

# CORE PORTAL EMPLOYEE SELF SERVICE (ESS) USER GUIDE – TEACHING STAFF



V19.0.9-01 30-09-14

## INTRODUCTION

All staff will be given access to the CORE ESS Portal (Employee Self Service) when you are first set up for payment with Cork ETB. This system allows you access to view or print your payslip & P60 / submit a leave request/ view certain balances, etc.

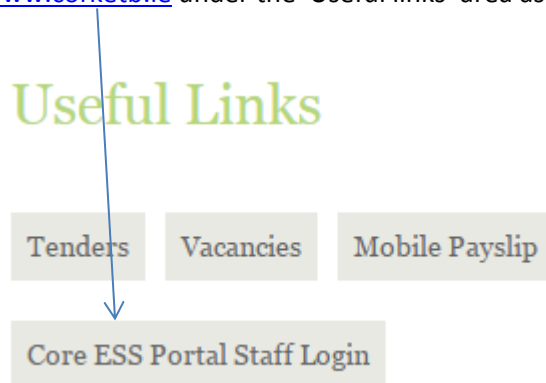
You will be emailed with your logon details once you have been set up for initial payment. This email will contain your username and password. When you log on for the first time, for security reasons, you will be prompted to change your password.

NB: This system contains information personal to you so you should not disclose your username/password to a third party under any circumstances.

## LOG ONTO THE SYSTEM

### 1. LOG ONTO THE SYSTEM

A link to the Core ESS Portal Staff Login area is provided on the Cork ETB website [www.corketb.ie](http://www.corketb.ie) under the 'Useful links' area as per screenshot below.

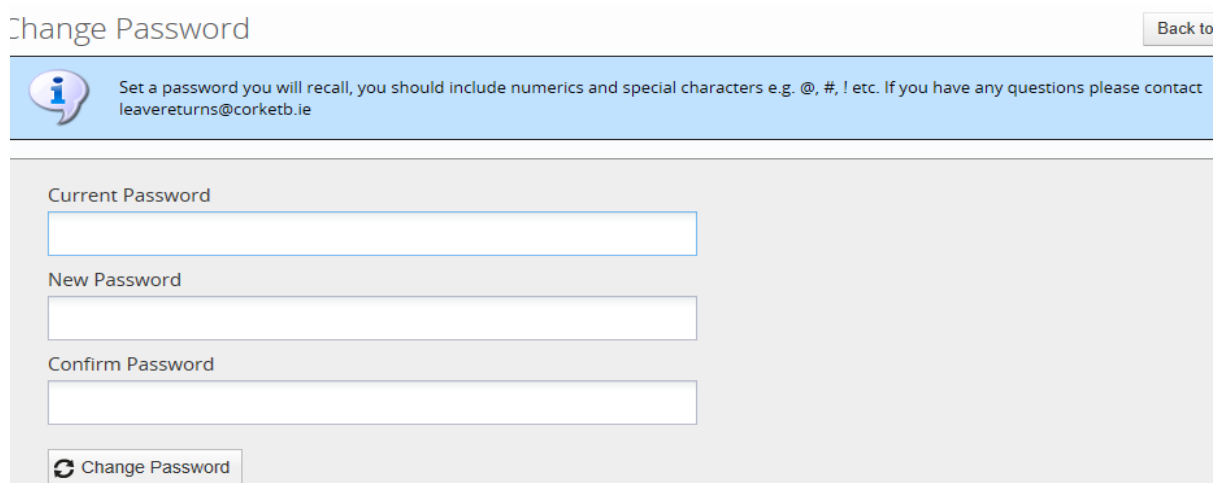


Once you click on the link, the logon screen below will display:



Input your **employee number (Username)** including leading digits, i.e. 00..... , 700..... Or 900.... and then input your password (**Your password shall be the password emailed to you by the Human Resources Department – you will be prompted to change your password when you first log on.**)

Press  to log in.



**Current password is the one which will be issued to you and the New Password is one that you can create yourself. Your new password should be at least 8 characters long, must have at least one number and must have a sign eg # ! etc.**

**N.B.** If you forget your password or you lock your account (if you input the incorrect password 3 times your account will lock) then you select ***"Forgot your password?"***




## 2. HOME PAGE

Once you have logged onto the ESS (Employee Self Service), you will see the page below. This screen is the 'homepage' and will display information under the following headings:

My Time	Not applicable to Teaching Staff
My Requests	Shows leave requests that the user has submitted
My Clockings	Not applicable to Teaching Staff
My Balances	Shows the entitlements under different headings, e.g. annual leave, sick leave, etc.

### MY REQUESTS

In this area, you can see any leave requests submitted. The most recent ones applied for will be showing on this screen and you can scroll back to view older ones by pressing the arrow key at the bottom of the "My Requests". You can drill down here to view them and narrow your search by

Approved, Rejected, Cancelled, Submitted and View All. Click on the  icon and select the relevant option e.g. select 'Approved' to only view leave requests that have been approved etc.

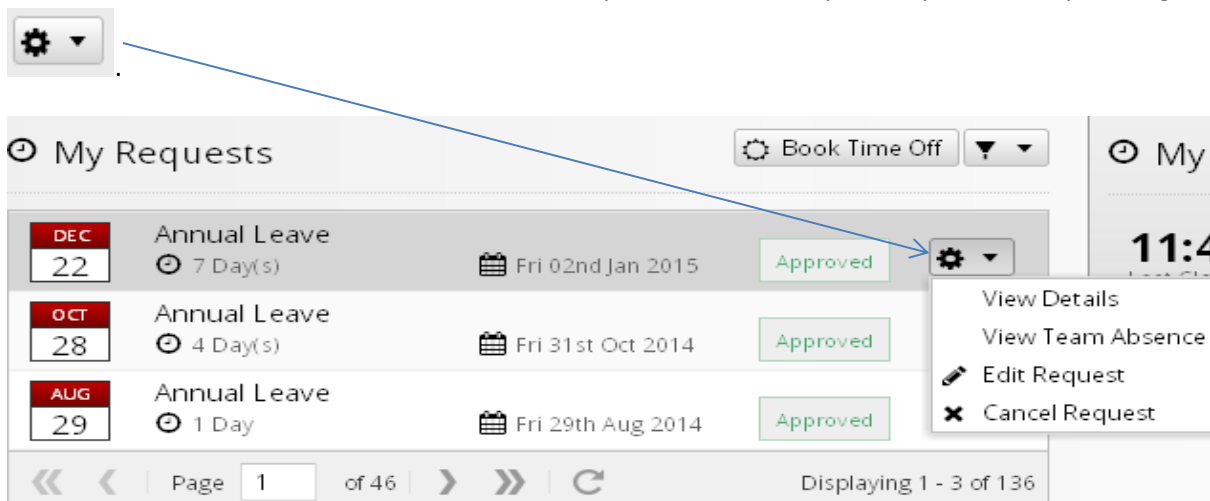


The screenshot shows the 'My Requests' interface. At the top, there is a 'Book Time Off' button and a filter dropdown menu. The main area contains a table of leave requests:

Date	Request Type	Duration	Start Date	Status	Actions
DEC 22	Annual Leave	7 Day(s)	Fri 02nd Jan 2015	Approved	Settings
OCT 28	Annual Leave	4 Day(s)	Fri 31st Oct 2014	Approved	Settings
AUG 29	Annual Leave	1 Day	Fri 29th Aug 2014	Approved	Settings

At the bottom, there is a pagination control showing 'Page 1 of 46' and 'Displaying 1 - 3 of 136'.

You can also view the details of the leave, Edit Request or Cancel Request as per below by clicking on



This screenshot is similar to the previous one, but with a blue arrow pointing from the settings icon (gear) of the first request to a dropdown menu. The menu contains the following options:

- View Details
- View Team Absence
- Edit Request
- Cancel Request

From now on all leave types are to be applied for through the system e.g. Maternity Leave, Parental Leave, Paternity Leave, In-service training etc (Note: sick leave/compassionate leave cannot be applied for in advance – such absences are updated by the Principal or Deputed Officer as they occur)

**View Details** – the following screen displays.

**View Leave Request**

Valerie Lucey  
Senior Staff Officer

Duration	7 Day(s)	Part Day	No
Leave Type	Annual Leave	Status	Approved
Date From	Mon 22nd Dec 2014	Date To	Fri 02nd Jan 2015
Comments	No Comments		

Edit Request Close

Select **'Edit request'** to change the details of the leave request e.g. change dates, etc. **(Note you can only edit details of a leave request that has not already been approved)**

The **'Update Leave Request'** screen will display as per below. You will have the option to **'submit'** or **'delete'**. You can change the details e.g. change the leave type or leave dates and submit the leave request again for approval or you can delete the request fully e.g. if you no longer require the time off.

## Update Leave Request

**Update Leave Request**

Request ID: 0000013329 Date Requested: 25/09/14  
Status: Unprocessed  
Leave Type: Inservice Training  
Start Date: 23/10/14  
Is this part day leave:  Yes  No  
End Date: 23/10/14  
Comments:   
[View Comments](#)  
[Submit](#) [Delete](#)

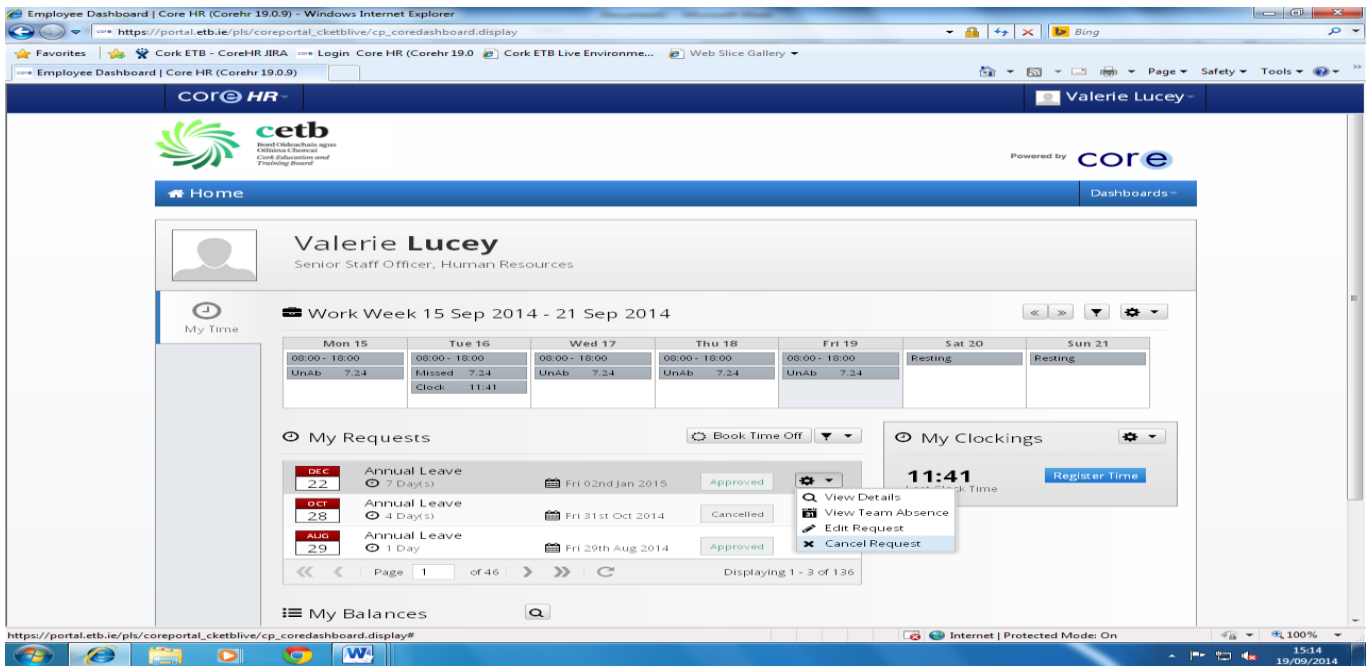
**Balance Information**

Name	Allowance	Requested	Booked	Remaining
Flexi time Admin - W..	0.00	0.00	0.00	32.39
Annual Leave 2014	27.50	0.00	6.00	20.50

## Cancel a leave request

You can also cancel a leave request regardless of whether it has been approved or not.

Select the day on the screen, and select **'Cancel Request'** from the dropdown menu.



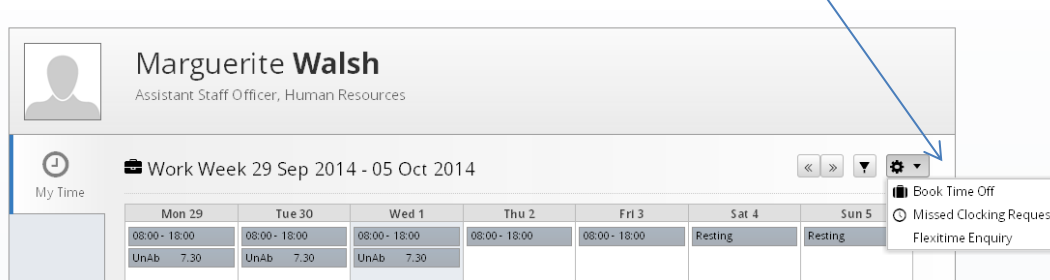
A message will display stating “You have successful cancelled your leave request”

The status of the leave will change e.g. from ‘Approved’ to ‘Cancelled’

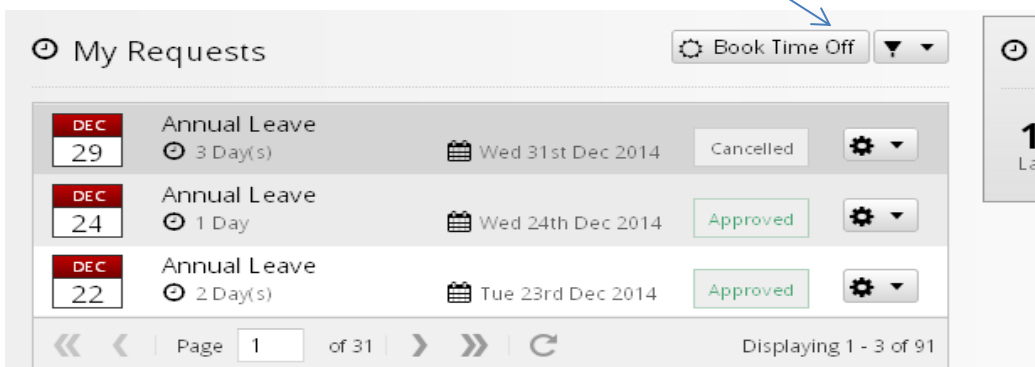
### Submitting a Leave Request

**There are two options when you want to book leave as per the screen shot below**

A. Via the ‘My Time’ section of the screen by selecting the ‘Book Time Off’ option.



B. Via the ‘My Requests’ section of the screen via the ‘Book Time Off’ button.



The 'Create New Leave Request' screen below will display regardless of which option you use.

## Create New Leave Request

The screenshot shows two panels. The top panel is titled 'Create New Leave Request' and contains the following fields:

- Leave Type: A dropdown menu with 'Please select...' as the placeholder.
- Start Date: A text input field with a calendar icon to its right.
- Is this part day leave: Two radio buttons labeled 'Yes' and 'No'.
- Comments: A large, empty text area.
- Submit: A blue button at the bottom right.

The bottom panel is titled 'Balance Information' and contains a table with the following data:

Name	Allowance	Requested	Booked	Remaining
Flexi time Admin - W..	0.00	0.00	0.00	32.39
Annual Leave 2014	27.50	0.00	3.00	20.50
SICK UNCERTIFIED 24 ..	7.00	0.00	0.00	7.00

## 'My Balances'

This section of the homepage shows details of the various balance types applicable to the individual employee e.g. Sick Uncertified, Sick Certified, Parental Leave etc.

The screenshot shows the 'My Balances' section with a search icon in the top right. The balances are listed in a table:

Flexi Time Admin - ...	58.42	hours
Annual Leave (Ch-...	10.50	days
Sick Uncertified 24...	6.00	days

To see further detail within each balance, you can drilldown by double-clicking on the balance line and the following screen will display showing the detailed breakdown, in the screenshot below, details of the flexitime are shown.

### Balances for Employee

Balance	Allowance	Carried Over	Taken	Balance	Booked	Balance + Booked
Flexi time Admi...	0.00	0.00	0.00	58.42	0.00	58.42
Annual Leave (...)	39.00	9.50	28.00	20.50	10.00	10.50
SICK UNCERTIFI...	7.00	0.00	1.00	6.00	0.00	6.00

### Transactions for Flexi time Admin - WT (13 week period) 18-Aug-2014 to 16-Nov-2014

Date	Description	Reser...	Floati..	Accru..	Carrie...	Take.	Balance	
18/08/2014	Opening Values	0.00	0.00	0.00	0.00	0.00	50.03	
18/08/2014	Flexitime Positive						0.31	
19/08/2014	Flexitime Positive						0.26	
20/08/2014	Flexitime Positive						1.26	
21/08/2014	Flexitime Positive						0.45	

## Margue

Assistant Staff C

My Time

My Details

My Pay

My Recruit

### Work Week

**Mon 28**

08:00 - 18:00

FlxPos 0.12

Salary 7.30

Clock 09:09

### My Reques

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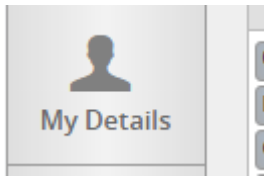
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## My Details

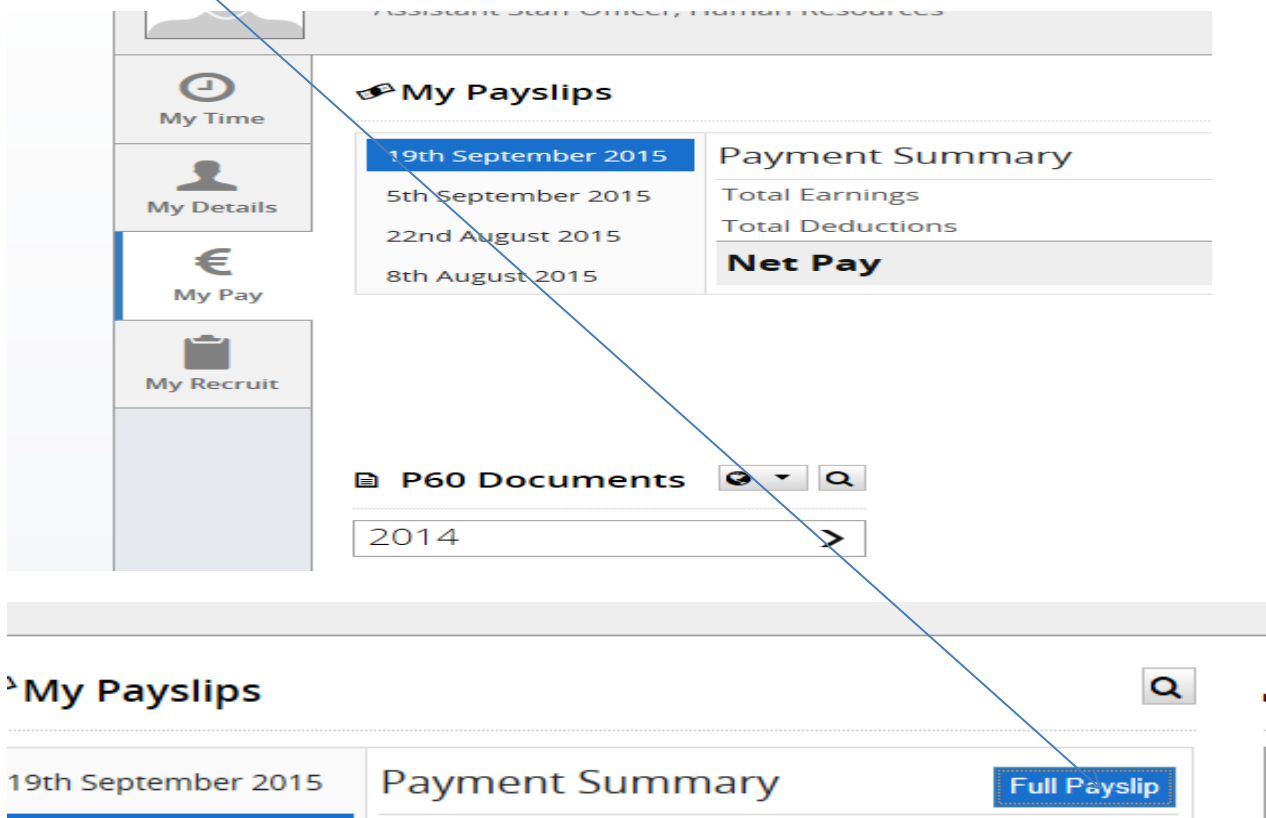
Select the 'My Details' tab on the left hand side of the Homepage.



This gives information in relation to the next payment date and the next scheduled approved leave date.

## My Pay

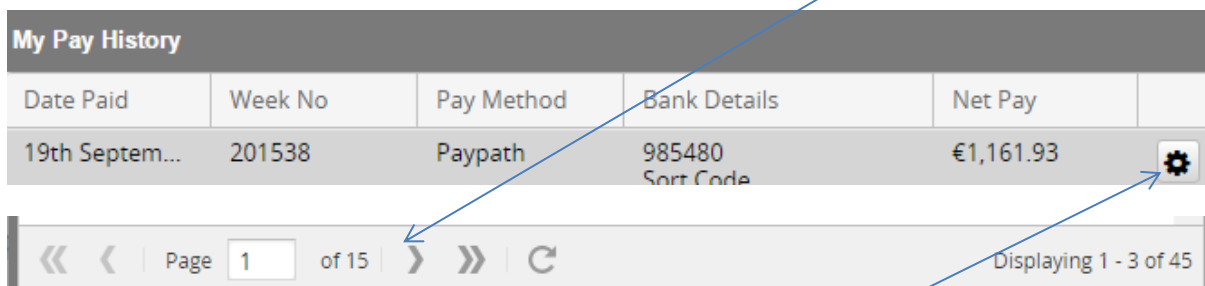
This first screen will give a link to your last 4 Payslips and your P60. You can drill down to view the payslips by selecting on Full Payslip

A screenshot of a web application interface. On the left is a vertical sidebar with icons and labels for 'My Time', 'My Details', 'My Pay', and 'My Recruit'. The 'My Pay' section is active. The main content area is titled 'My Payslips' and shows a list of dates: '19th September 2015', '5th September 2015', '22nd August 2015', and '8th August 2015'. To the right of this list is a 'Payment Summary' table with rows for 'Total Earnings', 'Total Deductions', and 'Net Pay'. Below the list is a 'P60 Documents' section with a search bar containing '2014'. At the bottom, a detailed view for the '19th September 2015' entry shows a 'Full Payslip' button. A blue arrow points from the text in the 'My Pay' section to this button.

If you want to view payslips further back than the ones that are currently displaying then click on the magnifying glass



The following screen will appear and you click on the arrow to go back pages



You can print a copy of any of the payslips by clicking on the cogwheel; a new screen will open with the payslip displayed and you can print by selecting 'View Print version' at bottom of screen and then selecting 'Print' at the top of the screen.

### **SUPPORT QUERIES**

If you are having any difficulty using the system, then please contact your Line Manager or System administrator within the College/Centre/Department in the first instance.

**If you cannot log onto the system please email 'leavereturns@corketb.ie.'**

**If you lock your account or forget your password then select "Forgot your password?" and a new password will be sent to the email on the system for you and your account will be unlock during this process.**

**NB: Inputting the incorrect PIN/Password 3 times locks your account.**