AUTHORISATION FOR ACCESS TO ITRENT SYSTEM
(To be completed by line managers for new users and amendments to current user's access)

Name:	Employee Reference Number:
Email address:	
Designation:	Service:

Please arrange for the above employee access to be

If user requires the same access as another user, please give details of said user below:

Name:	Employee Number:

Access Required:

Please complete for all employees:	
What is the iTrent access required for? (please provide as much detail as possible below)	
Please answer below for People Resources employees only:	
Document Manager access should be added/removed	
myNL Portal access should be added/removed	
Please answer below for ESC Workforce Resourcing/Payroll employees only	
ESS Questionnaire access should be added/removed for Workforce Resourcing	
ESS Questionnaire access should be added/removed for Payroll/Pensions	
Please answer below for Recruitment Authorisers:	
HRBP Admin access be added/amended/removed	
Finance access to be added/amended/removed	
HRBP access to be added/amended/removed	

Service access required for:	
And/or Unit:	
Access required - commencement date:	
Managers Signature: (Must be authorised signatory)	Date:
Print Name (Manager):	Manager's Job Title

Please notify Systems Admin of any change to an employee's access requirements e.g. Change of role, long term sickness, maternity leave etc

Employee Signature:	Date:

Please ensure this form is authorised and returned along with the 'Employee Security Form' to the following email address – Esc-WorkforceSystemsAdminTeam@northlan.gov.uk