# How to… view reckonable service for Teachers only
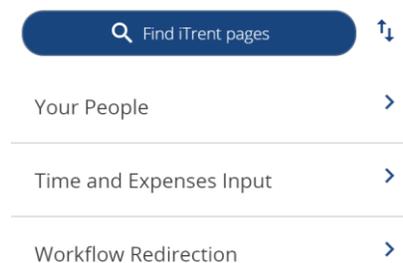
**Purpose:**

This guide will show you how to view reckonable service dates for an employee with a teaching position, within **People Manager** in Your HR.

**Logging in to YourHR:**

To log into YourHR, please refer to the **How to...Log in to YourHR Guide (ESS 1).** After login you will be presented with the **People Manager Homepage**

**Viewing reckonable services**

- As a manager you have the functionality to be able to view the **reckonable service** dates of your employees if they have a teaching position. These details are entered by HR and are read only.

- Click on **Your People** from the menu buttons

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| 🔍 Find iTrent pages | ↑↓ |
| Your People | › |
| Time and Expenses Input | › |
| Workflow Redirection | › |

- Select the required employee from your list of direct reports which will be presented on the dark pane on the left hand side of the screen:

Mr Joe Test

Mr Testy Test

Mrs Poppy Tests
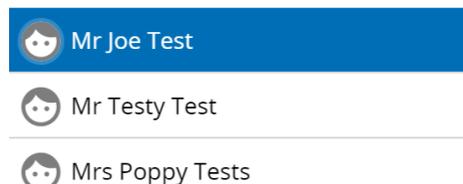
- Once you've selected the employee, you will access their **employee details** page.

- Click **Personal Information,** and then **Reckonable Service** from the menu pictured below:



- Click into the **reckonable service** presented on the dark panel on the left hand side of the screen.



- Once the service has been selected the details will be shown as below. (This screen is read only and cannot be changed)

**Continuous Teacher Service**
This date shows the Continuous Teaching Service as verified with Teachers' Pensions.



**Teachers Continuous Sickness Service**
This date is used in the calculation of Teachers sickness entitlements.  It is verified with Teachers' Pensions.

MENU

**Reckonable service type** * Teachers Continuous Sickness ⌄

**Date** * 26/01/2023

If no dates have been entered by HR then the following is displayed:

∧ Reckonable service          ⋮

There were no records found for this query

**Returning to People Manager Homepage**

- Click the Logo in the top left-hand corner of the screen

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∧ Organisation

- If you would like to stay in this employee's record to view other information, click the **Menu** option at the top of the screen and the short cuts to other pages within the employee's record are shown.  Click on any of these to navigate to the page.

*For further information or support please refer to Your HR on the [Intranet](#) or contact via email:hrandpayroll@warwickshire.gov.uk or phone on 01926 738444*

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