Employee Guide: Signing E-correspondence

This guide is for employees who are new to using iTrent and need to sign official e-correspondence. These documents may include things like contract extensions, pay increases, policy updates, or other communications requiring your acknowledgment.

You'll be notified within iTrent when there is a document to sign. It's important to check and sign these documents promptly, as they may relate to your employment terms or conditions.

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When You Might Need to Sign E-Correspondence

- 1. You may be asked to sign an e-correspondence in situations such as:
 - Contract renewals or extensions
 - Pay adjustments or promotions
 - Confirmation of new job titles or duties
 - Policy updates requiring acknowledgment
 - HR-related changes (e.g. change in working hours or location) Always review these documents carefully and reach out to your manager or HR team if you have any questions before signing.

How to Sign a New E-correspondence (Letters)

2. Go to the iTrent employee self-service portal and log in using your credentials.

Emp	ree Self Service
	Trent
Login * Username (re 72141201 * Password (re 	red) red)
Contact ac Powered	nistrator

3. If you have any documents waiting for your signature, they will appear automatically after logging in.

Example: An "Extension of Fixed-Term Contract" letter.

Carefully read through the contents to ensure you understand what you're agreeing to.



- 4. If you're happy with the contents:
 - Type your signature in the provided box.
 - Click the Sign button.
 You can also choose to print the letter for your records at this point.

If you have any queries regarding the contents of this letter, please feel free to contact myself or someone else from the HR Team.	
Yours sincerely	
Chloe	
Delt HR Team	
Delt Shared Services Limited	
1. EMPLOYEE NAME; confirm receipt of this letter in respect of the role of Learning and Development Coordinator, and the subsequent changes to my contract outlined within.	
• Signature (required) IManagest Sign Fint	

5. Once signed, a message will confirm the document has been successfully signed. Click the **X** (close icon) in the top-right corner to exit and return to the main dashboard.

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	Plymouth		
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	10/05/0005		
	13/05/2025		
	Training Manager		
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	 Signature (required) 		
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How to Download or View Previously Signed E-Correspondence

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- 6. From the iTrent employee dashboard, navigate to View Profile.

7. In your profile, click on the **Employment** tab at the top of the page.

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8. Scroll until you see the **My correspondence box**. Here, you'll find a list of signed ecorrespondences which you can filter by name/date.

You can view or download any document you've previously signed for your personal records.

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9. You will be prompted with the following notice. Click **confirm** to continue your download.

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