

Updated: Jan 2015

CorePay Online

CorePay online can be accessed through the CorePortal via IE V7 or V8, Mozilla Firefox V3.6 or Google Chrome V4.1.249, at the following URL -

https://www.dcu.ie/pls/coreportal_live/cp_por_public_main_page.display_login_page

You should login to the CorePortal using your Novell username and password. When you log in to the CorePortal, you will see 'My Payroll Self Service'; in addition to the options you may previously have had e.g. 'My Time Self Service', 'My Expense Self Service', 'My Personnel Self Service'.

If you do not know your Novell username or password, you should contact the ISS Service Desk at ext. 5007 or by email at ISS.Servicedesk@dcu.ie.

Staff that do not have access to a PC or printer on campus, can avail of a specially dedicated one in the ISS reception area, which is open Monday to Friday from 8.30 am to 5.30 pm.

NB: The CorePortal will now contain personal payroll information. To ensure the confidentiality of this information you should never give your Novell password to anyone. If you need to reset your Novell password go to your DCU Staff Portal page - <https://www.dcu.ie/portal/index.php>

FAQ

1) Is the ePayslips a secure service?

User access to the CorePay portal conforms to the University's ICT policies which can be accessed at <http://www4.dcu.ie/iss/ICTsecurity/index.shtml>

2) Can I access ePayslips off campus?

Core Portal is available both on and off campus via the URL stated above

3) What happens if I have problems accessing my CorePortal page?

If you have problems accessing or logging in to the CorePortal, please contact the ISS Service desk – ISS.servicedesk@dcu.ie

4) Do I have a legal requirement to a printed payslip?

DCU is legally required to provide employees with access to a Payslip and the facility to print this payslip if the employee so wishes.

5) What happens if I do not have access to a PC or Printer?

A secure PC and Printer are available for use in the main ISS Reception area (Deirdre Thornton Room, Henry Grattan Extension, Opposite Main Canteen).

6) Will Banks and Financial Institutions accept a printed version of my Online Payslip as proof of payment?

Yes, Banks and Financial Institutions will accept a print out of the online payslip as proof of payment. In some rare cases a stamp of authenticity may be required; this can be obtained from the Payroll Office upon request.

7) Can I print and View previous years P60 if required?

P60's from 2010 onwards are currently available.

8) What happens if I still have questions specifically relating to my payslip?

Queries in relation to the data should be emailed to Payroll@dcu.ie