

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: |
| Phone number: | |
| Designation: | Service: |

Please arrange for the above employee

To be added to the list of iTrent users for this Service

To have their access to the iTrent system amended

To have their access to the iTrent system removed

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

| | |
|--------------|-------------------------|
| Name: | Employee Number: |
|--------------|-------------------------|

Role Required: (Please tick one or more options below)

| | |
|---|--|
| Absence input | |
| Overtime and Expenses input | |
| HR Administrator (Employee Service Centre only) | |
| HR Administrator – Read Only | |
| Accounts | |
| Payroll | |
| Control and Recs | |
| Payslip Distribution | |
| Accounts | |
| Councillor Input | |
| Other (please specify) | |

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

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****