

# iTrent

## Authorisation Access Form

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Please fill in all sections as applicable and see submission instructions at the end of the form.

\* indicates a mandatory field.

### SECTION 1

*NAME:	<input type="text"/>	*JOB TITLE:	<input type="text"/>
*USER:	<input type="text"/>	*DEPARTMENT:	<input type="text"/>
STAFF NUMBER:	<input type="text"/>		

### SECTION 2

#### Core Access:

**For HR/Finance and other** Core iTrent access:required for some roles in order to fulfil your duties. Please indicate the department and the most applicable team or role for your core access. Departmental access options are in Section 3 of this form.

<input type="text"/>	<input type="text"/>
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If none of the above is applicable please use the box below to explain what type of access you require. Please give the Name and Staff ID number if appropriate of someone with the same access as you need.

Please provide details of type of access you require:

*If there are concerns that your request is not suitable, we reserve the right to challenge and return for suitable justification. Please discuss with your HR business partner team if unsure.*

**If you have completed this section you may not need further departmental access in Section 3. Please proceed to Section 4.**

### **SECTION 3**

Please pick which type of access you require for your role, and state the School/Department

#### **Line Manager – School/Department/just reportees:**

for managers who need to see a group of staff that report into them

READ Access to: Sickness absence data, other absence data, Position information including grade, Probation, fixed term contract and PDR review dates. PDR documents and personal details (address/contacts) can be updated.

Whole School/Department (please indicate which school/department):

Reportees only (please indicate reporting staff):

#### **Absence:**

for those responsible to view and update employees' sickness records.

UPDATE Access to: View other absence data, view/update sickness absence data, view/update personal details (address/contacts)

Whole School/Department

#### **Departmental Administrator:**

Combined Line Manager and Absence access with the additional ability to update external funding reviews.

UPDATE Access to: sickness absence data, other absence data, personal details (address/contacts), and external funds reviews.

READ Access to: Position information including grade, hours, fixed term contract and probation review dates

Whole School/Department:

Indicate if specific restrictions are required e.g. all staff except Head of Department, or your own record. Please give Name and Staff ID number if appropriate:

#### **Recruiting Department**

for those responsible for managing or administrating the Recruitment process in department

Ability to: Submit a "Request to Advertise"; Read and download application forms as they come in; Administer a shortlist for interview; Create interview schedules; Merge and send correspondences to applicants; Request references; Submit a "Request to Offer" for your suitable candidate

Indicate if specific Recruitment Campaigns ('Requisitions') are already required on your access. 'Requisitions' are referenced on iTrent by their REQ number:

Casual Recruitment only

Casual Recruitment as well

### Position Approval:

for those needing to raise both new and replacement positions, and obtain financial and business approval from imago ltd, Planning, Research Office, Finance and HR.

Whole School/Department:

### Contract Changes

For departmental administrators or managers responsible for requesting changes to contracts from Planning, Research Office, HR and Finance.

Whole School/Department:

### University Teacher Administrator:

To complete and maintain immigration checks, view and authorise/reject claims submitted.

Whole School/Department:

Primary or Secondary Authoriser?

### Senior Line Manager:

for manager's grade 8 and above. If you are not this grade a justifiable business reason is required and will need additional authorisation from the HR Director.

Access to: Sickness absence data, other absence data, update personal details (address/contact) Position information including grade, Probation and fixed term reviews and update PDR dates and documents and personal details (address/contact). You will have access to salary points and reward review data.

Whole School/Department:

Reporting staff only (please list reporting staff):

## SECTION 4

To view the University's Staff Data Protection guidelines please click [here](#).

### Declaration by Employee:

\*I agree to take responsibility to ensure that personal information is used in accordance with the University's Data Protection guidelines.

Date:

Once complete, please now send this form to [iTrentadmin@lboro.ac.uk](mailto:iTrentadmin@lboro.ac.uk) **with your line manager copied in**. The access should be appropriate to your job role and deemed suitable by your manager. Where access is given to a whole department and/or involves absence input or position requests, the Head of Department will also be informed.