



CoreTime Employee Training Manual 2022

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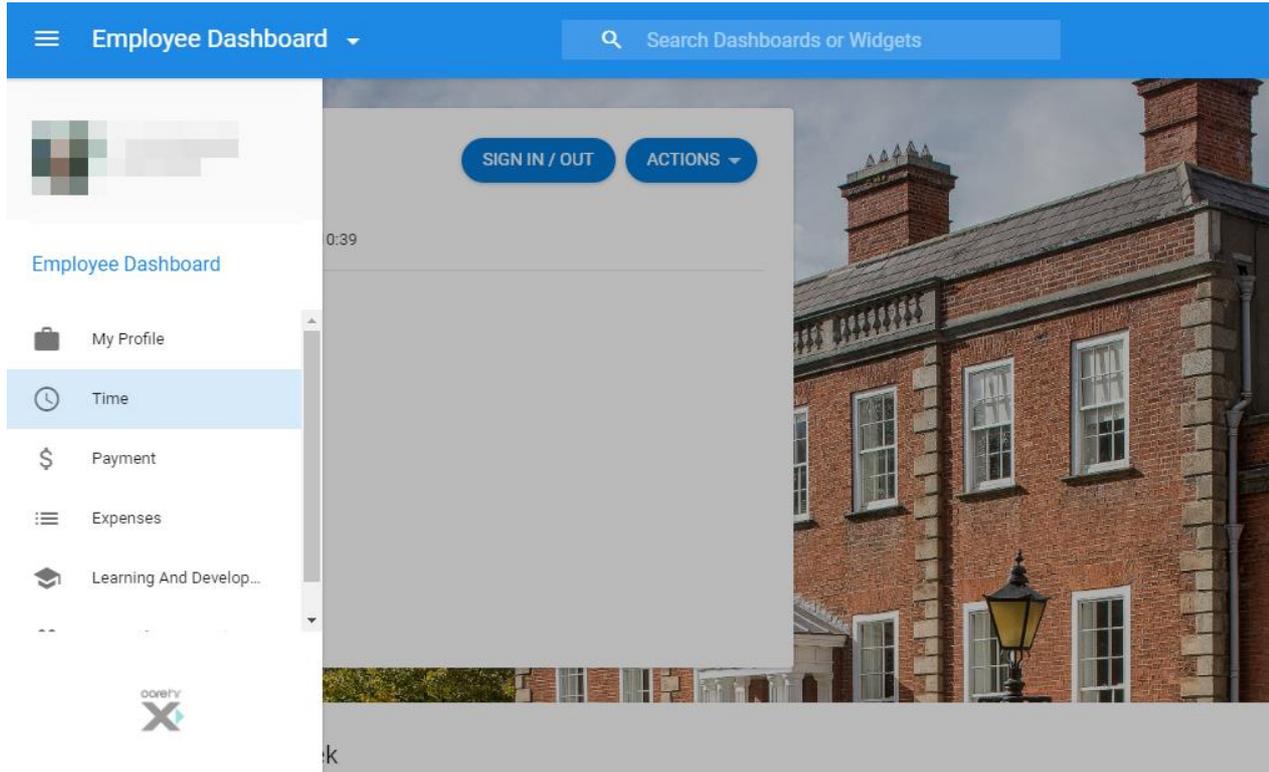


OVERVIEW

LEAVE AND ABSENCES

CorePortal (Time Section) allows employees manage their own *Leave Requests* through the Employee Dashboard. This allows employees to submit *Leave Requests* to their managers for approval. It is also possible for employees to view and edit already submitted requests if required. Along with Time there is sections on the portal in relation to pay, expenses, Learning and Development and coming PRD Scheme.

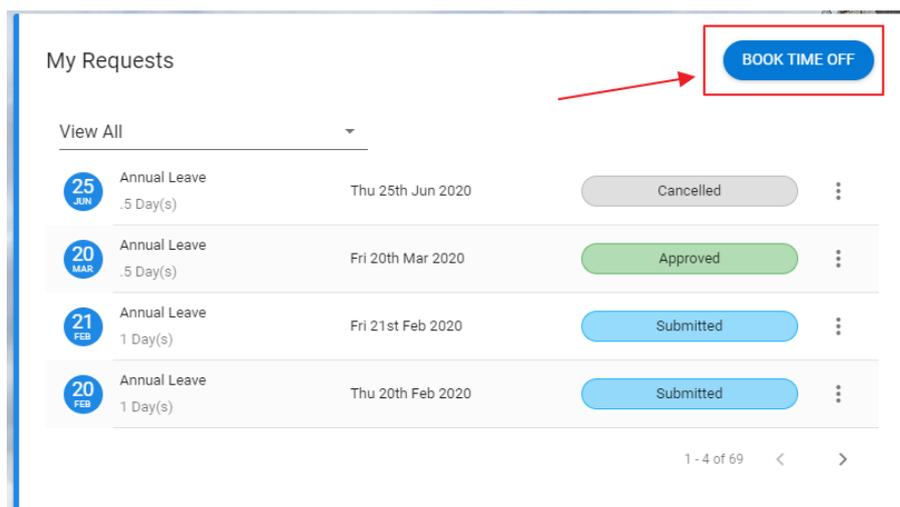
The link to the CorePortal is: https://my.corehr.com/pls/coreportal_dcup



SUBMITTING LEAVE REQUESTS

To submit a *Leave Requests* from the *My Requests* widget:

1. Click the **Book Time Off** button.



Click on the Book Time Off – ‘**Create New Leave Request**’ screen displays.

Book Time Off
Employee Dashboard > [Book Time Off](#)

Create New Leave Request

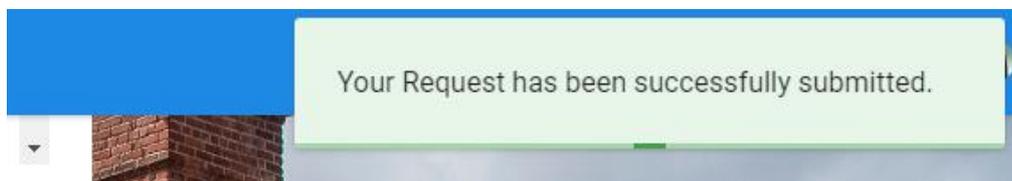
Leave Type* Part Day

Start Date* End Date*

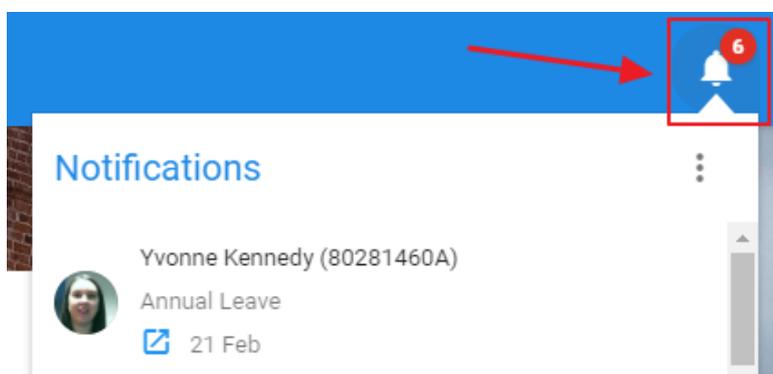
Comments*

1. Select the applicable *Leave Type* from the drop-down list.
2. Enter the *Start Date*.
3. Enter the *End Date*.
4. Select a *Reason* from the drop-down list, if applicable.
5. Add *Comments*.
6. Click **Submit**.

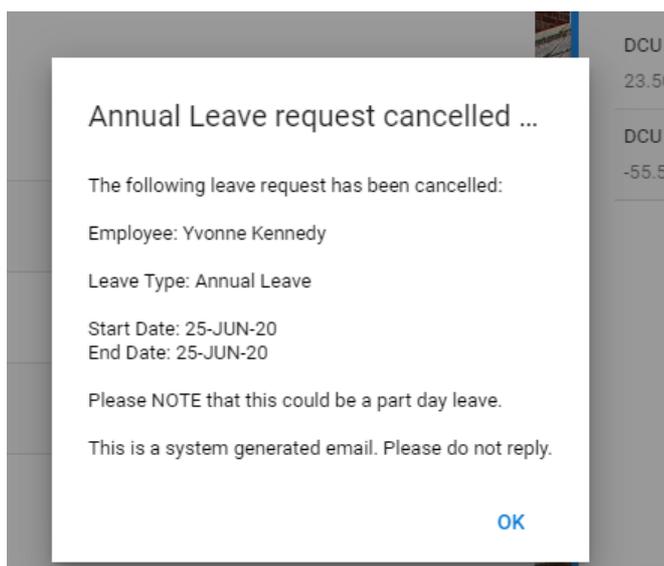
A notification will appear confirming you request has been submitted.



1. Click the  button.
2. Select the **Notification**.

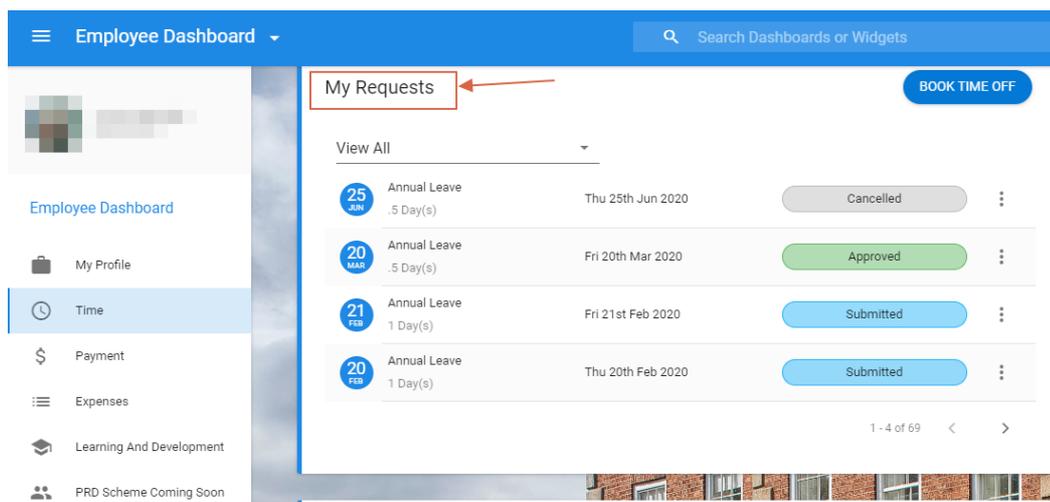


If you click on the notification, it will display on screen.



MY REQUESTS

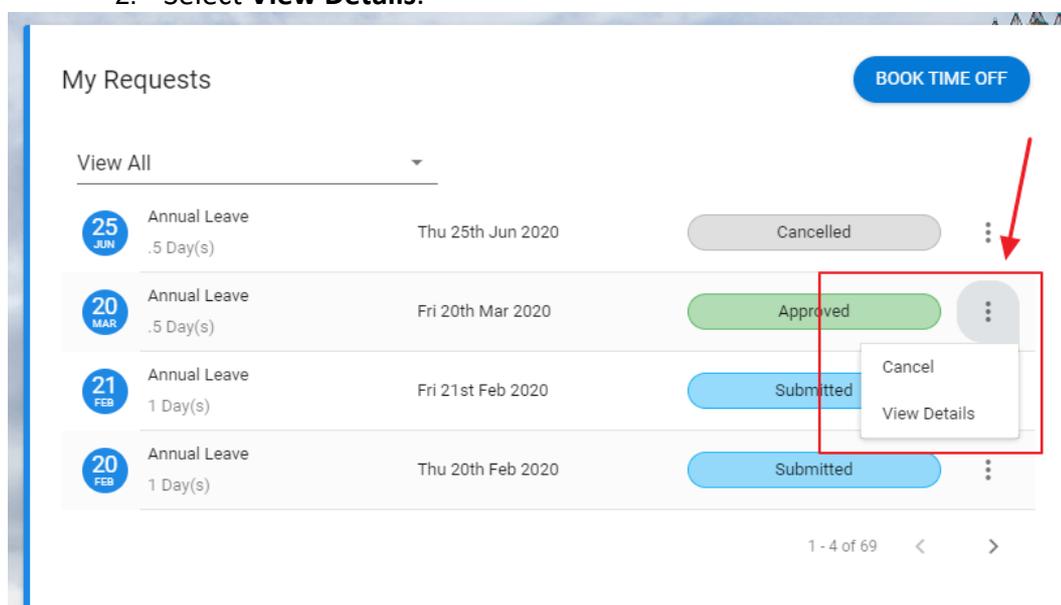
From the *Employee Dashboard*, employees can review the status of their requests, and make amendments as required, via the *My Requests* widget. The *My Requests* widget is shown in the below screenshot.



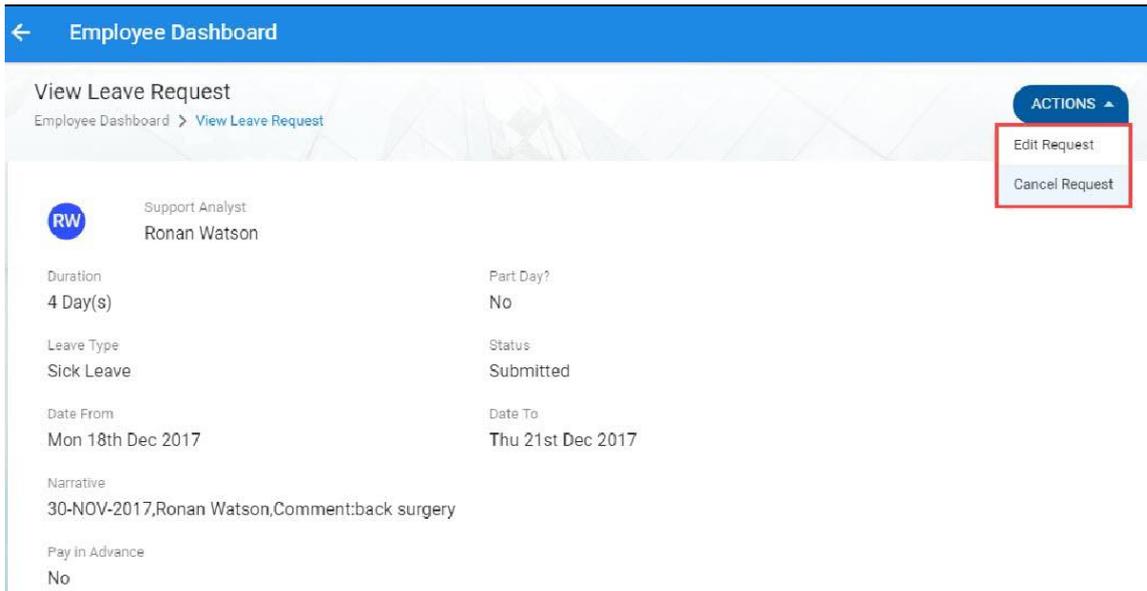
To view **Leave Requests** from the *My Requests* widget:

The *My Requests* widget displays.

1. Click the  button on the applicable Leave Request.
2. Select **View Details**.



The **View Leave Request** screen displays all relevant information regarding the leave requests. In this example, it is also possible to **Edit** or **Cancel** the requests.



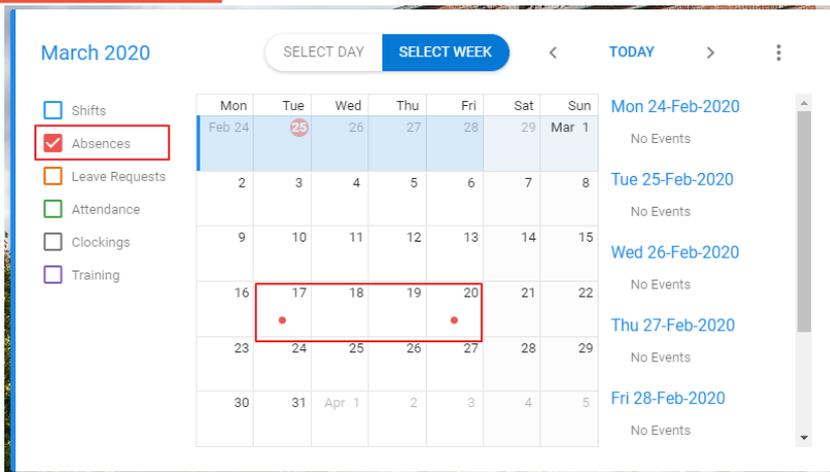
VIEWING LEAVE REQUESTS & ABSENCES

It is possible for employees to view their *Absences* and *Leave Requests* via the *Calendar* widget.

1. Tick **Absences**.

Red icons now display on the applicable dates where *Absences* occur.

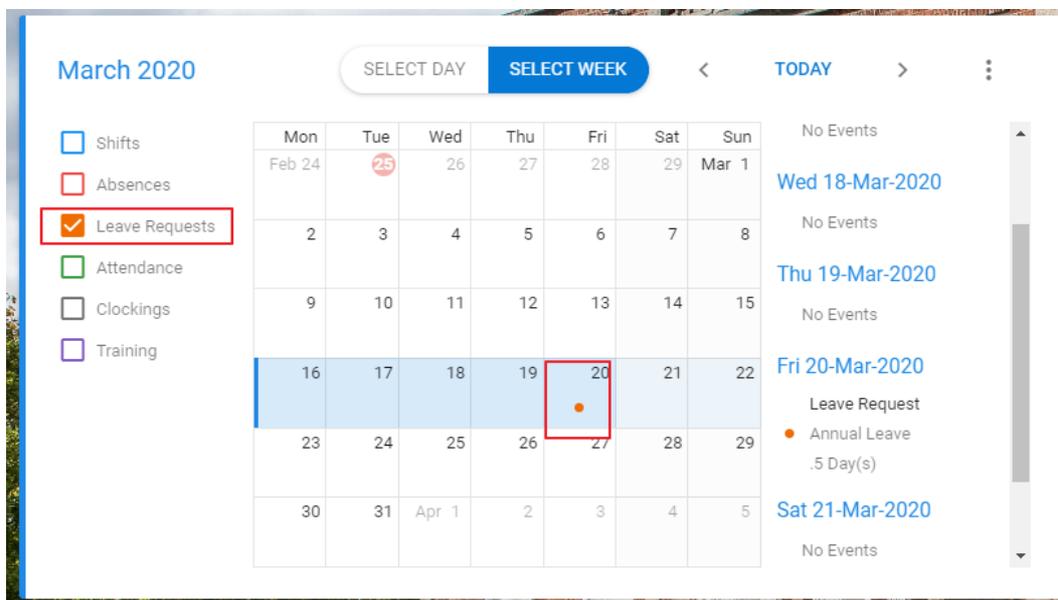
It is possible to click on the applicable date or week. This displays additional detail, regarding the absences, to the right of the **Calendar widget**. This is highlighted in the below screenshot.



3. Tick **Leave Requests**.

An orange icon now displays on the applicable date where a **Leave Request** occurs.

It is possible to click on the applicable date or week. This displays additional detail, regarding the *Leave Request*, to the right of the **Calendar widget**. This is highlighted in the below screenshot.



ABSENCES AND REQUESTS VIA WORK WEEK

The below examples show 'Sick Leave' *Absences* and an 'Annual Leave' *Leave Requests*, displaying on the **Work Week widget**.



Work Week

09-Dec-19 - 15-Dec-19

Mon 9th	Tue 10th	Wed 11th	Thu 12th	Fri 13th
09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	09:00 - 17:30	09:00 - 17:30
Annual Leave 7.24	Basic Hours 7.24	Basic Hours 7.24	Basic Hours 7.12	Basic Hours 7.21
	Positive Flex Time 1.01	Positive Flex Time 0.38	Negative Flexi Time 0.12	Negative Flexi Time 0.03

BALANCES

It is possible for employees to view their balance information from the *Balances* widget.

The *Balances* widget displays.

Here it is possible to view all balances assigned to your employee record.

To view individual balance information:

1. Click **View** on the applicable balance.

In this example, the 'Annual Leave' *Balance Type* is selected.

The screenshot shows a 'Balances' widget with a blue 'BALANCE' button at the top right. Below it, there are two rows of balance information. The first row is 'DCU Annual Leave' with a value of '23.50 days' and a blue progress bar. To its right is a blue 'VIEW' button, which is highlighted with a red box and a red arrow. The second row is 'DCU Flexitime' with a value of '-55.55 hours' and a blue progress bar. To its right is another blue 'VIEW' button.

The *My Balances* screen displays.

This screen lists information relating to the selected *Balance Type*.

Here it is possible to specify a different *Balance Type*, if required, as highlight below.

My Balances

Employee Dashboard > My Balances

Balance Type *

DCU Annual Leave

DCU Annual Leave

DCU Flexitime

days

The *My Balances* screen lists the following information for the *Balance Type*.

- Entitlement
- Carried
- Taken
- Booked
- Balance

Balance Type *

DCU Annual Leave

Entitlement 25 days

Carried 0 days

Taken 1 days

Booked 0.5 days

Balance 23.5 days

Floating

Balance Type

Date

days

Opening Values

01st January 2020

26

Manual Adjustment

10th January 2020

-1

To view information on all *Balance Types*:

2. Click **Balance**.

Balances

DCU Annual Leave
23.50 days [VIEW](#)

DCU Flexitime
-55.55 hours [VIEW](#)

The *My Balances* screen displays.

This screen lists information relating to all *Balance Types* assigned to your employee record.

The *My Balances* screen lists each *Balance Type* assigned to your employee record. It also details the following information per *Balance Type*.

My Balances
Employee Dashboard > [My Balances](#)

Active ▾

Balance	Open Period	Type	Status	Allowa...	Carried...	Taken	Balance	Booked	Balanc...
Annual Leave	01-Jan-2017 to 31-Dec-2017	Days		25.00	2.00	15.75	11.25	0.00	11.25
Annual Leave (Multi-Appointment)	01-Jan-2013 to 31-Dec-2013	Days		0.00	2.00	0.00	2.00	0.00	2.00

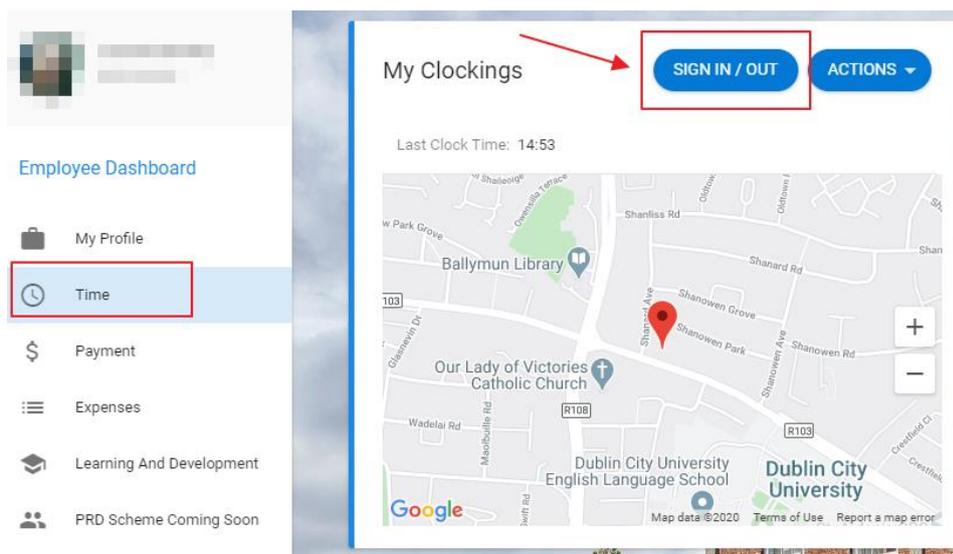
MAINTAIN CLOCKINGS ON THE COREPORTAL

CorePortal (Time Section) allows employees manage their own *Clockings** through the Employee Dashboard. This allows employees to; *clock in and out and submit missed clocking requests.*

* Note Clocking are only applicable to employee department where flexi time is set up. Please refer to DCU flexi time policy regarding details on flexi time guidelines.

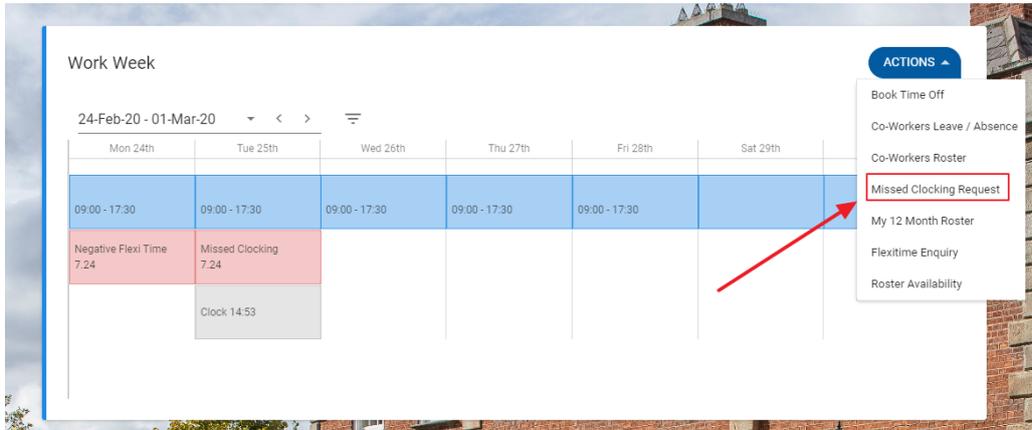
Employees availing of both flexi leave and remote working should not clock in/out on a remote working day. Flexi is not accrued on a remote working day.

There is an option to sign and out each date.



If required missed clockings can be submitted through the portal.

1. Go to the time section of the portal.
2. Go to 'Work Week' and select 'Missed Clocking Request'.



3. Enter the date and time of the miss clocking along with enter a comment on the reason.

Clocking Details
Employee Dashboard > [Clocking Details](#)

Date *	Time *
<input type="text" value="30-Jan-2020"/>	<input type="text" value="08:39"/>
Comments *	
<input type="text" value="Forgot to clock in"/>	

This must be entered within a week of when the missed clocking occurred.

4. The request will be sent to the employee's manager for approval and the employee will receive a notification when this request has been approved.

