Core Portal - Manager Self-Service Guide

Human Resources Office

Contents

Context

This user guide is intended for managers of staff in the University. This user guide was developed to help highlight and walkthrough the different self-service processes that are available to managers through Core Portal.

This user guide will focus on:

- Approving Annual Leave Requests
- Rejecting Annual Leave Requests
- Approving Flexi Leave Requests
- Rejecting Flexi Leave Requests
- Approving missed clocks
- View a team's schedule
- Assigning Delegates for sign off approval

Dedicated *to* Discovery.

Welcome to the university of the future.

Core Time
Rules and Setup

Setup on Core Time for the purposes of Annual Leave and Time management is processed on a request basis. The line manager of the employee must request to HR Information Systems (HRIS) team.

For individual employee setups, this can be done by completing the online form: Core Annual Leave Setup Form (office.com)

For team setups please email hress@nuigalway.ie.

Annual Leave balances will be displayed in days for full-time (1.0 FTE) employees and in hours for part-time (<1.0 FTE) employees.

Agency staff members will not be set up on Core Time.

Staff members on contracts for less than 6 months will not be set up on Core Time.

Christmas closure leave is deducted from employees' balances on setup.

Recording and approval of annual leave remains the responsibility of the employee and line manager.

It is the employees' responsibility to ensure that their annual leave balance is accurate in accordance with the annual leave policy.

Flexitime is available to employees in units that clock time using Core Portal. Missed clocks are to be entered by the employee on the week of the missed clock and approved in the same week by the line manager. Missed clocks will not be entered retrospectively.

Approving Annual Leave Requests

1. **You will receive an email to advise you of an annual leave request on behalf of your direct reporting staff member**

Annual Leave request submitted. Action Required.

HR Office <hr@nuigalway.ie>
To

Attachments

Dear CoreTime Supervisor,

_____ has submitted the following leave request:

Leave Type: Annual Leave
Start Date: 24-MAY-23
End Date: 31-MAY-23

Please log into CorePortal at https://ess.universityofgalway.ie, go to Manager Dashboard and navigate to the 'Approvals' section and update the status of this request as appropriate.

This is a system generated e-mail please do not reply. All CoreTime support queries to be directed to hress@universityofgalway.ie

Regards,

HR Employee Self Service

2. **Go to my.corehr.com**

3. **Go to Manager Dashboard**

4. **Click on APPROVALS...**

Q   Search Dashboards or Widgets

Approv...

APPROVALS   1   ACTIONS ▼

Nevan McCartin
Annual Leave

22 May   VIEW

Tango   Created with Tango.us

5. Check I confirm that the above details are correct

Leave Type   Duration
Annual Leave   1 Day(s)

☑   I confirm that the above details are c

Tango   Created with Tango.us

6. Click on APPROVE

Rejecting Annual Leave Requests

1. **You will receive an email to advise you of an annual leave request on behalf of your direct reporting staff member**

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There is a new release available for XD, please go to the XD hub to see the details.

Q Search Dashboards or Widgets

Approv...

APPROVALS 1   ACTIONS ▼

Nevan McCartin
Annual Leave

22 May   VIEW

Tango

Created with Tango.us

5. Check I confirm that the above details are correct

Leave Type   Duration
Annual Leave   1 Day(s)

☑   I confirm that the above details are c

Tango

Created with Tango.us

6. Click on REJECT

Rejecting Flexi Leave Requests

1. **You will receive an email to advise you of a flexi leave request on behalf of your direct reporting staff member**

Flexi Leave request submitted. Action Required.

HR Office <hr@nuigalway.ie>

Attachments

Dear CoreTime Supervisor,

[blurred] has submitted the following leave request:

Leave Type: Flexi Leave
Start Date: 26-MAY-23
End Date: 26-MAY-23

Please log into CorePortal at https://ess.universityofgalway.ie, go to Manager Dashboard and navigate to the 'Approvals' section and update the status of this request as appropriate.

This is a system generated e-mail please do not reply. All CoreTime support queries to be directed to hress@universityofgalway.ie

Regards,

HR Employee Self Service

2. **Go to my.corehr.com**

3. **Go to Manager Dashboard**

4. **Click on APPROVALS...**

5. **Check I confirm that the above details are correct**

Leave Type	Duration	Date From
Flexi Leave	1 Day(s)	Wednesday, 31 May 2023

☑ I confirm that the above details are correct

6. Click on Approve

REJECT   APPROVE

Rejecting Flexi Leave Requests

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HO HR Office <hr@nuigalway.ie>

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Start Date: 26-MAY-23
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Regards,

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3. **Go to Manager Dashboard**

4. **Click on APPROVALS...**

5. **Check I confirm that the above details are correct**

Leave Type	Duration	Date From
Flexi Leave	1 Day(s)	Wednesday, 31 May 2023

☑ I confirm that the above details are correct

6. Click on Approve

REJECT   APPROVE

Viewing Your Team's Schedule

Go to https://my.corehr.com/pls/coreportal_nuigp/i#MgrMain/myteam

1. Click on My Team

2. Click on Actions

3. Click on View Scheduler
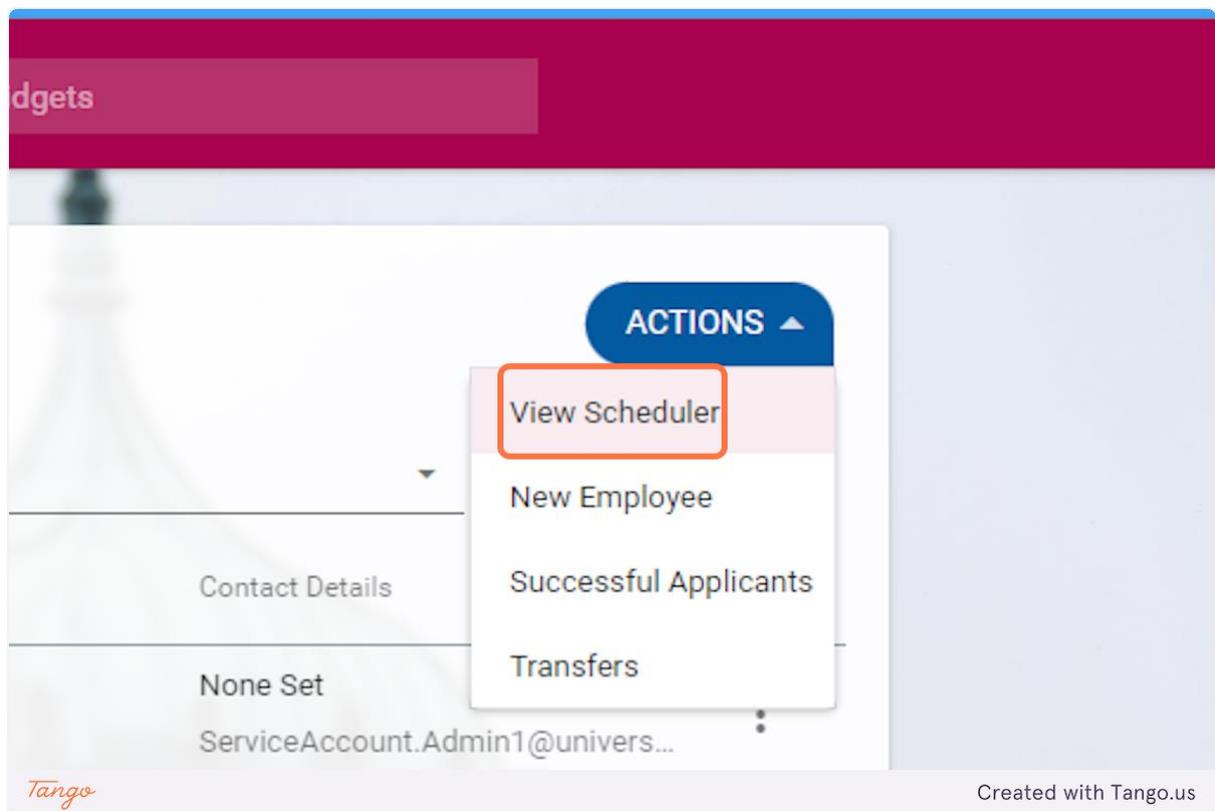
4. View your team's schedule here

Setting Delegate Approver

Go to https://my.corehr.com/pls/coreportal_nuigp/i#MgrMain/3

1. Click on Delegation
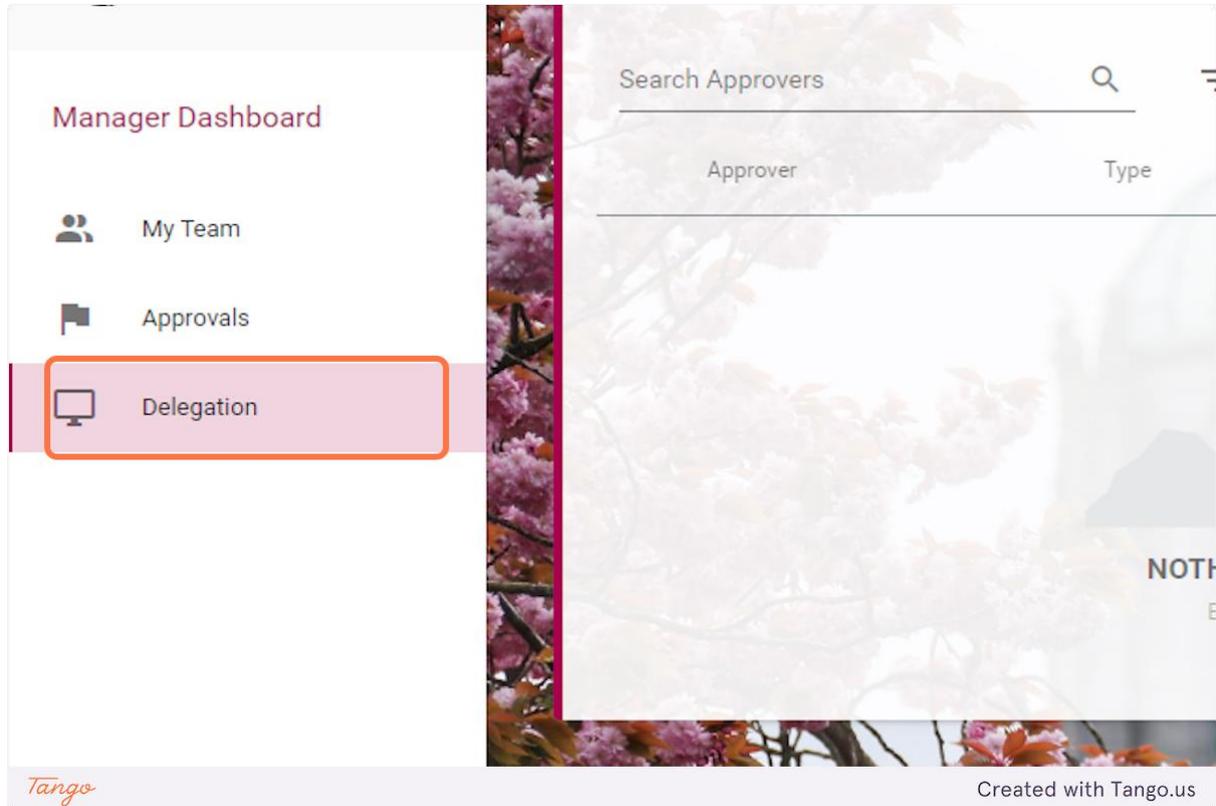
2. Click on ADD DELEGATION
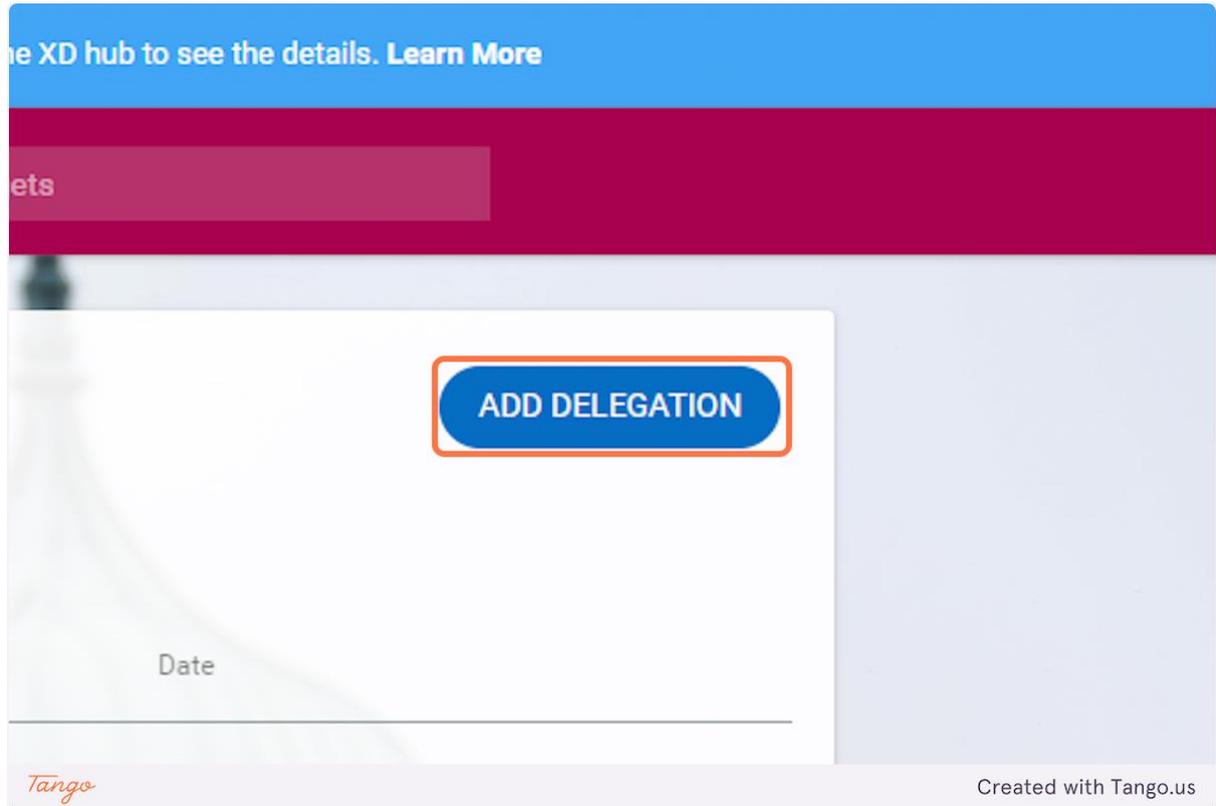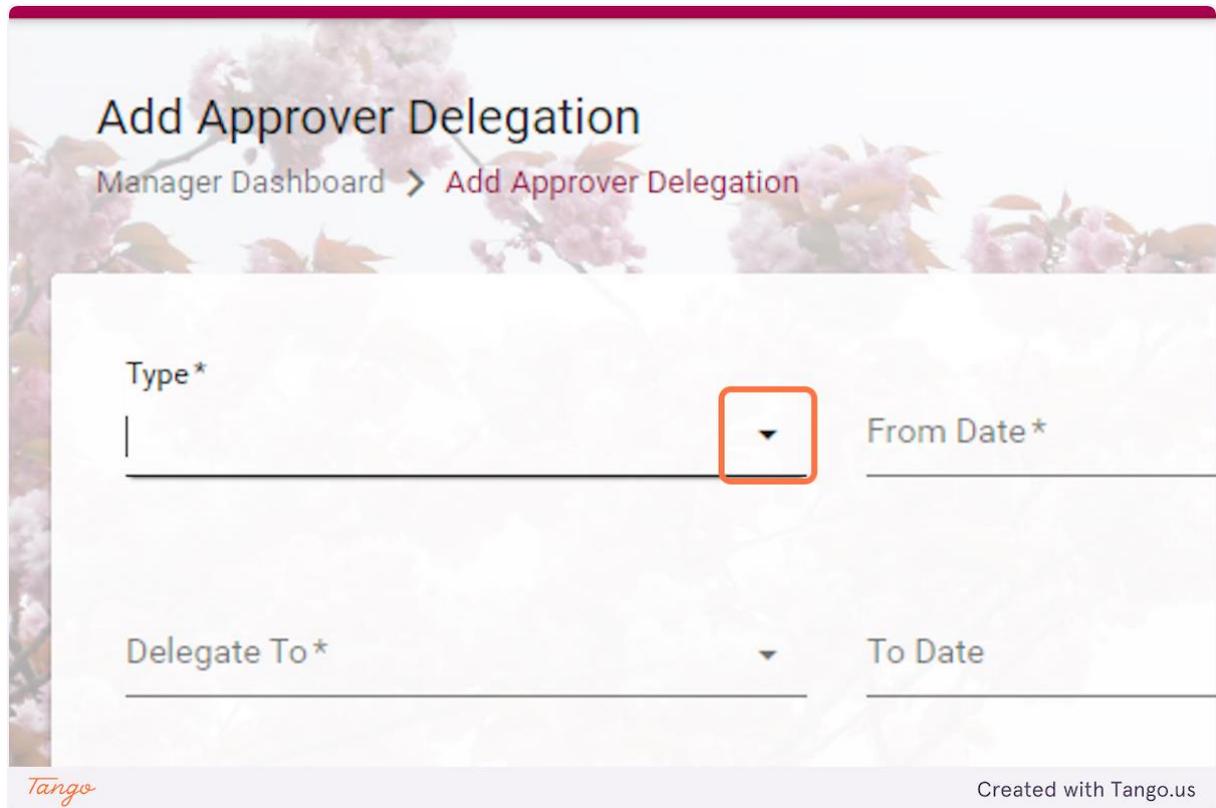
Created with Tango.us

3. Click on "Type"

Created with Tango.us

4. Click on Org Role

5. Type in the From Date

6. Click on Delegate To

7. Type of other manager that will be signing off on approvals. Note: They must already be a manager on Core Time to be chosen from this menu.

8. Type in To Date:

From Date *
30-Jun-2023

To Date
07-Jul-2023 ✕

To Date

Tango   Created with Tango.us

9. Click on Reason

Type *
Org Role

From Date *
30-Jun-2023

Delegate To *
Nevan Mccartin

To Date
07-Jul-2023

Reason

☐ I authorise this individual to approve on my behalf

☐ Org Role Name   Number Of Employees

Tango   Created with Tango.us

10. Type in reason for delegation

11. Check I authorise this individual to approve on my behalf

12. Click on Line Manger checkbox

13. Click on SAVE