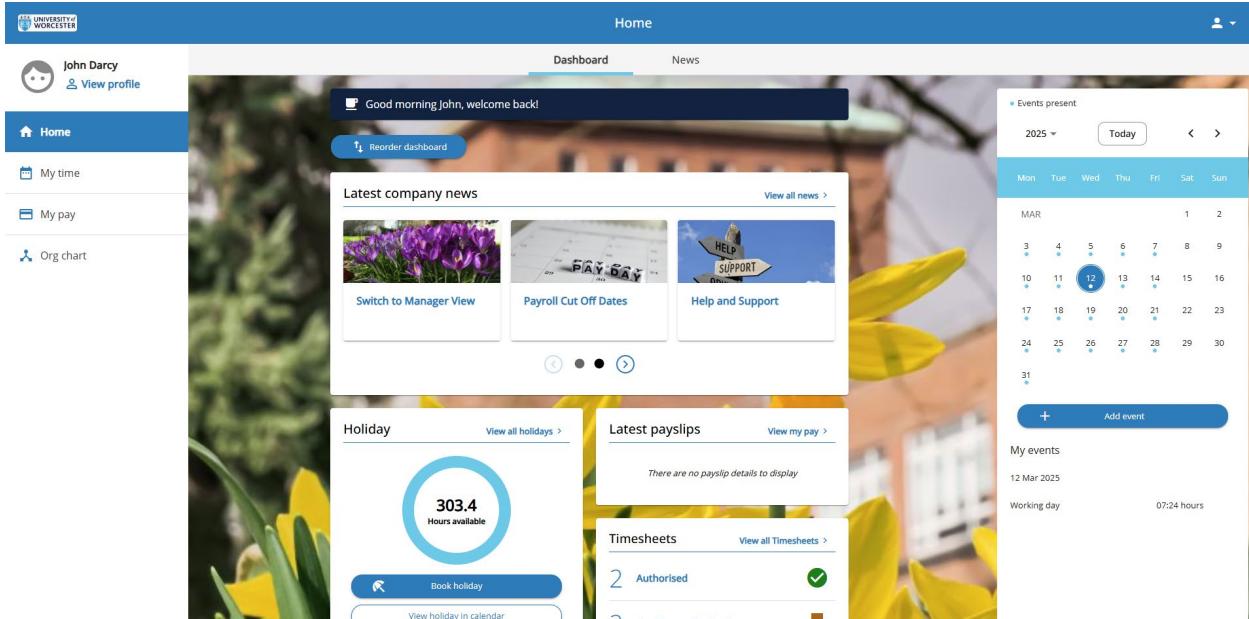


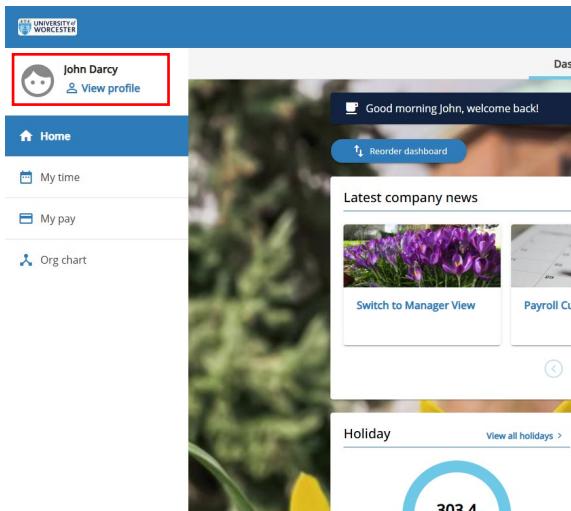
My View

Viewing and amending personal information

This is *iTrent My View*. From here employees have access to a range of HR facilities via **Employee Self Service (ESS)**.



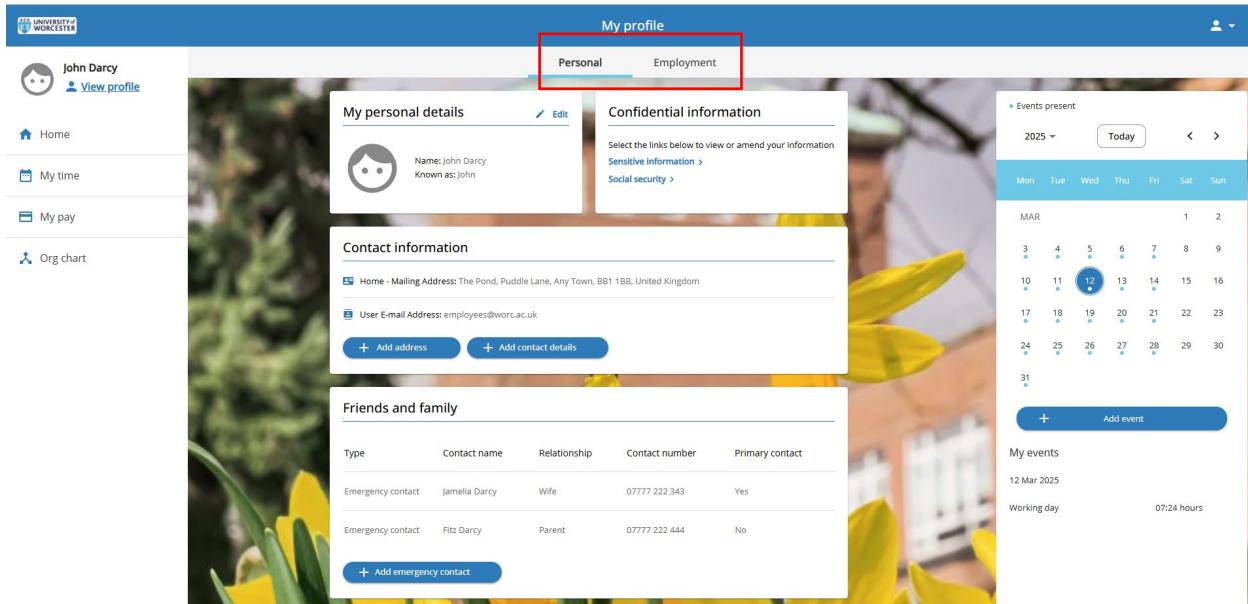
The screenshot shows the iTrent My View dashboard. At the top, a blue header bar displays the university logo and the text "Good morning John, welcome back!". Below this is a navigation bar with "Home" selected, and "Dashboard" and "News" as other options. The main content area is divided into several sections: "Latest company news" (with cards for "Switch to Manager View", "Payroll Cut Off Dates", and "Help and Support"), "Holiday" (showing 303.4 hours available with a "Book holiday" button), "Latest payslips" (noting "There are no payslip details to display"), and "Timesheets" (showing 2 authorised timesheets). To the right, there is a calendar for March 2025 with the 12th marked as the current date. A sidebar on the right lists "Events present", a date selector for "Today", and a "Add event" button. At the bottom, it shows "My events" (12 Mar 2025), "Working day" (07:24 hours), and a "Working day" button.



This screenshot is identical to the one above, but the "View profile" link in the top-left corner of the dashboard has been highlighted with a red box. This indicates where the user should click to view their personal information.

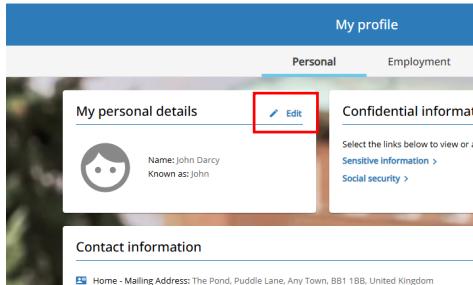
To view your personal information, start here and select **View Profile** in the top left of the screen.

This is the **My Profile** page. At the top of the page, you can switch between **Personal** and **Employment** information.



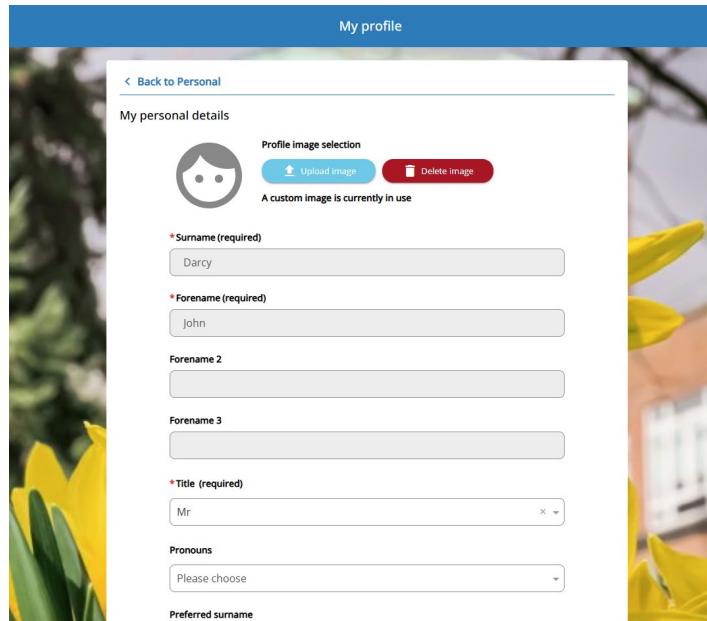
The screenshot shows the 'My profile' page with a blue header. On the left, a sidebar shows a profile picture of 'John Darcy' and links to 'Home', 'My time', 'My pay', and 'Org chart'. The main content area has a title 'My profile' with tabs 'Personal' (highlighted with a red box) and 'Employment'. Below the tabs are sections: 'My personal details' (with an 'Edit' link), 'Confidential information' (with links to 'Sensitive information' and 'Social security'), 'Contact information' (listing 'Home - Mailing Address' and 'User e-mail Address'), and 'Friends and family' (listing emergency contacts: 'Jamelia Darcy' (Wife) and 'Fitz Darcy' (Parent)). To the right is a calendar for March 2025, showing the 12th as the current date. At the bottom right, there's a section for 'My events' showing '12 Mar 2025' as a 'Working day' from '07:24 hours'.

From here you can edit any personal information including **Personal details**, **Confidential information**, **Contact information**, **Friends and family details** and **Bank details**.



The screenshot shows the 'My profile' page with the 'Personal' tab selected. The 'My personal details' section is open, showing a placeholder profile image and an 'Edit' link. Below it is a 'Confidential information' section with links to 'Sensitive information' and 'Social security'. At the bottom, there's a 'Contact information' section with a mailing address.

In this example we will edit some **Personal details** by clicking on the **Edit** symbol here.



The screenshot shows the 'My personal details' edit page. It includes a 'Profile image selection' section with 'Upload image' and 'Delete image' buttons, and a note 'A custom image is currently in use'. Below are fields for 'Surname (required)' (Darcy), 'Forename (required)' (John), 'Forename 2', 'Forename 3', 'Title (required)' (Mr), 'Pronouns' (Please choose), and 'Preferred surname'.

Here you can update things like your iTrent profile image, marital status and previous names.

My profile

Preferred surname
Darcy

Preferred name
John

Previous surname

Marital status
Please choose

* Date of birth (dd/mm/yyyy) (required)
01/04/1988

Organisation start date (dd/mm/yyyy)
08/01/2024

Reckonable service date (dd/mm/yyyy)
08/01/2024

Attachments

+ Add attachment

No attachments have been added

Save Cancel

Once you're happy with the changes you've made, click the **Save** button at the bottom of the page.

There will be a notification at the top of the screen to alert you that the changes have been made.

You can change any of your other details by clicking on the **Add...** buttons on this screen.

My profile

Personal Employment

John Darcy [View profile](#)

Home My time My pay Org chart

My personal details [Edit](#)

Name: John Darcy Known as: John

Confidential information

Select the links below to view or amend your information

Sensitive information > Social security >

Contact information

Home - Mailing Address: The Pond, Puddle Lane, Any Town, BB1 1BB, United Kingdom

User E-mail Address: employees@worc.ac.uk

+ Add address + Add contact details

Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Jamelia Darcy	Wife	07777 222 343	Yes
Emergency contact	Fitz Darcy	Parent	07777 222 444	No

+ Add emergency contact

Events present

2025 Today < >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

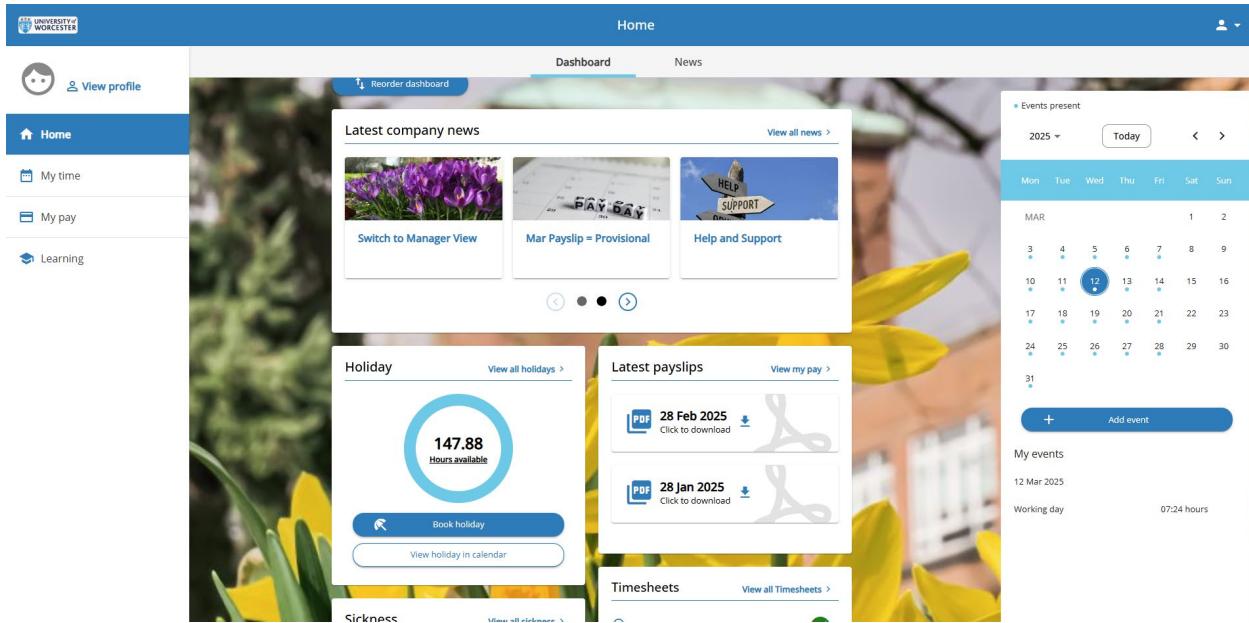
+ Add event

My events

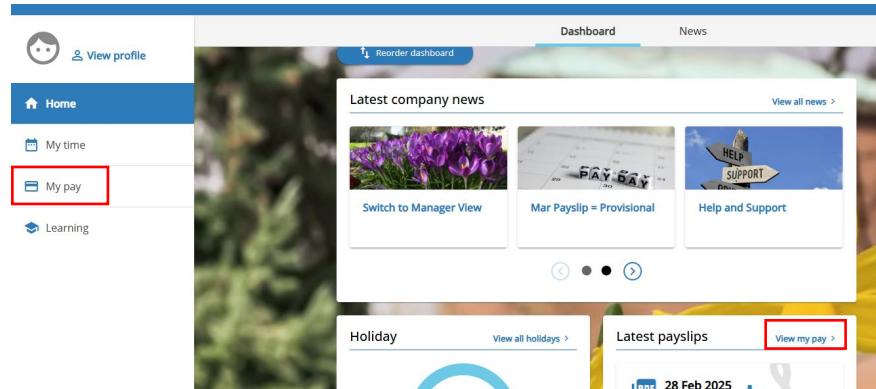
12 Mar 2025 Working day 07:24 hours

Accessing and downloading your payslips

There may be time where you need to check or download your upcoming or previous payslips.



To do this click on ***View my pay*** in the ***Latest payslips*** widget. You can also click on the ***My Pay*** button on the sidebar.



Both buttons will bring you to the ***My Pay*** page.

The screenshot shows the 'My pay' section of a web application. On the left, a sidebar includes links for 'View profile', 'Home', 'My time', 'My pay' (which is highlighted in blue), and 'Learning'. The main content area has a header 'My pay' and 'Timesheets'. A 'Payslips' section displays a list of pay dates with download icons. A calendar for March 2025 shows the 12th as the current date. A sidebar on the right shows 'My events' for March 2025 with the message 'No events to display'.

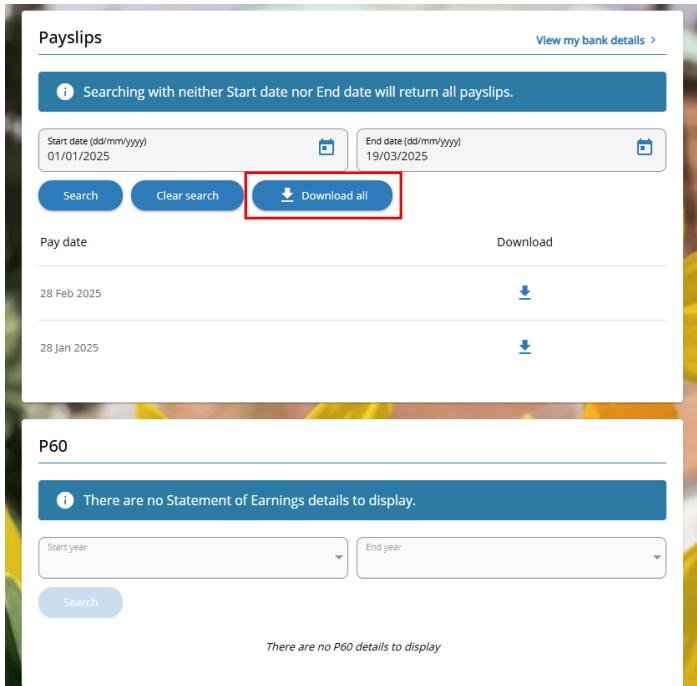
The default view will show you all of your available payslips.

You can also search for specific pay periods using the two date boxes and selecting **Search**.

When you are ready you can download the payslips by selecting the **Download** arrow.

The screenshot shows the 'My pay' section with a search interface. The 'Search' button and the date range boxes (01/01/2025 to 19/03/2025) are highlighted with a red box. Below the search results, a 'P60' section displays a message: 'There are no Statement of Earnings details to display.' It includes 'Start year' and 'End year' dropdowns and a 'Search' button. The message 'There are no P60 details to display' is also present.

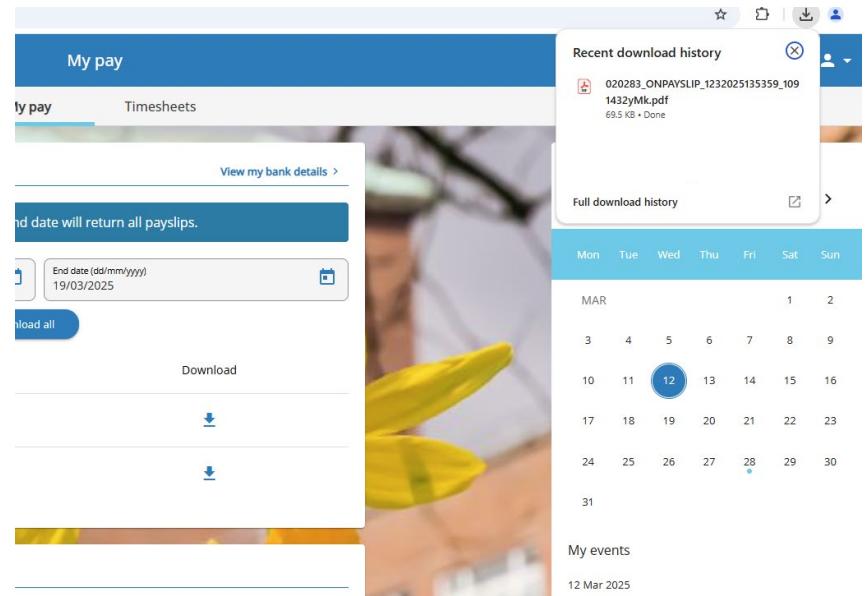
You can also choose to download all of your payslips by selecting **Download all**.



The screenshot shows the 'Payslips' section of an application. At the top, there is a search bar with placeholder text: 'Searching with neither Start date nor End date will return all payslips.' Below the search bar are two date input fields: 'Start date (dd/mm/yyyy)' set to '01/01/2025' and 'End date (dd/mm/yyyy)' set to '19/03/2025'. To the right of these fields are 'Search' and 'Clear search' buttons. A prominent red box highlights the 'Download all' button, which has a download icon and the text 'Download all'. Below this, there are two rows of pay date information. The first row shows '28 Feb 2025' with a download icon. The second row shows '28 Jan 2025' with a download icon. At the bottom of the page, there is a section for 'P60' with a message: 'There are no Statement of Earnings details to display.'

If relevant, there may also be P60 information shown here.

Once downloaded your payslips will appear in the downloads folder of your device.



The screenshot shows the 'My pay' section of an application. At the top, there is a navigation bar with 'My pay' and 'Timesheets' tabs, and a 'View my bank details >' link. Below the navigation bar is a search bar with placeholder text: 'Searching with neither Start date nor End date will return all payslips.' Below the search bar are two date input fields: 'Start date (dd/mm/yyyy)' set to '19/03/2025' and 'End date (dd/mm/yyyy)' set to '19/03/2025'. To the right of these fields are 'Search' and 'Clear search' buttons. A red box highlights the 'Download all' button, which has a download icon and the text 'Download all'. Below this, there are two rows of pay date information. The first row shows '28 Feb 2025' with a download icon. The second row shows '28 Jan 2025' with a download icon. To the right of the main content is a sidebar. The top part of the sidebar is titled 'Recent download history' and shows a file named '020283_ONPAYSILIP_1232025135359_109 1432yMk.pdf' with a size of '69.5 kB' and a status of 'Done'. Below this is a 'Full download history' section with a calendar view. The calendar shows the month of March 2025 with days numbered 1 through 31. The 12th of March is highlighted with a blue circle. At the bottom of the sidebar, there is a 'My events' section with the date '12 Mar 2025'.