

## Help us to help you?

The project team would welcome any comments or views you may have in respect of this project and anticipate that an iTrent User Focus Group will be established in due course. If you are interested in participating in such a group, or have relevant suggestions to make, please contact **Amanda Breen, Graduate Intern for the iTrent project** by email to [A.J.Breen@lboro.ac.uk](mailto:A.J.Breen@lboro.ac.uk).

The iTrent project team comprises:

Name	Project Area	Department
<b>Rob Allan</b>	Project Sponsor	Human Resources
<b>Sally Brown</b>	Programme Manager	IT Services
<b>Siobhain Clarke</b>	Project Manager (HR Requirements)	Human Resources
<b>Jacque Harrison</b>	Project Manager (Technical Requirements)	IT Services
<b>Anjana Lad</b>	Project Manager (Web Recruitment Project)	IT Services
<b>Sue Bruce</b>	Senior HR Officer (Recruitment lead)	Human Resources
<b>Sue Roberts</b>	Senior HR Officer (Recruitment)	Human Resources
<b>Amanda Breen</b>	Graduate Intern (iTrent)	Human Resources
<b>Geoff Clay</b>	Payroll	Payroll
<b>Allison Jennings</b>	Payroll	Payroll

## Enhancement to the University's HR System

# Enhancement to the University's HR System

Human Resources, in partnership with IT Services and Finance, are pleased to announce that work has commenced on a project to upgrade and enhance the existing HR system from Trent to iTrent.

## What is iTrent?

iTrent is a web based product provided by our existing software suppliers (Midland HR & Payroll Ltd).

## Why are we doing it?

By upgrading to iTrent, the University will be able to ensure that as well as operating from a modern supported platform, we are in a better position to deliver service improvements and business enhancements by making greater use of technology. This project is in support of the University's Value For Money strategy and is intended to make longer term financial and efficiency savings.

## What benefits will this bring?

- Enhanced access to HR information for Managers, in an easy to use format, by incorporating a University wide manager self-service module,
- Improve and streamline key HR business processes
- reduction in paper trails as business processes are automated using electronic workflows
- empowerment of employees to use Employee Self Service modules to request annual leave, book development opportunities, update personal information and receive electronic payslips for example.
- introduction of a web based recruitment system that automates and streamlines the process for job applicants (both internal and external) to the University which will enhance the University's reputation as an employer of choice.

## What work is happening now?

The project has been broken down into two discrete phases and the initial phase is currently underway.

**To start with, Phase 1** will deliver a new technical environment along with system upgrade on a like for like basis, replacing functions currently undertaken in Trent. A great deal of work will also be going on behind the scenes to implement improvements that may not be visible to end users.

**The second half of Phase 1** (after University restructuring changes have taken place) will see the introduction of core business enhancements such as improved sickness absence reporting (by having a greater understanding centrally of individual working patterns), automation of holiday requests and authorisation, along with introduction of self service facilities for managers and employees. In addition, introduction of Web Recruitment functionality that would enhance the applicant experience.

**It is anticipated that Phase 2** will incorporate the adoption of a centralised Learning Events module to manage training and development, introduction of electronic payslips for some staff groups along with other system facilities that may include Health & Safety, support with staff rostering, administration of staff expenses, document management etc.

## What are the timescales for this project?

It is expected that the 'like for like' upgrade of the system would go live during early summer, in advance of any changes that would be needed as part of the University restructuring exercise. The second half of Phase 1 should then follow later in the year. Although the implementation of Phase 2 could have overlapped with Phase 1, it is anticipated that this will start after the complete implementation of Phase 1.

Further information will be provided as the project progresses and we get closer to the go live for iTrent.

## Who will it benefit/impact?

A review is currently underway looking at existing Trent users and possible future requirements. It is intended that training on iTrent will be provided (in varying formats) for staff that need access to iTrent. A specific iTrent overview session will be provided for Operations Managers (once appointed) and for Support Service Managers.