

# EMPLOYEE GUIDE

## 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.

## Contents

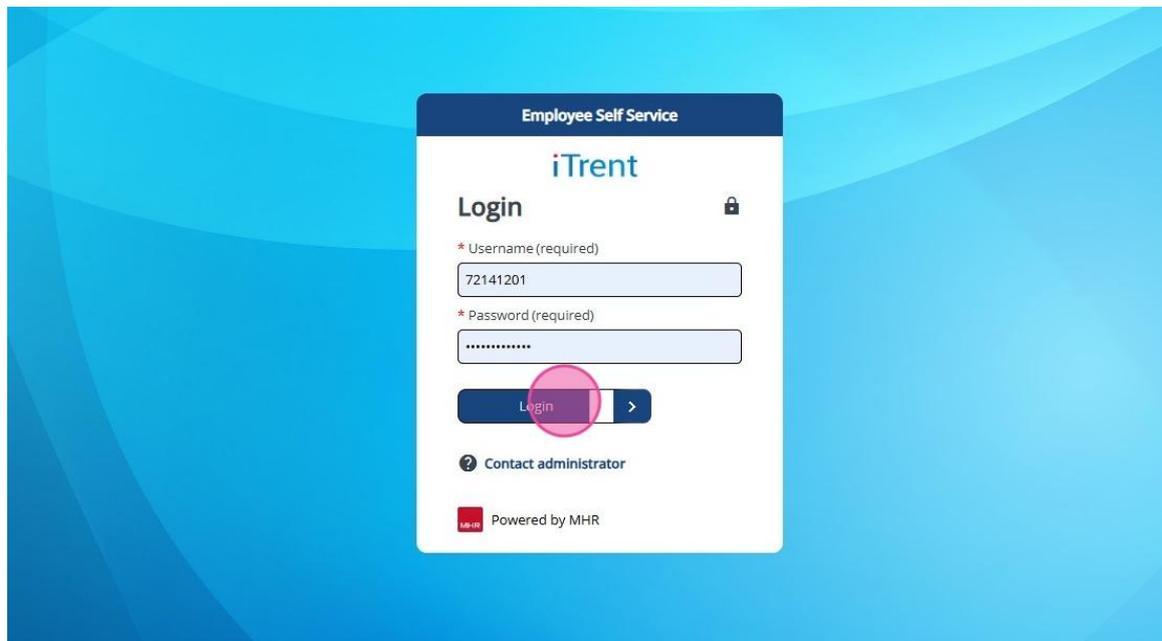
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## When You Might Need to Sign E-Correspondence

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)

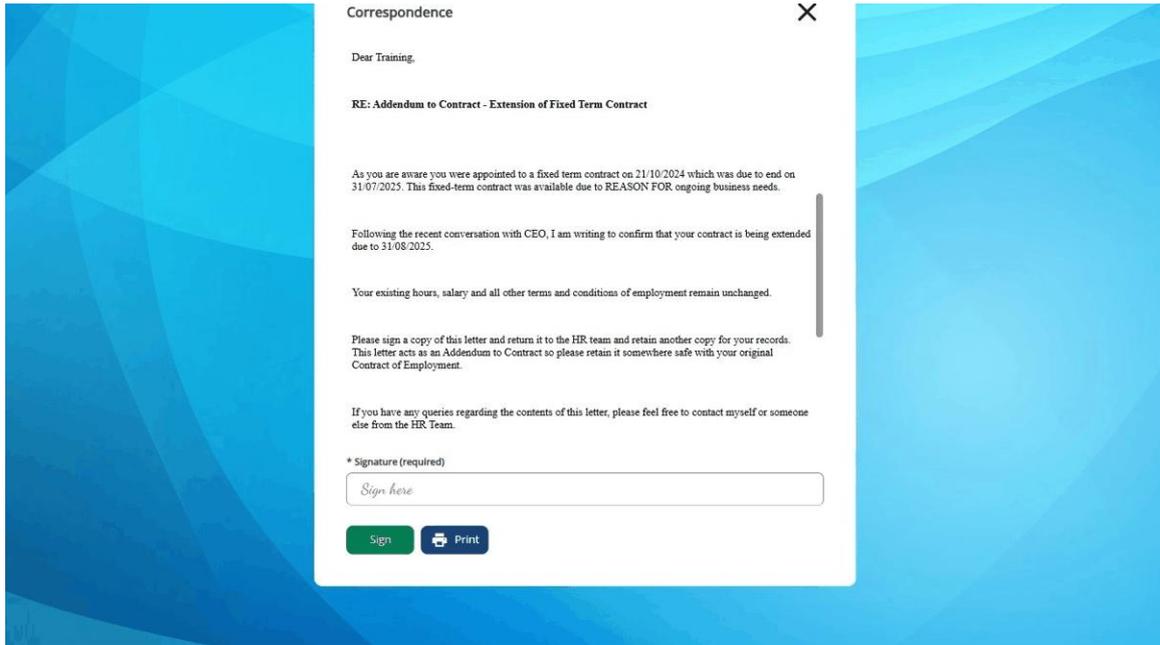
2. Go to the iTrent employee self-service portal and log in using your credentials.



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.*

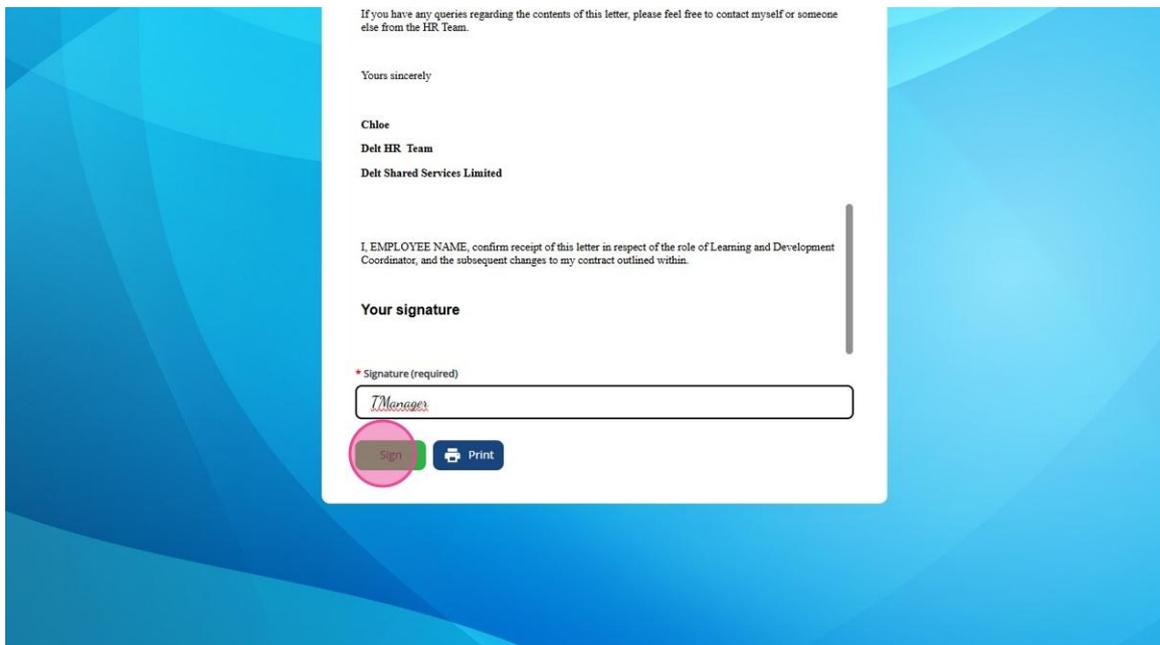
Carefully read through the contents to ensure you understand what you're agreeing to.



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.



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.

iTrent

Correspondence

Building 2  
Derriford Business Park  
Brest Road  
Plymouth  
PL6 5QZ

13/05/2025  
Training Manager  
Building 2  
Derriford Business Park  
Brest Road  
Plymouth  
PL6 5QZ

\* Signature (required)

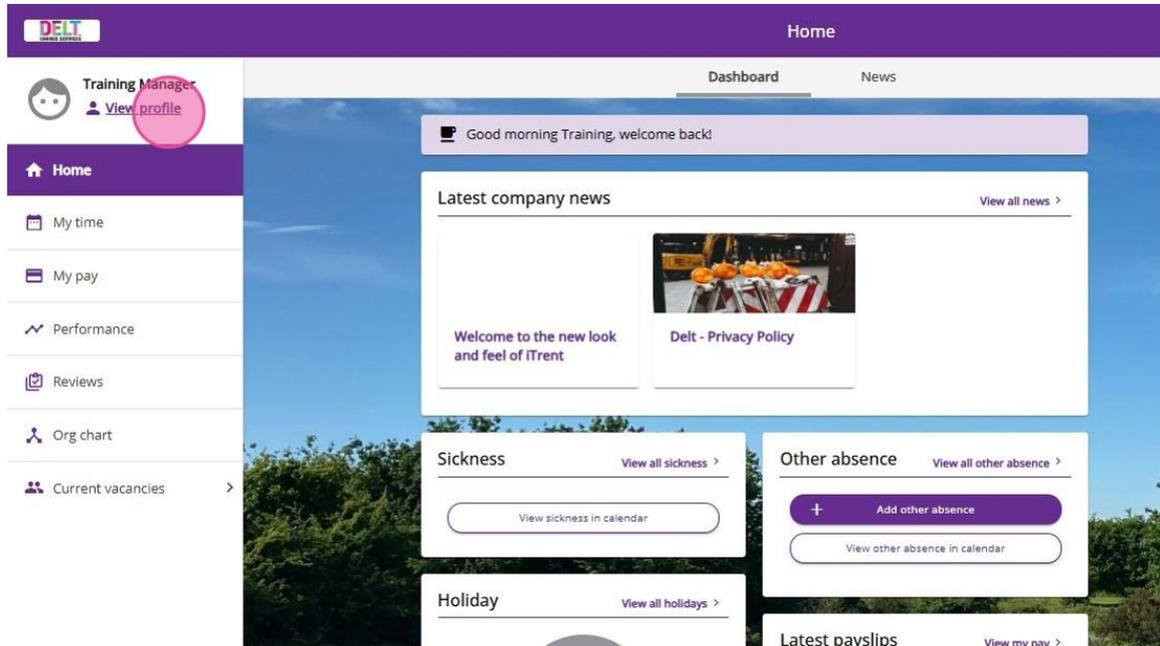
*TManager*



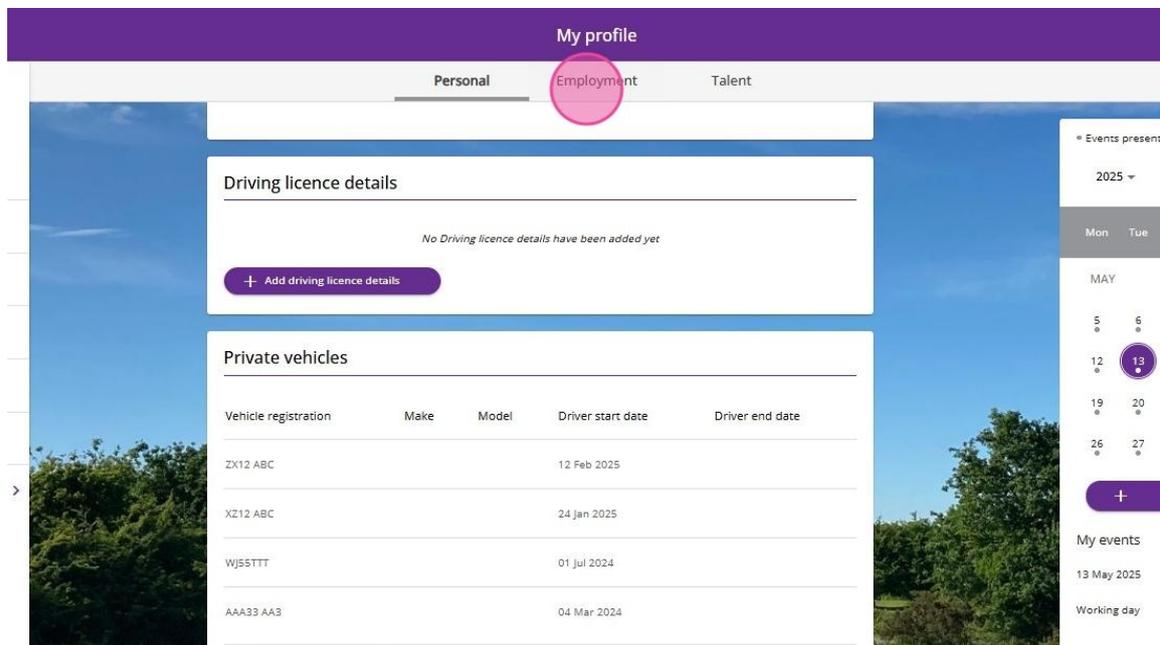
Close

## How to Download or View Previously Signed E-Correspondence

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.



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

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

The screenshot displays the iTrent user interface with the following sections:

- Employment Details:**

Period of employment	Position	Department
21 Oct 2024 - present	Learning and Organisation Development Coordinator	People & Culture
- Visa details:**

No Visa details have been added yet

+ Add visa details
- My correspondence:**

Template name: [input field]      Correspondence status: All

Start date (dd/mm/yyyy): 14/05/2024      End date (dd/mm/yyyy): 13/05/2025

Search      Clear search

Correspondence	Created	Status	Changed date/time	Download
DLT Extension to FTC (E-signature)	13 May 2025 10:02	Signed	13 May 2025 10:06	
- Requests & surveys:**

All    New    **Current**    In Progress    Completed

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

The screenshot shows the same iTrent interface as above, but with a modal dialog box titled "Download correspondence" overlaid. The dialog contains the following text:

**Download correspondence** Close X

In the event that this correspondence or document is modified outside of iTrent, the correspondence or document in its original form, which sits within the iTrent database and cannot be modified, should be deemed to be the legally-binding master version that may be relied upon by both parties. Please select confirm to continue to download or cancel should you wish to cancel this download request.

**Confirm**    **Cancel**