of staff you are checking the information for -



User name

Forgotten user name?

Password

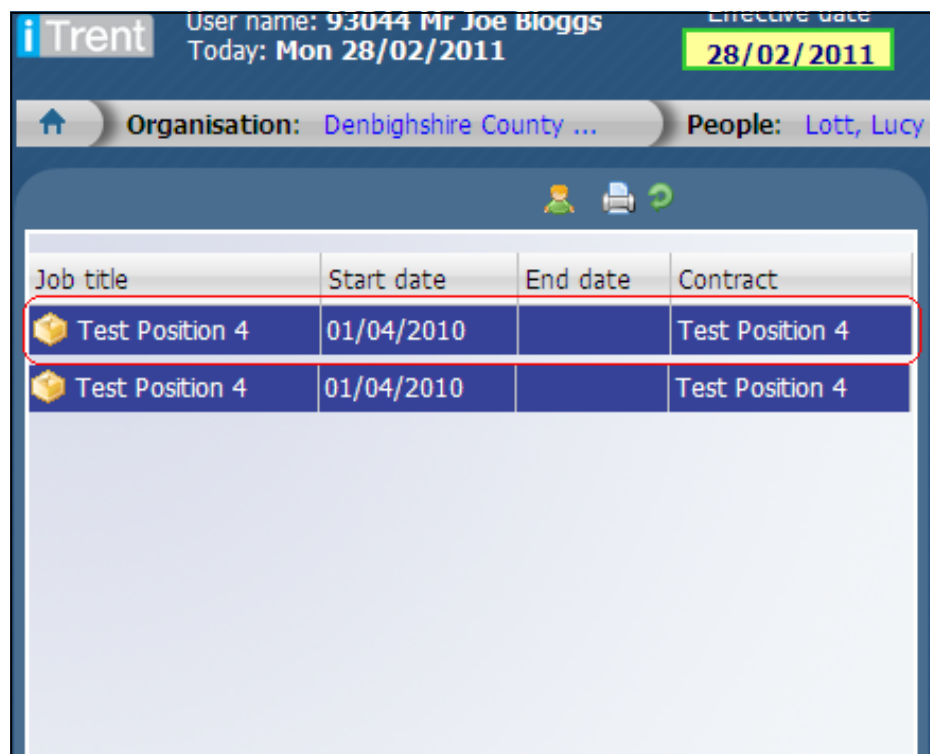
Forgotten password?

Contact administrator



Login

Check an **Employees** **Contractual Hours**

- 2) If the member of staff reports into you in more than once position, you will then be asked to select the position you wish to check the information for -



The screenshot shows the iTrent People Manager interface. At the top, it displays the user name '93044 Mr Joe Bloggs' and the date 'Today: Mon 28/02/2011'. The effective date is highlighted as '28/02/2011'. Below this, the organisation is 'Denbighshire County ...' and the person is 'Lott, Lucy'. There are icons for a person, a printer, and a refresh button. The main content is a table with the following data:

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

User name

Forgotten user name?

Password

Forgotten password?

Contact administrator

Login

Check an **Employees** **Contractual Hours**

- 3) The screen below will then open. Here you can check the contractual information against the employee in questions -

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

If the hours and basis information is incorrect, please contact a member of **HR Direct** so they are able to edit the record accordingly.