



CoreTime Employee Training Manual 2021

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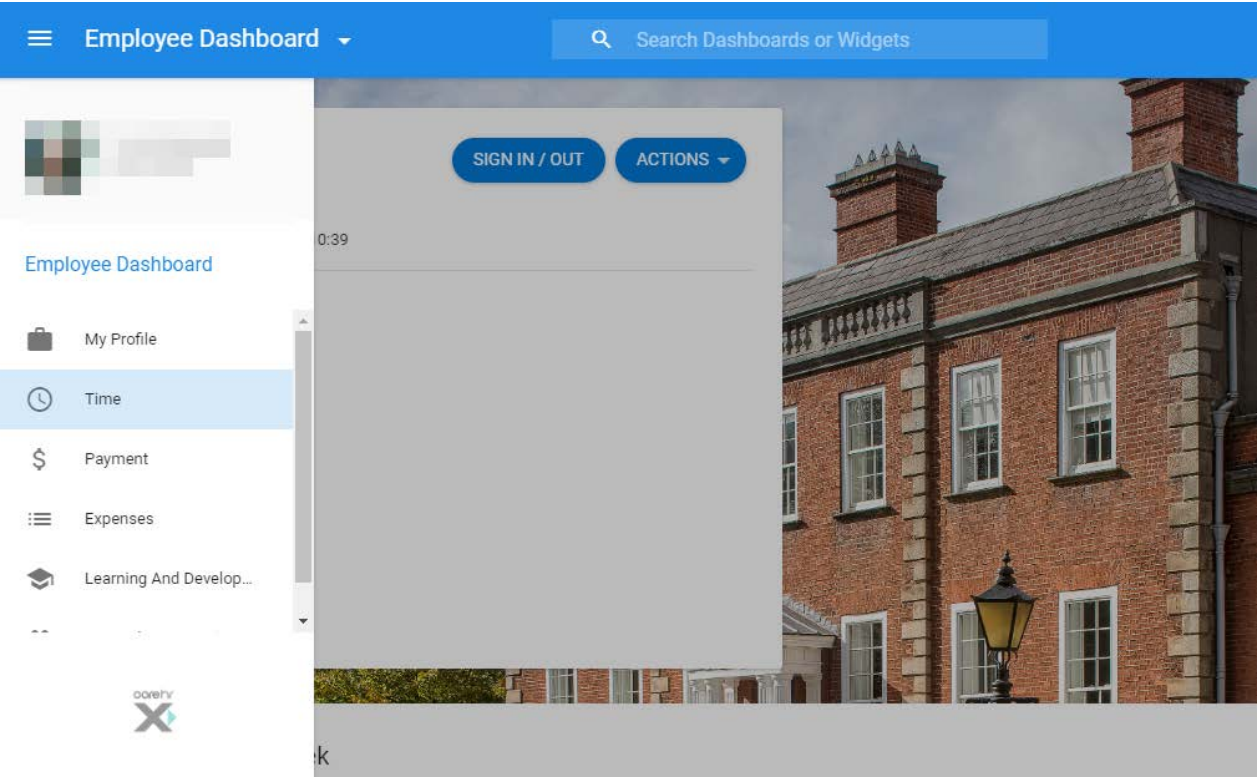
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OVERVIEW

LEAVE AND ABSENCES

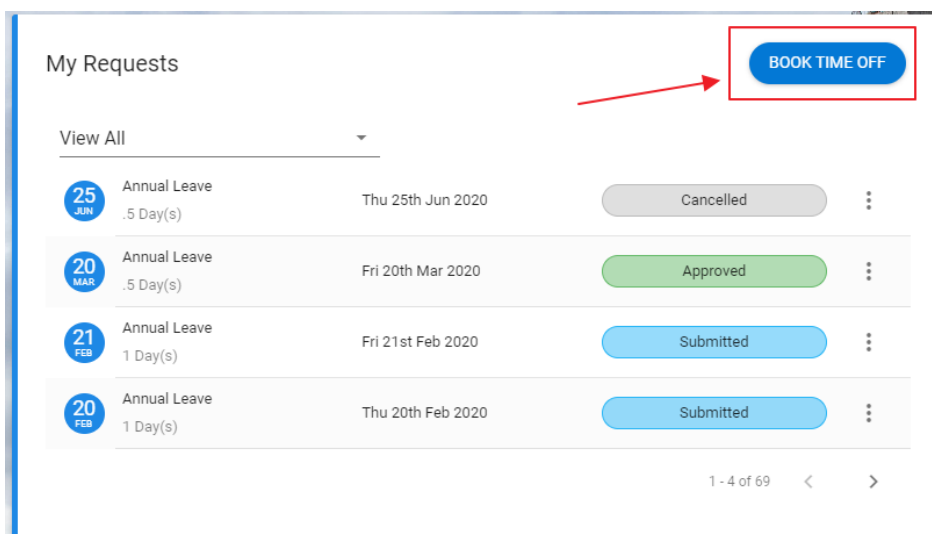
CorePortal (Time Section) allows employees manage their own *Leave Requests* through the Employee Dashboard. This allows employees to submit *Leave Requests* to their managers for approval. It is also possible for employees to view and edit already submitted requests if required. Along with Time there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



SUBMITTING LEAVE REQUESTS

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

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



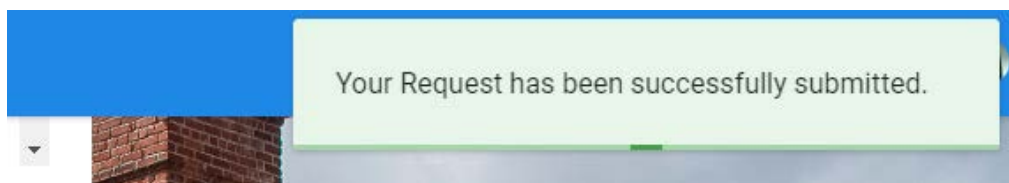
Click on the Book Time Off – **'Create New Leave Request'** screen displays.


The screenshot shows the 'Book Time Off' form. At the top, it says 'Book Time Off' and 'Employee Dashboard > Book Time Off'. Below this is a heading 'Create New Leave Request'. The form contains several fields: 'Leave Type*' with a dropdown arrow, 'Part Day' with a toggle switch, 'Start Date*' with a calendar icon and the value '25-Feb-2020', 'End Date*' with a calendar icon and the value '25-Feb-2020', and 'Comments*' with a text input field.

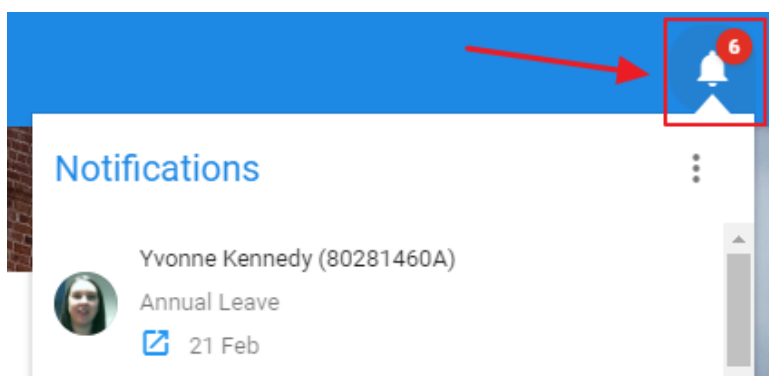
1. Select the applicable *Leave Type* from the drop-down list.
2. Enter the *Start Date*.
3. Enter the *End Date*.
4. Select a *Reason* from the drop-down list, if applicable.
5. Add *Comments*.
6. Click **Submit**.



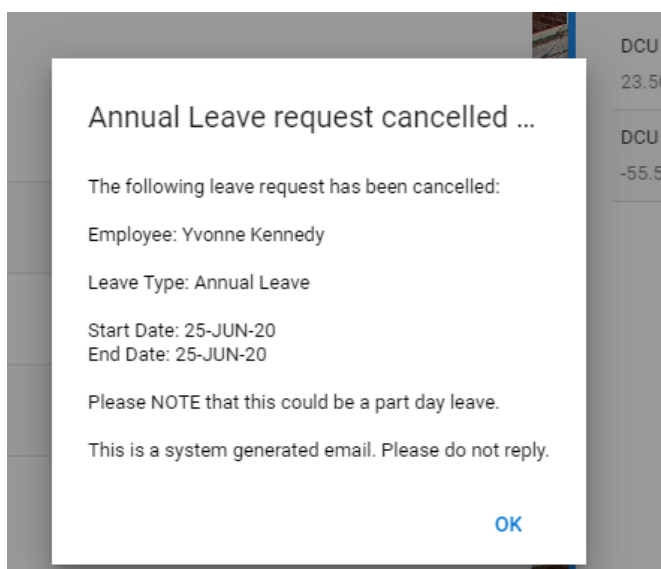
A notification will appear confirming you request has been submitted.



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

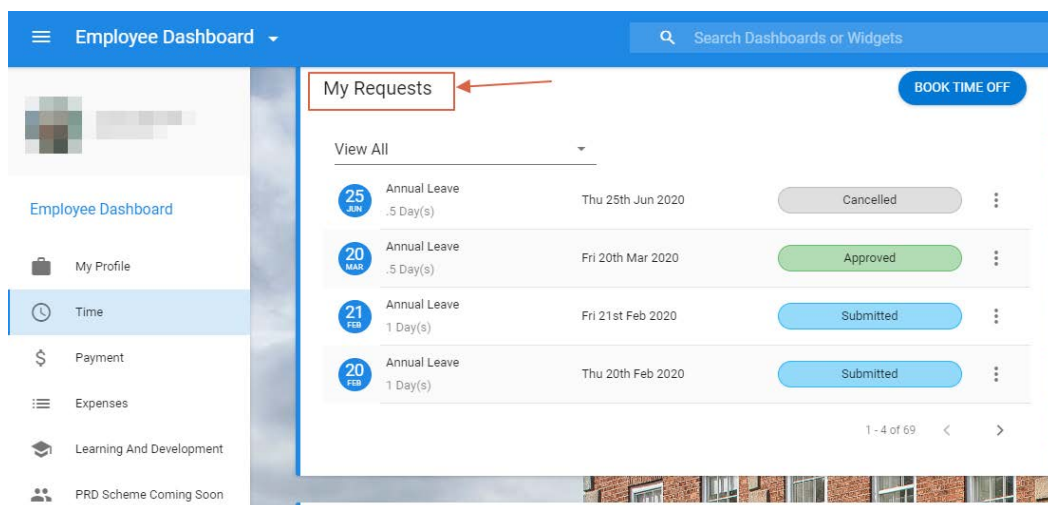


If you click on the notification, it will display on screen.




MY REQUESTS

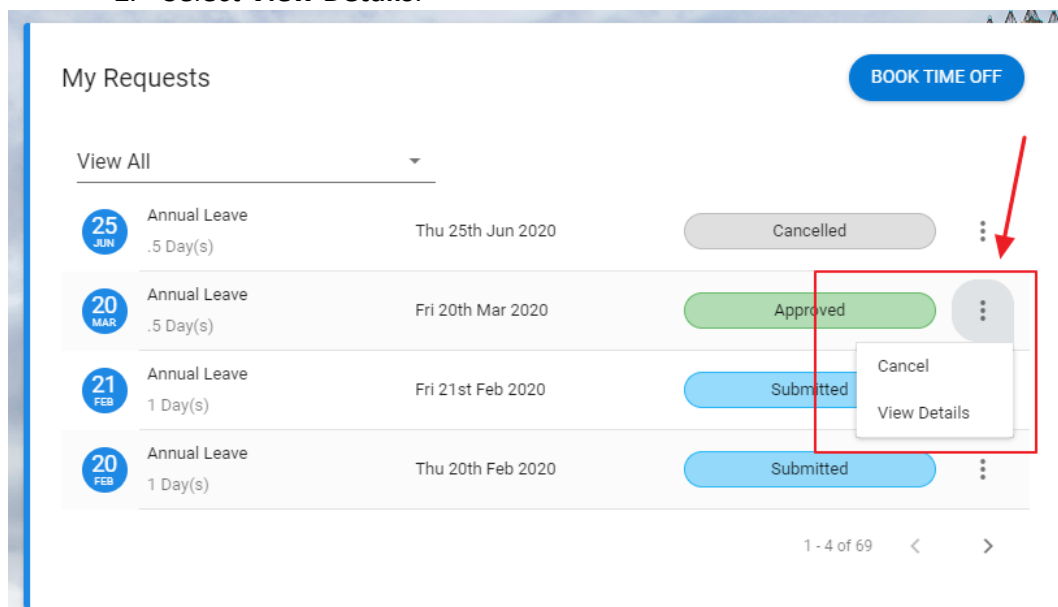
From the *Employee Dashboard*, employees can review the status of their requests, and make amendments as required, via the *My Requests* widget. The *My Requests* widget is shown in the below screenshot.



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.

Employee Dashboard

View Leave Request
Employee Dashboard > View Leave Request

ACTIONS ▾
Edit Request
Cancel Request

RW Support Analyst
Ronan Watson

Duration: 4 Day(s) | Part Day?: No

Leave Type: Sick Leave | Status: Submitted

Date From: Mon 18th Dec 2017 | Date To: Thu 21st Dec 2017

Narrative: 30-NOV-2017,Ronan Watson,Comment:back surgery

Pay in Advance: No

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.

March 2020

SELECT DAY | SELECT WEEK

TODAY

Shifts
 Absences
 Leave Requests
 Attendance
 Clockings
 Training

Mon	Tue	Wed	Thu	Fri	Sat	Sun
Feb 24	25	26	27	28	29	Mar 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Apr 1	2	3	4	5

Mon 24-Feb-2020
No Events

Tue 25-Feb-2020
No Events

Wed 26-Feb-2020
No Events

Thu 27-Feb-2020
No Events

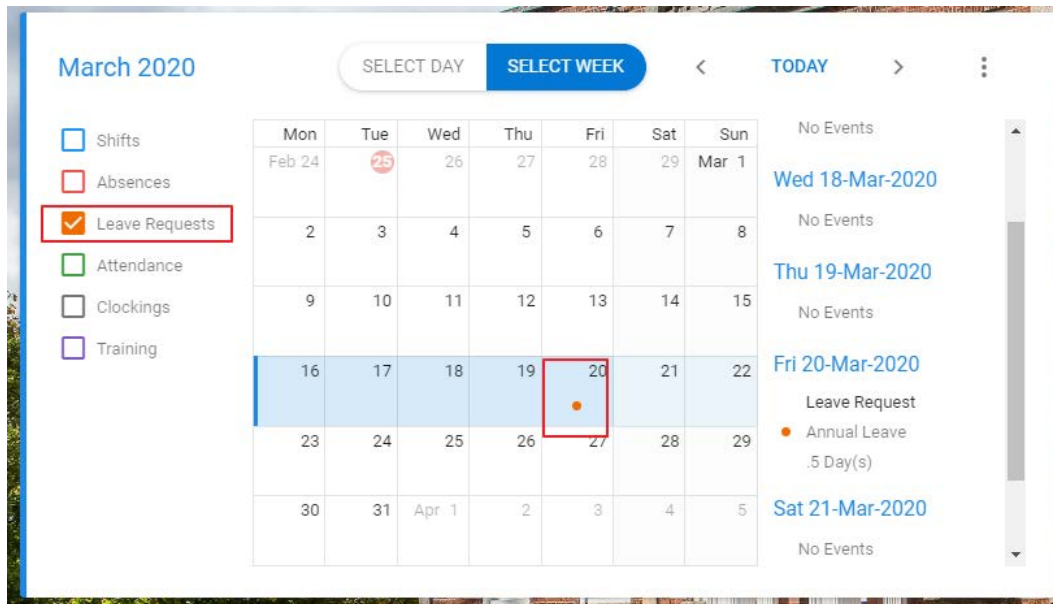
Fri 28-Feb-2020
No Events



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.

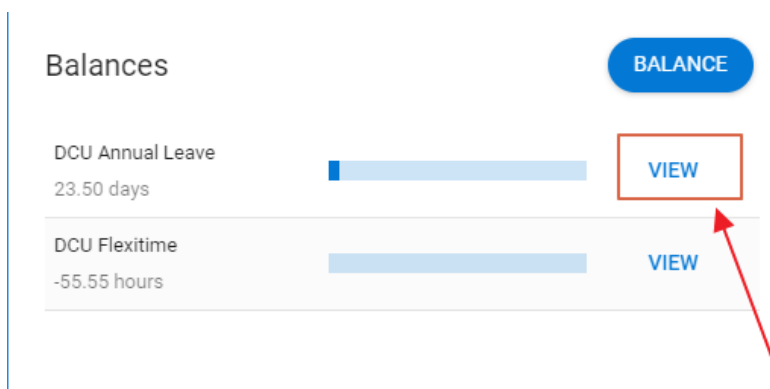
The **Balances** widget displays.

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.

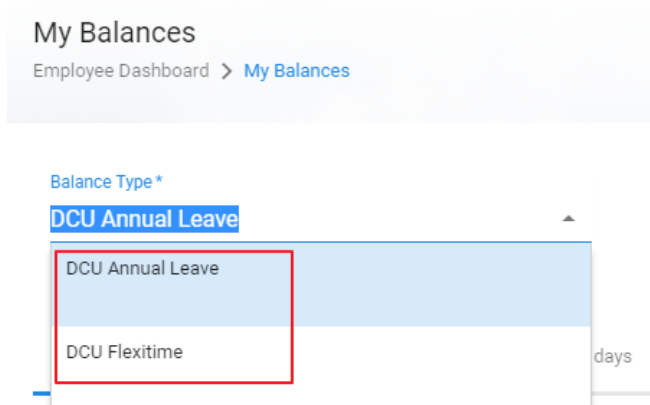
In this example, the 'Annual Leave' *Balance Type* is selected.



The **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.



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

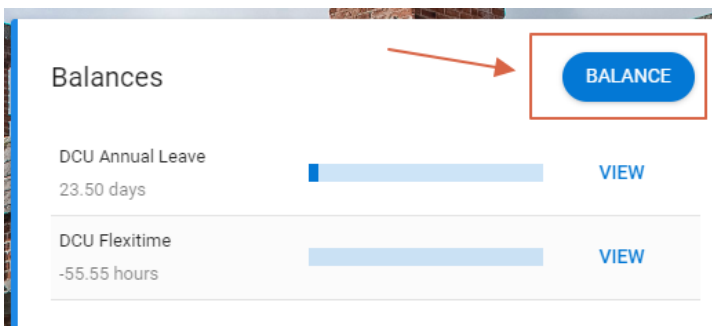
Balance 23.5 days

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**.



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*.

The screenshot shows the 'My Balances' screen with a table of balance types. The table has columns for Balance, Open Period, Type, Status, Allowa..., Carried..., Taken, Balance, Booked, and Balanc... The first two rows are highlighted with a red box.

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

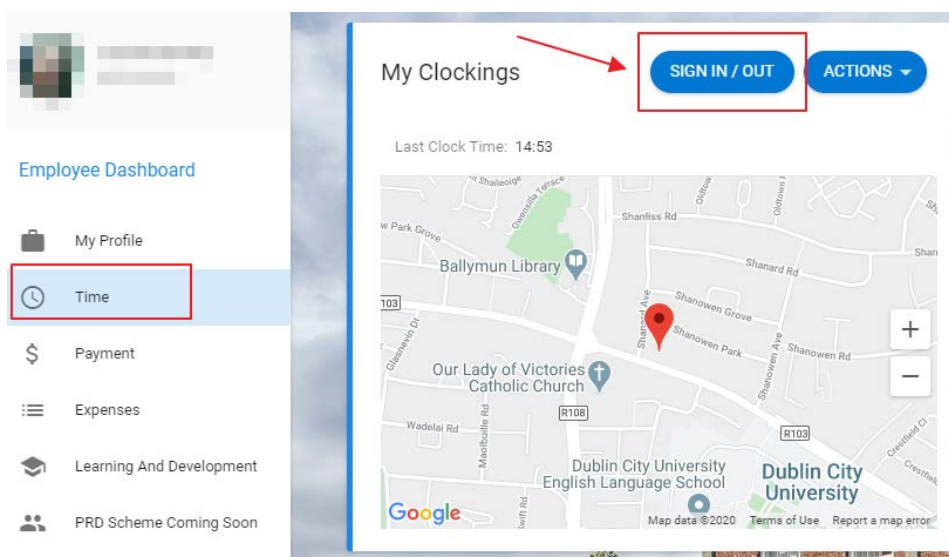


MAINTAIN CLOCKINGS ON THE COREPORTAL

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.*

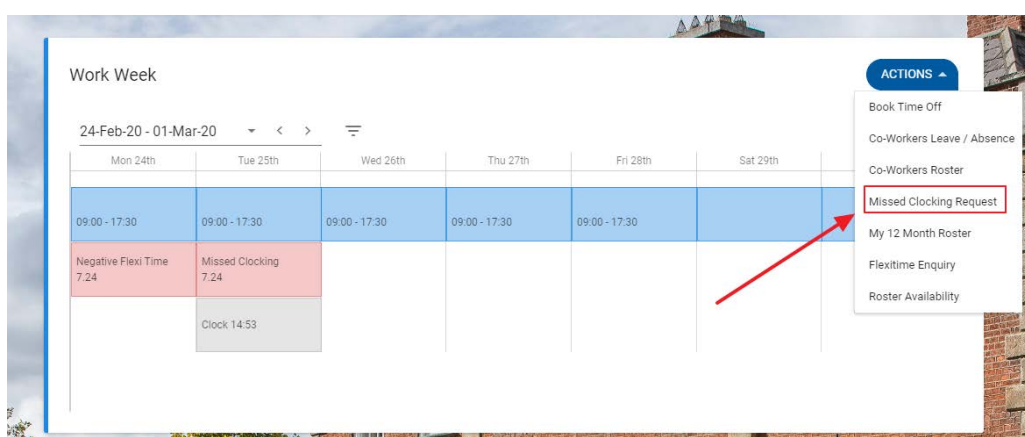
* Note Clocking are only applicable to employee department where flexi time is set up. Please refer to DCU flexi time policy regarding details on flexi time guidelines.

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 *
30-Jan-2020

Time *
08:39

Comments *
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.

