



Derby City Council

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MiPeople Reference Guide

MiPeople – Absence & Attendance Management

A screenshot of the iTrent login interface. At the top is the 'iTrent' logo. Below it are two input fields: 'User name' and 'Password'. Under the password field is a link that says 'Contact administrator'. At the bottom is a 'Login' button.

iTrent

User name

Password

[Contact administrator](#)

Login

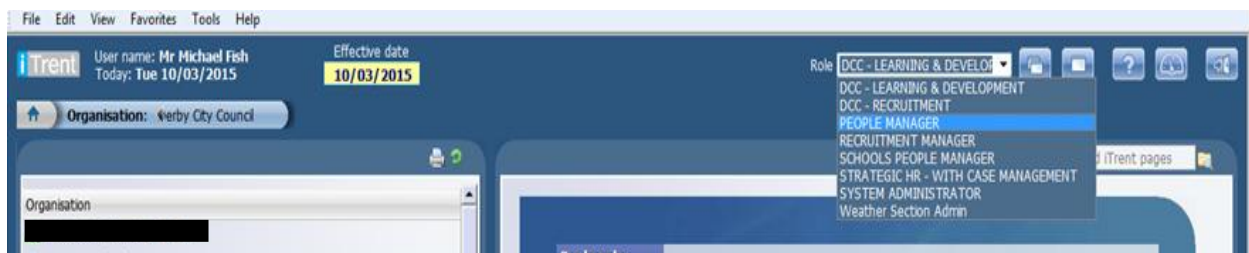
This is the first logon screen which you will need to enter your User name and Password.

Your user name and password is usually the same as your network login details.

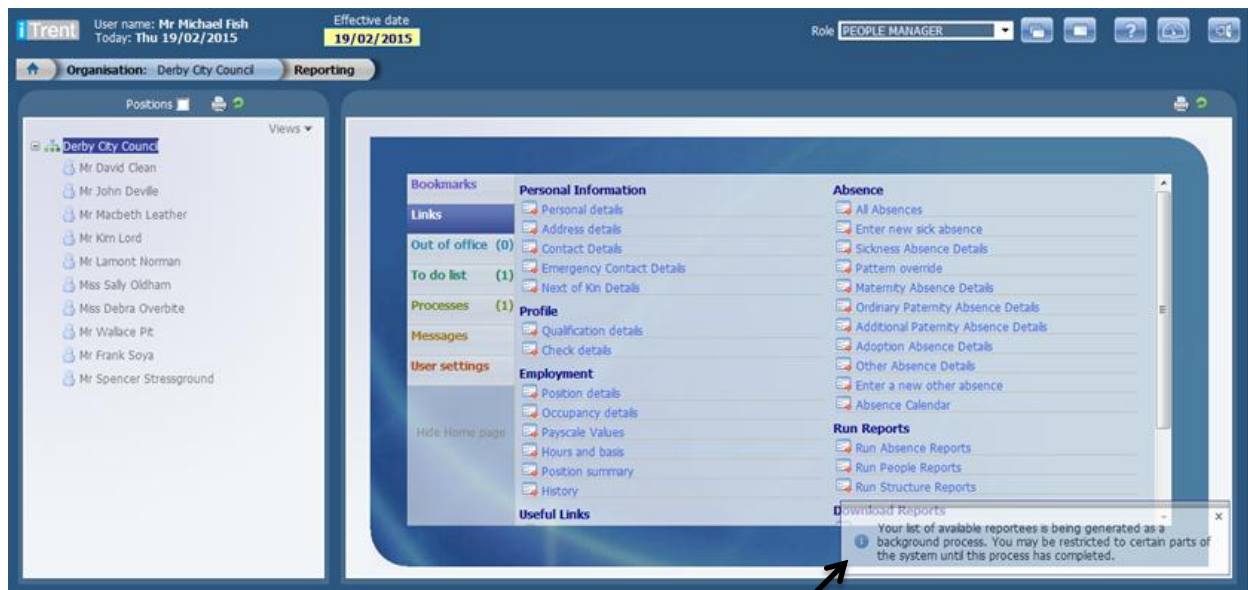


Log into the role of - PEOPLE MANAGER or SCHOOL BUSINESS MANAGER

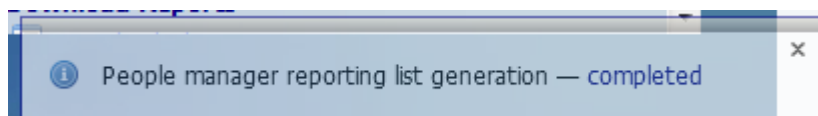
If you currently use the system for other uses and have logged in as another role, then you can log change your Role into People Manager by choosing the “People Manager” option from the drop down menu at the top of the screen.



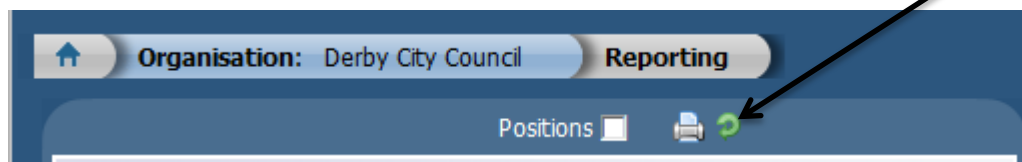
After you have logged on, the system will build your reporting structure for the staff you manage, as shown by the message at the bottom of the screen



When this has been done you will receive the following message at the bottom of the screen



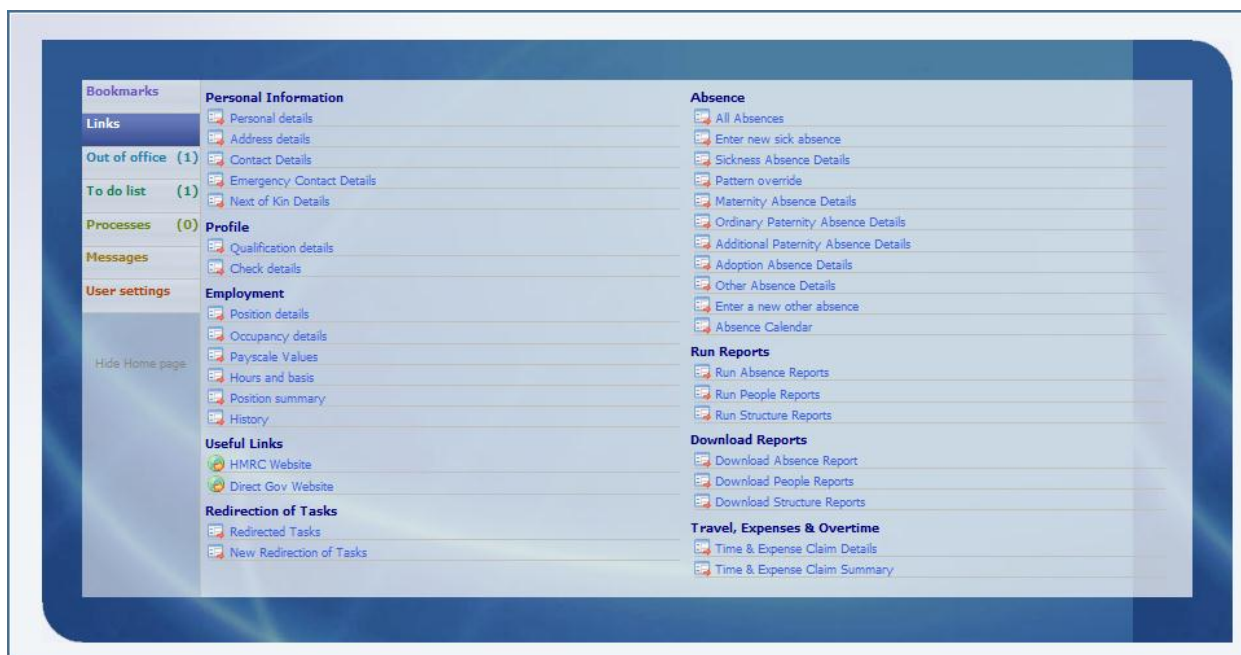
Once this has been done you can refresh the screen by clicking on the green refresh button and the employee's names will become bold.



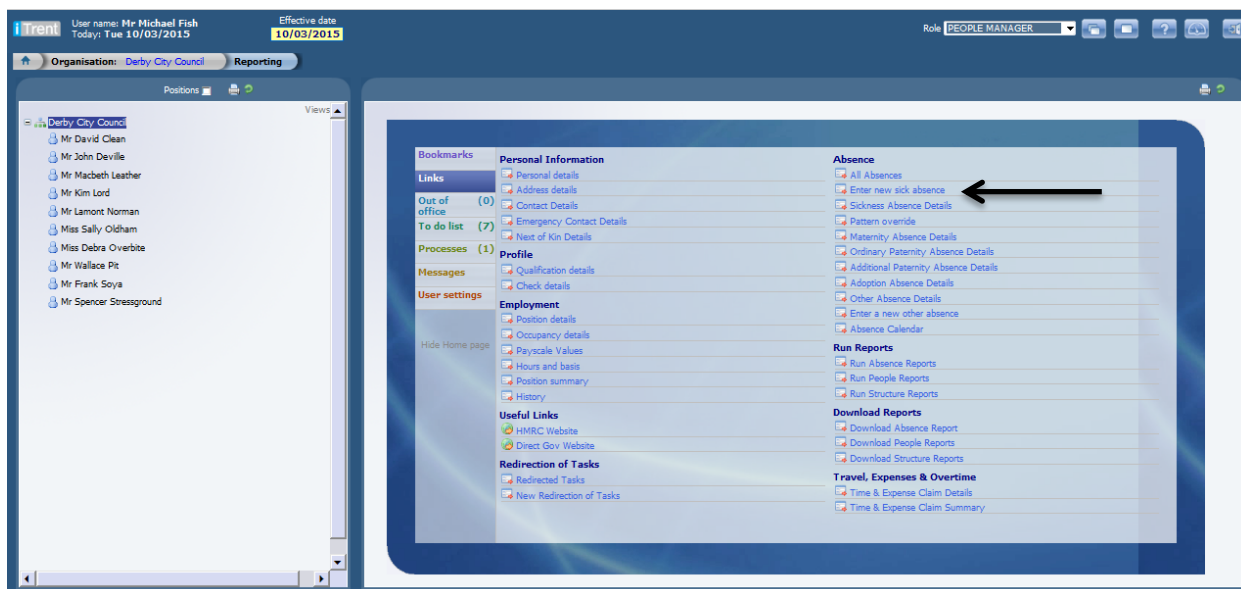
Absence

New Sickness Absence and New Other Absence Details

If you have a new absence that you need to create for a member of your staff the format is the same on the screen for both types of absence (Sickness and Other), it is just the drop down options for absence type and reason which are different.



Click on the employee you require and then click on 'Enter New Sickness Absence'.



Input the Absence start date and use the drop down list to indicate whether it is a full day of part day. Input the end date (if known), the type and the expected end date. Use the dropdown option to choose type of absence and the absence reason.

Effective date: 19/02/2015

Organisation: Derby City Council | People: Miss Sally Oldham | Sickness absence list | New - Sickness absence details

Start date	Day	End date	Day	Type	Position
15/02/2015	Sun	15/02/2015	Sun	Industrial Injury	Principal Weather S
13/02/2015	Fri	13/02/2015	Fri	Sickness - Phased Return	Principal Weather S
12/02/2015	Thu	12/02/2015	Thu	Industrial Injury	Principal Weather S
11/02/2015	Wed	11/02/2015	Wed	Sickness	Principal Weather S
09/02/2015	Mon	10/02/2015	Tue	Sickness	Principal Weather S
06/02/2015	Fri	06/02/2015	Fri	Sickness	Principal Weather S
05/01/2015	Mon	07/01/2015	Wed	Sickness	Principal Weather S
04/01/2015	Sun	04/01/2015	Sun	Sickness	Principal Weather S
01/01/2015	Thu	02/01/2015	Fri	Sickness	Principal Weather S

Sickness absence details: New

Absence start
Date: 18/02/2015
Type: Full day

Absence end
Date: 18/02/2015
Type: Full day
Expected end date:

Absence
Absence type: Sickness
Absence reason: <None>

Save

Press save. To go back to the home page, click on the home page.

Effective date: 19/02/2015

Organisation: Derby City Council | People: Miss Sally Oldham | Sickness absence list: 18/02/2015 | Sickness absence details

Changes have been saved.

Sickness absence details: Miss Sally Oldham

Absence start
Date: 18/02/2015
Type: Full day

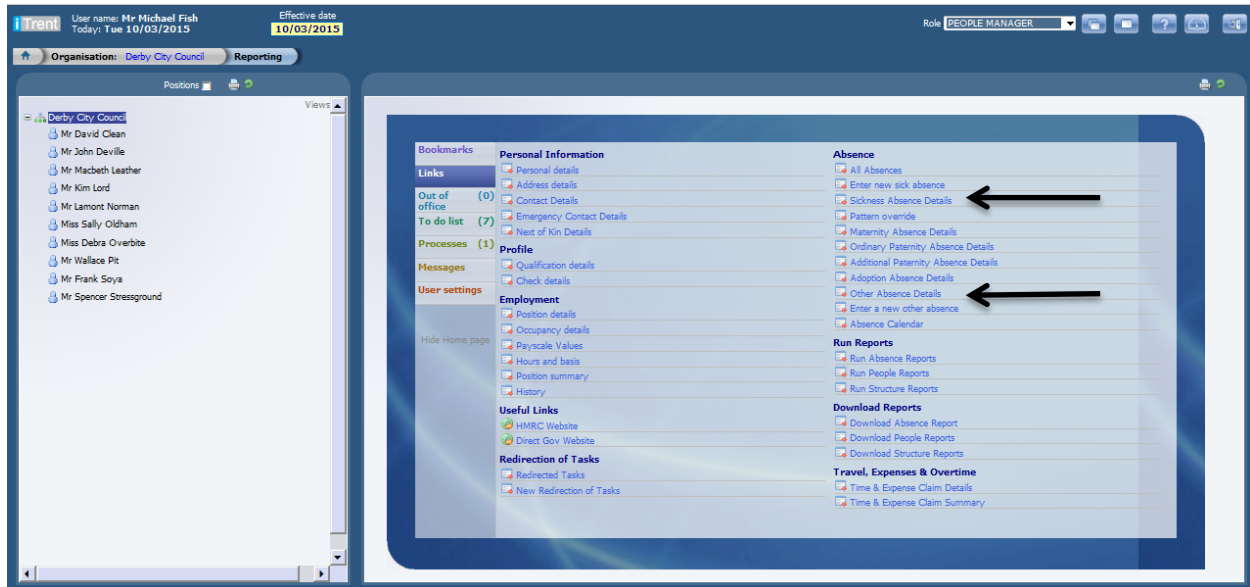
Absence end
Date: 18/02/2015
Type: Full day
Expected end date:

Absence
Absence type: Sickness
Absence reason: <None>
Position: Principal Weather Support Services Officer (029673A) (Current)

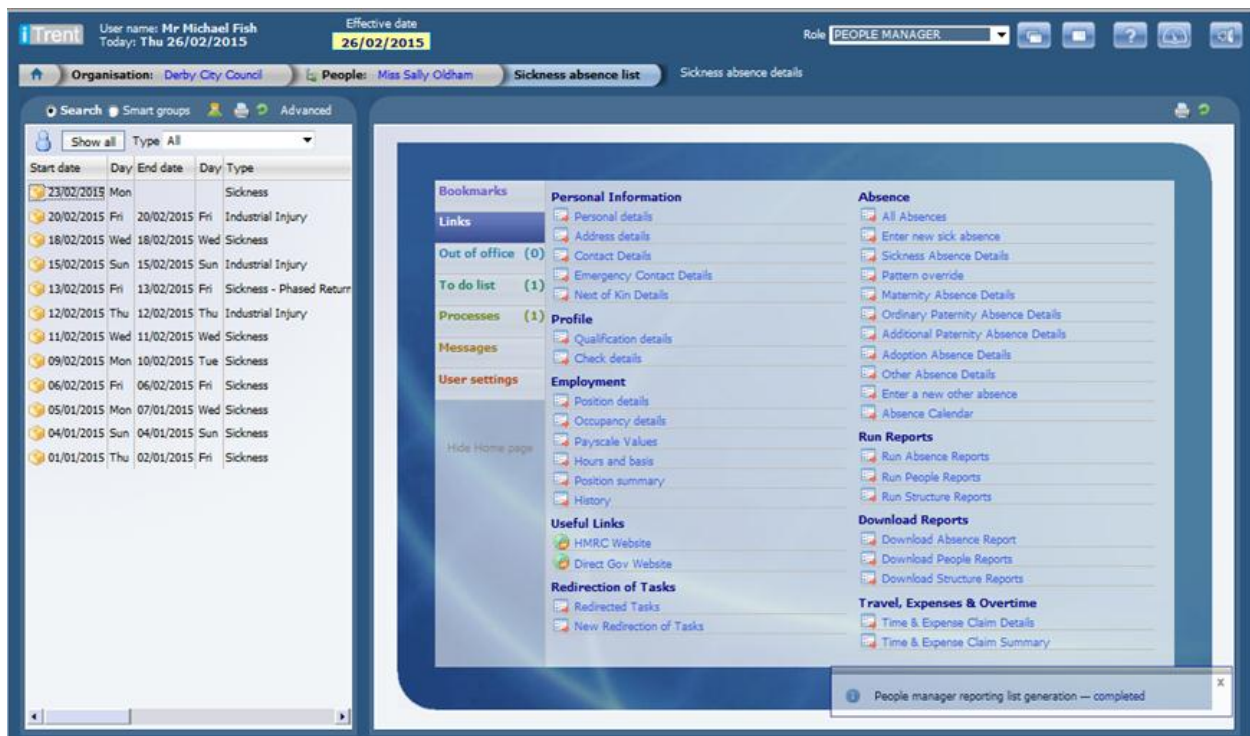
Save New

Absence Amendments

If you wish to amend an absence that has already been created you will need to go to the employee list. Click on the employee whose absence needs amending and then click on relevant type of absence - 'Sickness Absence Details' or 'Other Absence Details'



You will then see a list of absences for the employee you have chosen.



Click on the required absence.

The screenshot shows the 'Trent' People Manager interface. At the top, the user is 'Mr Michael Fish' and the effective date is '26/02/2015'. The role is 'PEOPLE MANAGER'. The breadcrumb trail shows 'Organisation: Derby City Council' > 'People: Miss Sally Oldham' > 'Sickness absence list: 23/02/2015' > 'Sickness absence details'.

On the left, there is a table of absences:

Start date	Day	End date	Day	Type
23/02/2015	Mon			Sickness
20/02/2015	Fri	20/02/2015	Fri	Industrial Injury
18/02/2015	Wed	18/02/2015	Wed	Sickness
15/02/2015	Sun	15/02/2015	Sun	Industrial Injury
13/02/2015	Fri	13/02/2015	Fri	Sickness - Phased Return
12/02/2015	Thu	12/02/2015	Thu	Industrial Injury
11/02/2015	Wed	11/02/2015	Wed	Sickness
09/02/2015	Mon	10/02/2015	Tue	Sickness
06/02/2015	Fri	06/02/2015	Fri	Sickness
05/01/2015	Mon	07/01/2015	Wed	Sickness
04/01/2015	Sun	04/01/2015	Sun	Sickness
01/01/2015	Thu	02/01/2015	Fri	Sickness

The main form on the right is titled 'Sickness absence details: Miss Sally Oldham'. It contains the following fields:

- Absence start:** Date (23/02/2015), Type (Full day)
- Absence end:** Date (empty), Type (Full day), Expected end date (empty)
- Absence:** Absence type (Sickness), Absence reason (44 - Potential third party accident), Position (Principal Weather Support Services Officer (029673A) (Current))

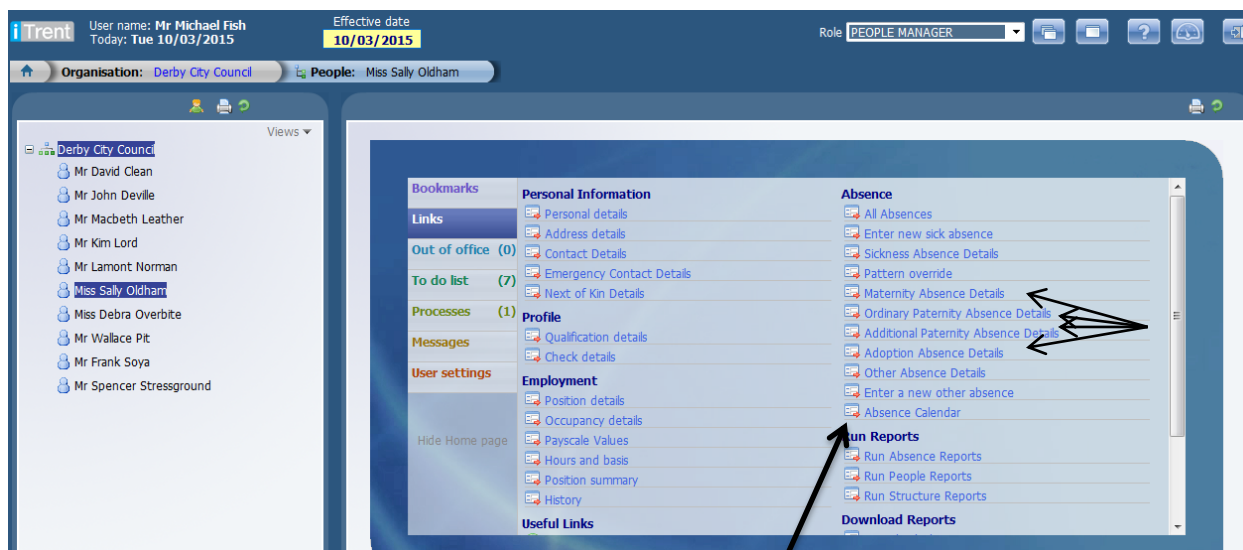
Buttons for 'Save', 'New', and a home icon are at the bottom. A status bar at the bottom right says 'People manager reporting list generation -- completed'.

On the far right, a pop-up box shows details for Miss Sally Oldham: Principal Weather Support Services Officer, 029673, 029673.

Input the required amendment and save.

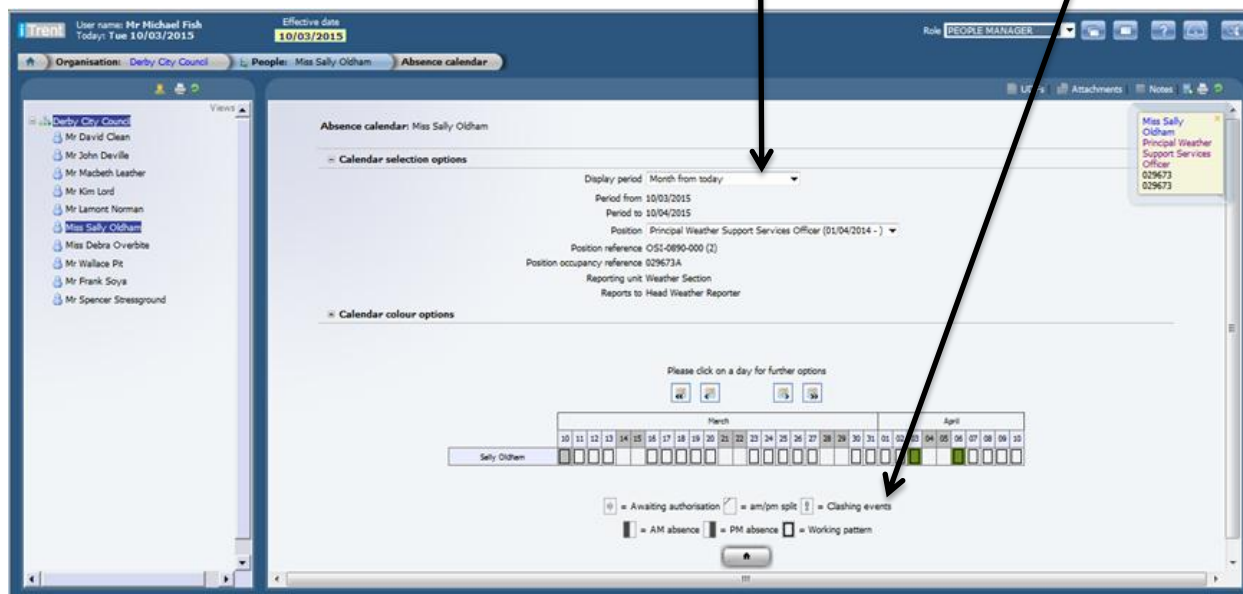
Parental Absences

As you will see from the list you are also able to view details of any other parental absences.



Absence Calendar

You will see also that there is an option entitled 'Absence Calendar'. This can be used to see a summary of absences for a period of time for an employee or a group of employees. Choose the employee you wish to see and then click on the calendar. You are then able to use the drop down list to pick the display option you require. If you wish to change the period you can by clicking on any of the further options icons.

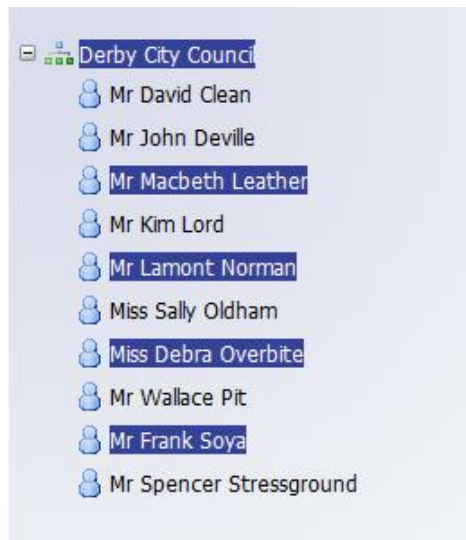


If you only wish to see certain types of absences go to the 'Calendar colour options' and click on '+'. Untick the options that are not required. Currently holiday options are not being used.

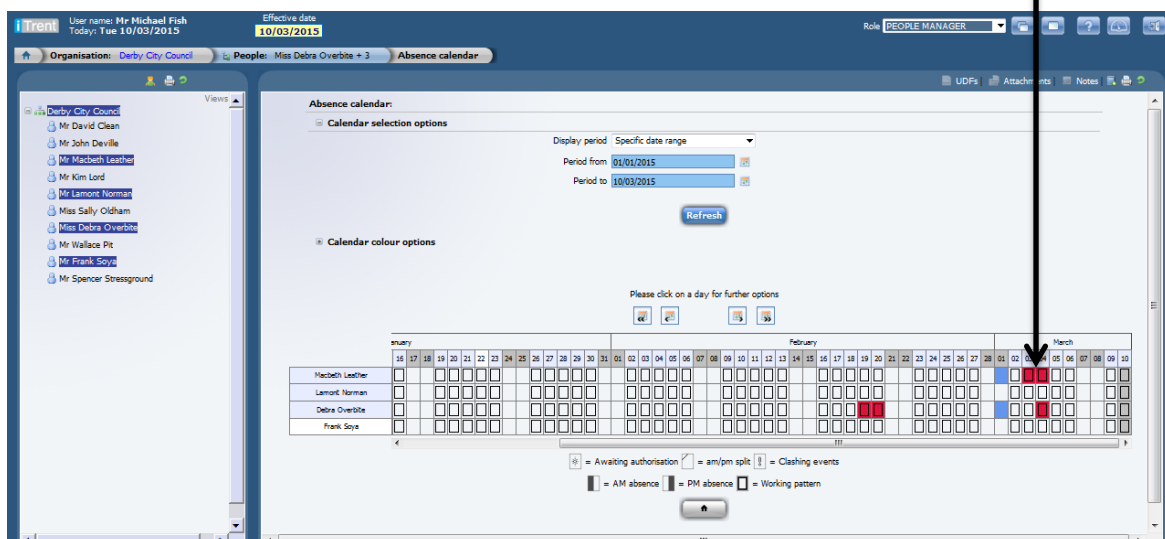
Calendar colour options

Bank holiday	<input checked="" type="checkbox"/>	Company holiday	<input checked="" type="checkbox"/>	Holiday	<input checked="" type="checkbox"/>
Sickness	<input checked="" type="checkbox"/>	Learning activity	<input checked="" type="checkbox"/>	Other	<input checked="" type="checkbox"/>
Maternity / Paternity	<input checked="" type="checkbox"/>	Adoption	<input checked="" type="checkbox"/>	Working pattern	<input checked="" type="checkbox"/>

To see more than 1 employee you need to hold down 'ctrl' + 'alt' and then with the left mouse button click on the employees required.

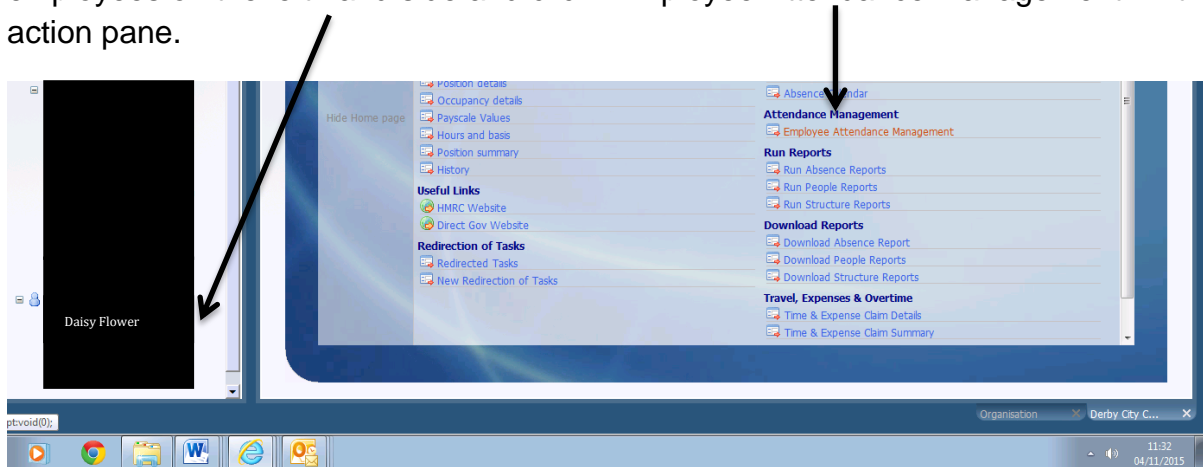


The list will then display those employees absences. If you move the cursor over the item then further details relating to the absence are displayed.



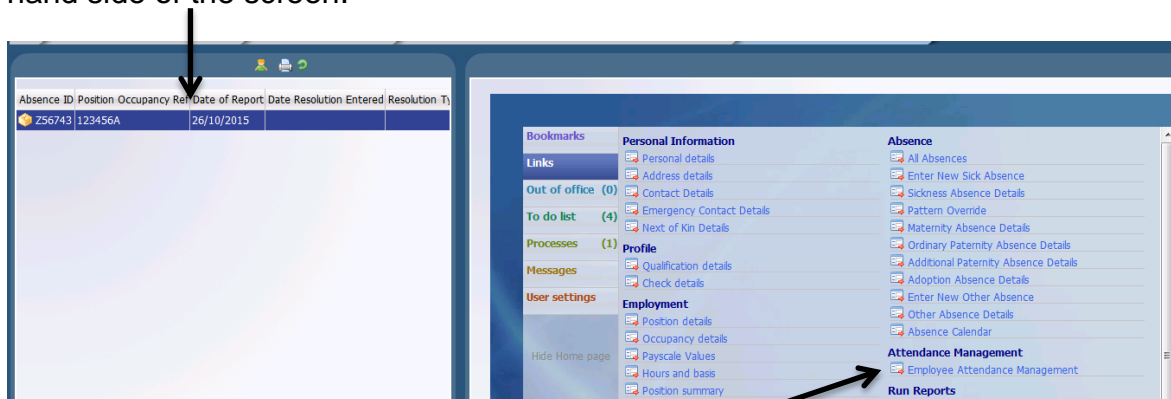
Recording Attendance Management Outcomes

Select the person whose trigger resolution needs to be updated from the list of employees on the left hand side and click "Employee Attendance Management" in the action pane.



Under Employee Attendance Management, you should be able to see the trigger ID that matches the trigger received for the colleague.

Click on the trigger ID and the resolution form will appear in the action pane on the right hand side of the screen.



Click Employee Attendance Management

The following fields will already be populated: Absence ID, Post Occupancy Reference and Date of Report.

Absence ID	Position Occupancy Ref	Date of Report	Date Resolution Entered	Resolution Type
Z56743	123456A	26/10/2015		

UDF Details: Attendance Management Triggers - [REDACTED]

Absence ID: Z56743

Position Occupancy Ref: 123456A

Date of Report: 26/10/2015

Date Resolution Entered:

Resolution Type:

Resolution Notes:

Save

Three fields on the form require completion: Date resolution entered; Resolution type from the drop down menu and Resolution notes if applicable.

The first two fields must have data entered in them otherwise the trigger will show as outstanding and incomplete when reports are ran for Strategic Directors.

If a colleague has more than one trigger, this process will need to be repeated for both triggers (identified by the Absence ID).

Click save

Absence ID	Position Occupancy Ref	Date of Report	Date Resolution Entered	Resolution Type
Z56743	123456A	26/10/2015	04/11/2015	Trigger Interview: 1st in twelve months

UDF Details: Attendance Management Triggers - [REDACTED]

Absence ID: Z56743

Position Occupancy Ref: 123456A

Date of Report: 26/10/2015

Date Resolution Entered: 04/11/2015

Resolution Type: Trigger Interview: 1st in twelve months

Resolution Notes: Meeting scheduled for 11/11/15

Save

End of process.