



Using Schools' Self Service

**Maintain Personal Information and
View/Download Payslips and P60**

Version 5.0, 12 November 2021

Introduction

iTrent Self Service allows you to view your pay history, P60s and to look at your payslips on screen, save them electronically or, if necessary, print. It also allows you to view and update some of the details we hold against your payroll record.

Updates

From 12 November 2021, the following new features are available:

- The design of the screens has changed so that the system is accessible from a mobile phone, tablet, laptop and desktop.
- Because it is best practice to keep copies of your payslips for your future records, you are now able to download **all** payslips in one go rather than having to download them individually.
- To aid accessibility, you can now switch the screen colours to 'Dark mode'.

If you are an existing user of Self Service, the previous link to the system will **no longer work**. Please use: https://ce0154li.webitrent.com/ce0154li_ess.

Tip: Update your Favorites with the new link so you can access it easily next time.

About this guide

The instructions in this guide have been written for those using a laptop or desktop, but navigation will be similar if you are using a tablet or mobile phone.

The guide covers:

- [How to access and navigate Self Service.](#)
- [Viewing your pay history and downloading payslips.](#)
- [Viewing and maintaining personal information.](#)
- [Switching to 'Dark mode'.](#)
- [Problems.](#)

How to access and navigate Self Service

Self Service can be accessed from any computer, mobile phone or tablet with access to the Internet, so you are able to log in and see your payslips from home.

Note: If you do not have access to the Internet your school has been asked to make a computer and printer available for your use so you are able to see and download payslips.

New employees - the first time you log in

1. Log on to the Internet and start Self Service using this link:
https://ce0154li.webitrent.com/ce0154li_ess.

Tip: Save this link to your Favorites so you can access it easily next time.

2. Log in using the following user name and password:

User name	Your user name is your six-digit employee number. Note: If you are a current employee, your employee number is found on your previous payslip; new employees should ask the person who deals with the payroll at the school to let them know their employee number.
Password	Your initial password is your date of birth in the format ddmmyy , suffixed by Zz So, for a date of birth of 27 th August 1968, the password would be: 270868Zz

3. Click **Login**. The system will ask you to change your password. This will only happen the first time you log in or when your password expires.

Note: If you have problems logging in, please contact the Hackney Education Schools' Payroll team (schools.payroll@hackney.gov.uk).


4. In the **New password** field, change your password to something you can remember and confirm the change in the **Confirm password** field.

Password rules:

The password rules are:

- Minimum eight characters.
- Must contain upper and lower case characters.
- Must contain alpha and numeric characters.

Once you have successfully changed your password, the main Self Service Homepage is displayed.

 Good afternoon Simon, welcome back!

Resetting your password

If you have forgotten your password, please **do not** use the **Forgotten password** link on the Login page to reset it. (Because your e-mail address is not recorded on the system, this functionality is **not available**.)

To reset your password, please contact the Hackney Education Schools' Payroll (schools.payroll@hackney.gov.uk).

Navigation

The layout and navigation of Self Service is designed to be intuitive, and there are only three main areas you will really use: **News**, **My pay** (see page [5](#)) and **Profile** (see page [8](#)).

You can navigate back to the previous screen by clicking on the **Back to** links in the top left of the current window you are on:

< **Back to**

Or you can quickly return to the Homepage by clicking the Hackney logo in the top left of the screen:



Signing out

When using a shared or public computer, or a mobile device **you must** sign out when you have finished, otherwise the next user may be able to access your details as the session won't have been ended. Simply closing the browser is **not** sufficient to end the session.

To sign out:

1. Click on the drop-down next to the **User** icon in the top-right corner:



2. Click **Sign out**:



The 'Login' screen will be redisplayed.

Viewing your pay history and downloading payslips

Online payslips show exactly the same information as the paper payslips we issued before July 2017 and are part of our commitment to make Hackney a greener borough.

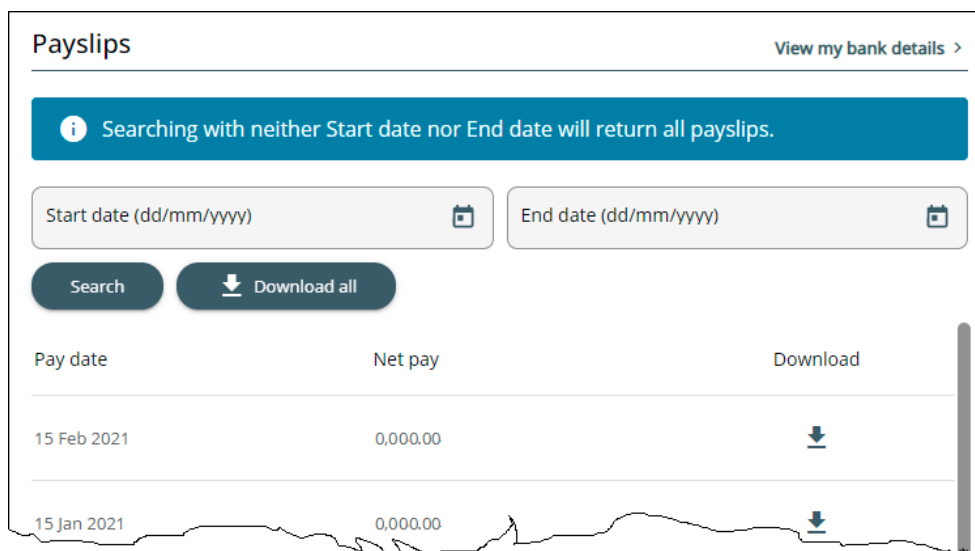
The last paper payslips for schools staff were issued for the June 2017 pay day. So, to see any payslips from July 2017, you will need to open them through iTrent Self Service.

Note: You need to download and keep copies of your payslips each month for your future records, as you will only be able to access iTrent for 12 months after you leave your current school.

Viewing your payslips

From the Self Service Homepage:

1. Click the **My Pay** link in the left-hand panel. Your last 12 months' payslips are displayed, showing the month and the net pay for that period:



Payslips [View my bank details >](#)

Searching with neither Start date nor End date will return all payslips.

Start date (dd/mm/yyyy) End date (dd/mm/yyyy)

Pay date	Net pay	Download
15 Feb 2021	0,000.00	
15 Jan 2021	0,000.00	

2. Click on a specific pay period to see your online payslip summary for that month:

Payments				Deductions			This Period	
Payment	U/T	Rate	Cash	Deduction	Rate	Cash	Description	Value
Basic Salary			0,000.00	Tax		0,000.00	Taxable Pay	0,000.00
				NI - A		0,000.00	Niable Pay	0,000.00
				TCH Pen (CARE)	11.7	0,000.00	Pensionable Pay	0,000.00
							Employer's NI - A	0,000.00
							Employer's Pension	0,000.00
Year-to-date								
							Description	Value
							Tax Paid	0,000.00

Downloading an individual payslip

This 'Payslip' screen only shows a summary of the payslip. To view the full payslip, you need to download it.

Either click the **Download** button from within the payslip, or click the **Download** icon from the previous 'Payslip summary' screen.



A PDF version of your payslip will be downloaded, which you can open, print and save.

Tip: If you want to save a copy of the payslip for future reference, the filename is computer generated, so change it to something more meaningful (for example, Payslip – November 2021).

Downloading all payslips

You are also able to download **all** payslips.

Work around: There is currently a small issue with this functionality which is under investigation by the system supplier. Error messages are displayed and not all payslips are downloaded. In the interim you can still use the **Download all** option, but individually download payslips which are missing.

From the list of payslips:

1. Click the **Download all** button:



A message is displayed warning that you are about to download multiple payslips.

2. Click **Confirm**. PDF versions of each payslip will be downloaded, which you can open, print and save.

Tip: If you want to save a copy of the payslips for future reference, best practice is to move them from where they are downloaded into a specific folder, and rename the computer-generated filenames to something more meaningful (for example, **Payslip – mmyy**).

You are also able to use this **Download all** feature for payslips older than 12 months.

To search for older payslips

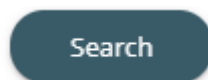
If the payslip or set of payslips you want to view is older than 12 months, use the search facility to find the ones you want:

1. Enter the **Start** and **End** dates for your search (or leave these fields blank to search for all payslips):

Start date (dd/mm/yyyy) 	End date (dd/mm/yyyy) 
---	---

Note: 1) The earliest **Start date** is July 2017. 2) If you leave the **End date** blank, the system will display up to the latest payslip.

2. Click the **Search** button:





A list of payslips is displayed.

You can see a summary of or download an individual payslip, or use the **Download all** button, as described [above](#).

Viewing your P60

P60s are available further down the same 'My pay' screen (beneath the list of payslips). Just click on the one you want to view and it will download:

P60		
Tax year	Employment period	
2019/2020	6th April 2019 - 5th April 2020 (Schools Teachers)	
2018/2019	6th April 2018 - 5th April 2019 (Schools Teachers)	

You can also click the **Download** icon:



Note: There is no **Download all** feature for P60s; you have to download them individually.

Viewing and maintaining personal information

You are also able to view and update some of the details we hold against your payroll record.

Click the **View profile** link beneath your name (in the top left) to display the 'Profile' screen.

 [View profile](#)

The 'Profile' screen is divided into the following five sections:

- **My personal details:**
 - **Personal details**, such as name, marital status, date of birth and service date.
- **Confidential information:**
 - **Sensitive information**, such as religion, ethnicity, sexual orientation, etc.
 - **Social security**, to view the National Insurance number we hold for you.
- **Contact information:**
 - Mailing address.
 - Contact details, such as home and work mobile and telephone numbers.
- **Friends and family.**
- **Bank details.**

To return to the 'Profile' screen from any of these sections, click on **Back to Personal** link in the top-left corner of the window:

[< Back to Personal](#)

Personal details (read-only)

This section is read-only and cannot be amended.

Click on the **Edit** icon to view the details held:

 [Edit](#)

Service date

The 'Personal details' section also holds details of your continuous service date. Scroll to the bottom of the window.

Reckonable service date (dd/mm/yyyy)

01/04/1990

Your continuous service date is recorded in the **Reckonable service date** field.

Confidential information - Sensitive information

The 'Sensitive information' section holds equal opportunities data that allows us to monitor the diversity of the workforce.

Any information entered on this Sensitive information page will be treated in strict confidence. Neither other staff nor your manager will have access to this information, and it will only be used for monitoring purposes.

Confidential information

Select the links below to view or amend your information

[Sensitive information >](#)

The fields and drop-down lists may have changed since you last completed this screen, so it is worth checking the information held.

To view/amend the information, click on the **Sensitive information** link, make any required changes and click **Save**.

Note: If you do not want to answer a particular question, please select 'Prefer not to say' rather than leaving the field blank.

Confidential information – Social Security (read only)

Click on the **Social Security** link to see the National Insurance number we hold for you:


[Social security >](#)

This section is read-only and cannot be amended.

Contact information - Address

We should have your correct address details. However, it is worth checking:

Contact information

 Home - Mailing Address: My Home, My Street, My Town, PC1234, United Kingdom

1. If the address is incorrect, click the **Add address** button.

 + Add Address

2. Add the new address and click **Save**. This will overwrite the old address.

Note: Please enter the postcode in capitals and include the space. For example, E8 1GQ.

Contact information – Contact details

The 'Contact details' section holds your home and work phone and mobile number.

To amend

Click on the detail you want to amend, make changes to the contact information and click **Save**.

To add new contact details

1. Click the **Add Contact Details** button:



2. Click the **Contact type** drop-down and select the type of contact you are adding (e.g. 'Work mobile').
3. Enter the contact information (e.g. the mobile number).
4. Click **Save**.
5. Repeat to add more contact information.

Friends and family - Emergency contacts

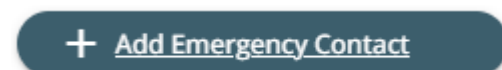
In the 'Friends and family' section you can add details of who to call in case of emergency.

To amend

Click on the contact, make the changes and click **Save**.

To add new emergency contact details

1. Click the **Add Emergency Contact** button:



2. Complete the fields with details of who to call in case of emergency.
3. Click **Save**.
4. Repeat to add more emergency contacts.

Bank details – read-only

This section is read-only and cannot be amended. Click on the link to view the details held.

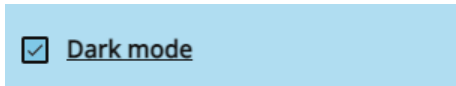
Switching to 'Dark mode'

If you prefer light text on a dark background you can switch to 'Dark mode':

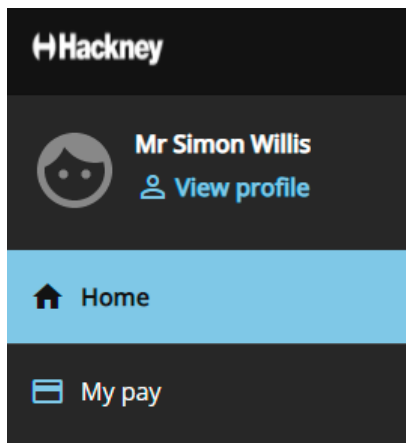
1. Click on the drop-down next to the **User** icon in the top-right corner:



2. Click **Settings** and tick the **Dark mode** box:



The system will present the screen with light text on a dark background:



If you don't like the look-and-feel of 'Dark mode', simply untick the box to revert to the default colour settings.

Problems

If you have any problems or queries please contact the Hackney Education Schools' Payroll team (schools.payroll@hackney.gov.uk).