



OLLSCOIL NA GAILLIMHÉ  
UNIVERSITY OF GALWAY

# **Core Portal - Employee Self-Service Guide**

Human Resources Office

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## Context

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

This user guide will focus on:

- Managing Annual Leave through Core Portal
- Managing Flexitime through Core Portal
- Clocking on Core Portal
- Updating contact details such as phone, email address and home address
- Updating Next of Kin details
- Updating Dependants details

# 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](mailto: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.

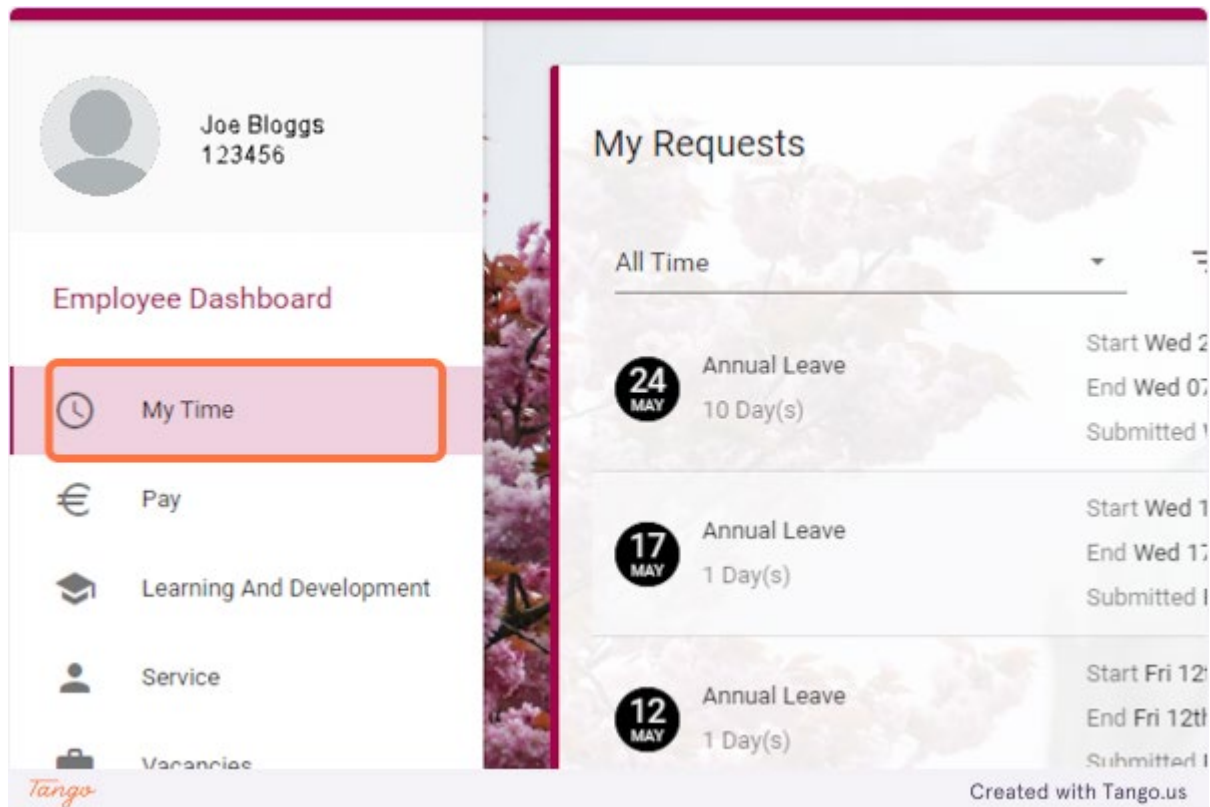
It is the employees' responsibility to ensure that their annual leave balance is accurate in accordance with the annual leave policy.

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.

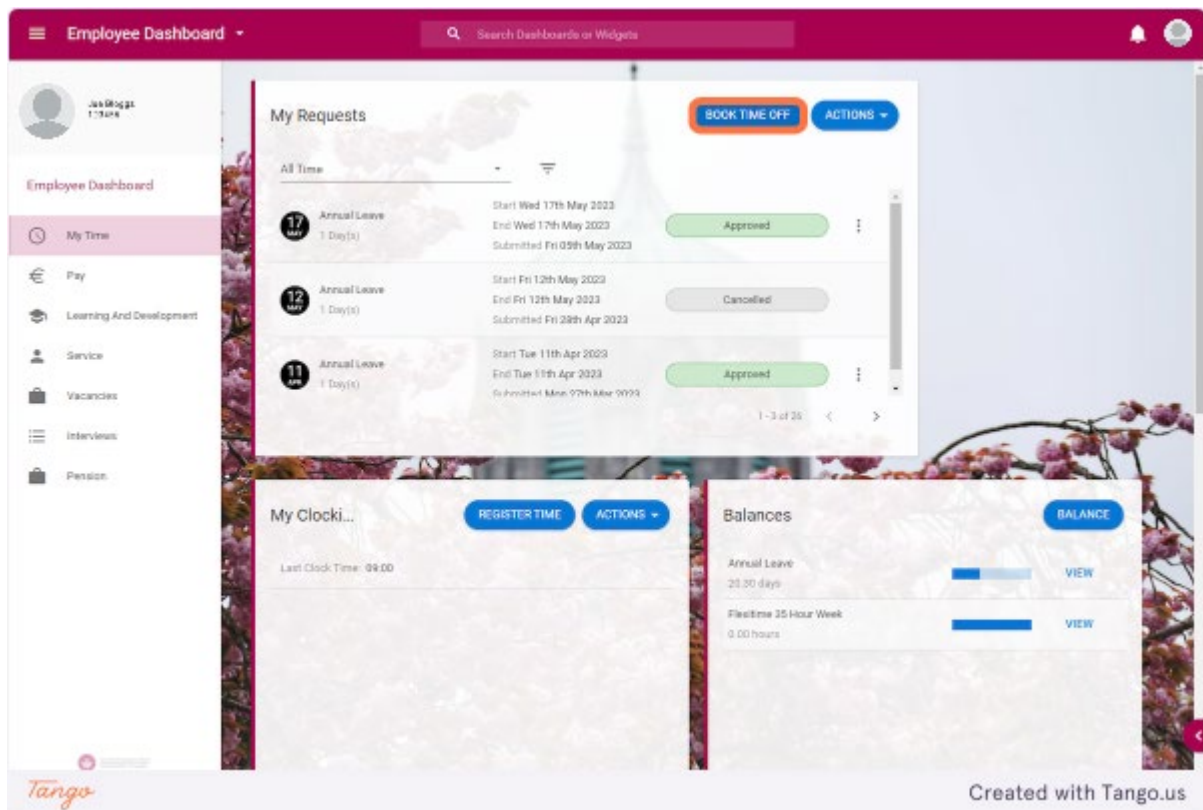
## Booking Annual Leave on Core Portal

Go to [https://my.corehr.com/pls/coreportal\\_nuigp/i#EmpMain/mytime](https://my.corehr.com/pls/coreportal_nuigp/i#EmpMain/mytime)

### 1. Click on My Time



### 2. Click on BOOK TIME OFF



### 3. Click on Leave Type

Book Time Off

Employee Dashboard > Book Time Off

### Create New Leave Request

Leave Type\*  ☐

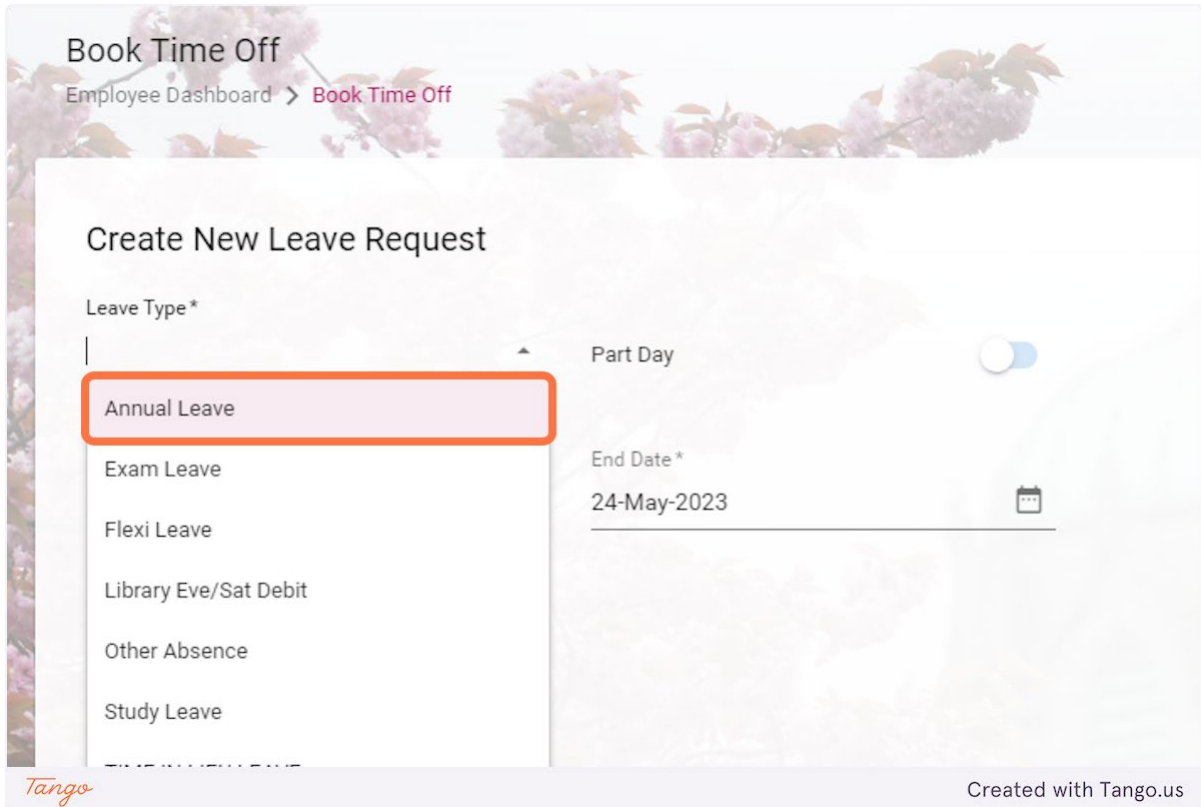
Start Date\* 24-May-2023

End Date\* 24-May-2023

Comments\*

*Tango* Created with Tango.us

#### 4. Click on Annual Leave



**Book Time Off**

Employee Dashboard > **Book Time Off**

### Create New Leave Request

Leave Type\*

- Annual Leave**
- Exam Leave
- Flexi Leave
- Library Eve/Sat Debit
- Other Absence
- Study Leave

Part Day ☒

End Date\*  
24-May-2023

*Tango* Created with Tango.us

#### 5. Click on Start Date

Employee Dashboard > Book Time Off

### Create New Leave Request

Leave Type\*  
Annual Leave ▼

Part Day ☐

Start Date\*  
24-May-2023

End Date\*  
24-May-2023

Comments

Tango Created with Tango.us

## 6. Choose start date of annual leave

M	T	W	T	F	S	S
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	1	2	3	4
5	6	7	8	9	10	11

TODAY

allowance

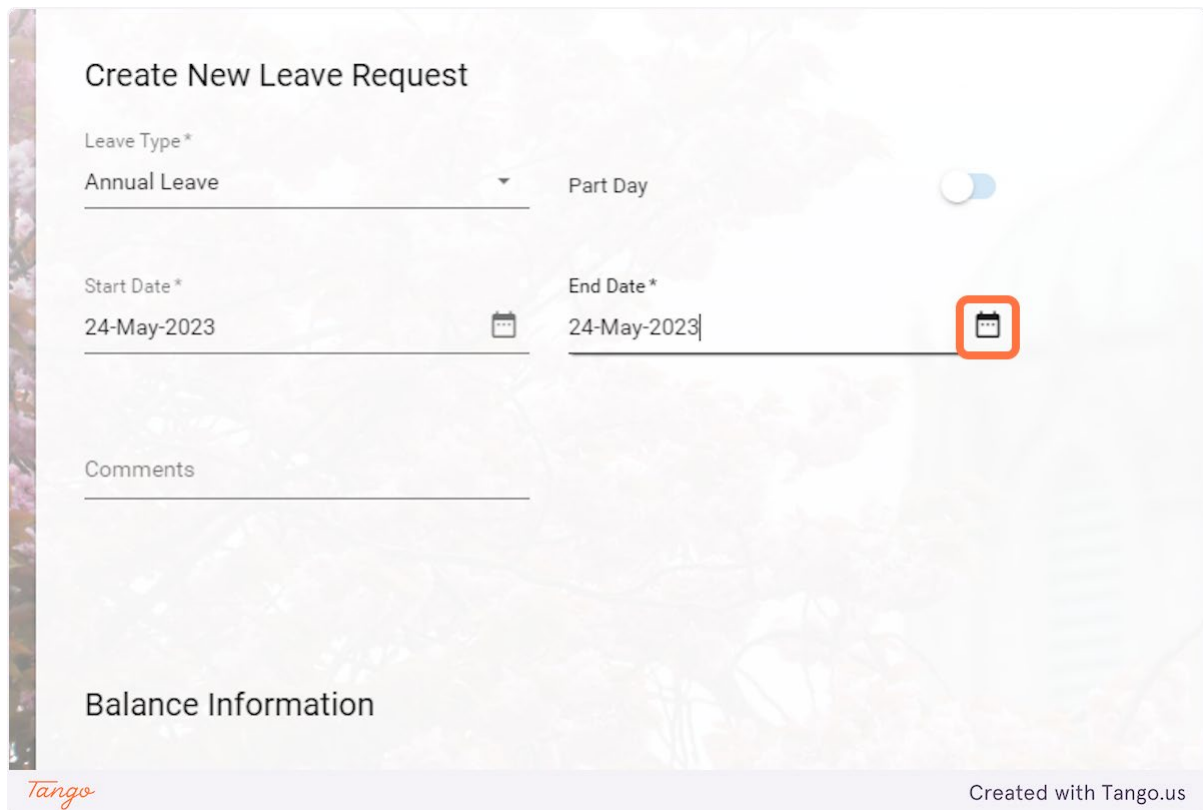
25.00

0.00

Tango Created with Tango.us



## 7. Click on End Date



The screenshot shows a web form titled "Create New Leave Request". It includes a "Leave Type\*" dropdown menu set to "Annual Leave", a "Part Day" toggle switch, and two date fields: "Start Date\*" (24-May-2023) and "End Date\*" (24-May-2023). The "End Date\*" field is highlighted with a red square. Below the date fields is a "Comments" text area. At the bottom, there is a "Balance Information" section. The footer contains the "Tango" logo and the text "Created with Tango.us".

Create New Leave Request

Leave Type\*  
Annual Leave ▼

Part Day ☐

Start Date\*  
24-May-2023

End Date\*  
24-May-2023

Comments

Balance Information

Tango Created with Tango.us

## 8. Choose end date of annual leave

on

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	1	2	3	4
5	6	7	8	9	10	11

Allowed

25.00

0.00

TODAY

*Tango*

Created with Tango.us

9. Click on SUBMIT

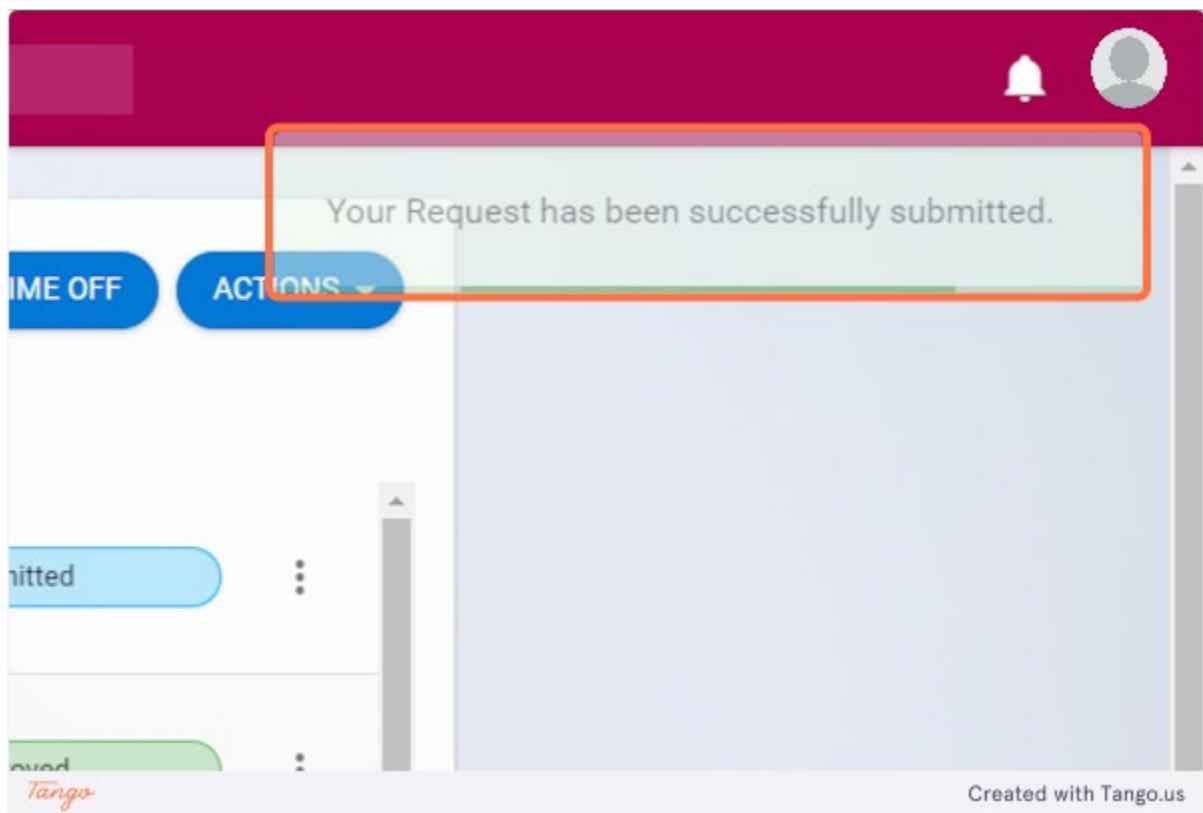
0.00

**SUBMIT**

*Tango*

Created with Tango.us

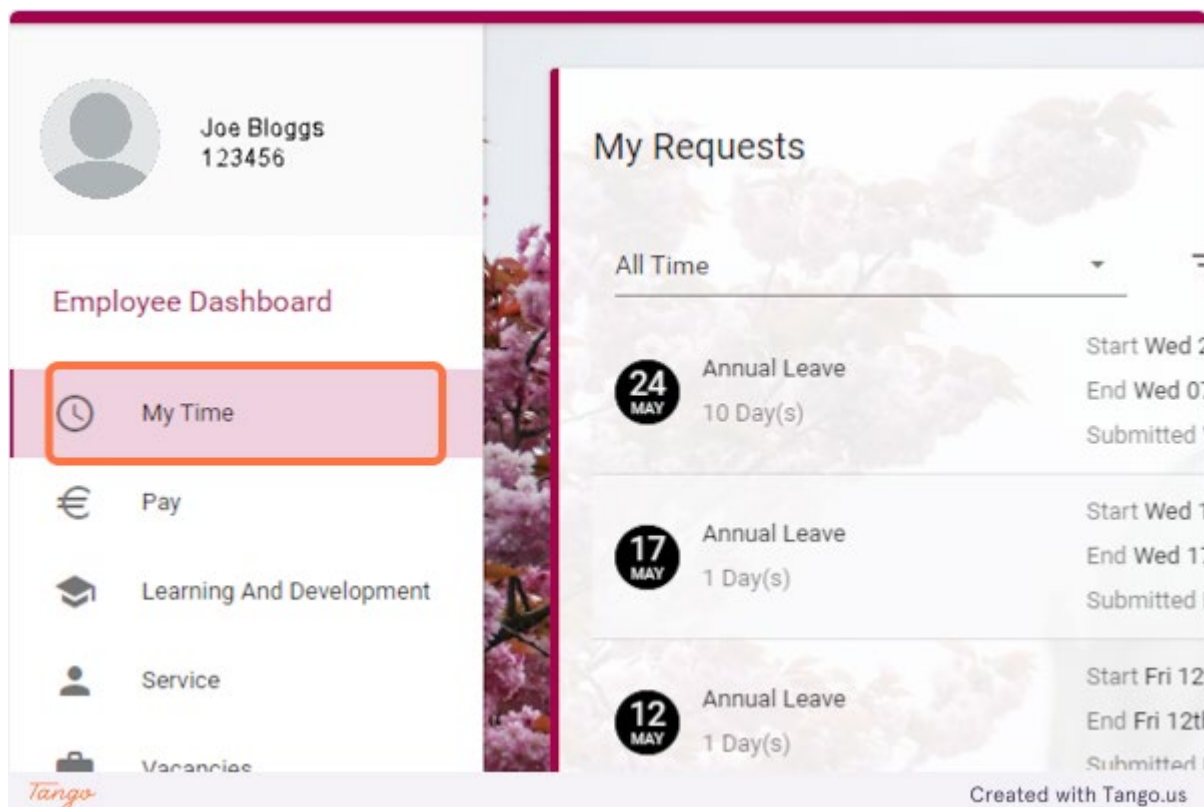
10. You will get a notification to say that "Your Request has been successfully submitted".



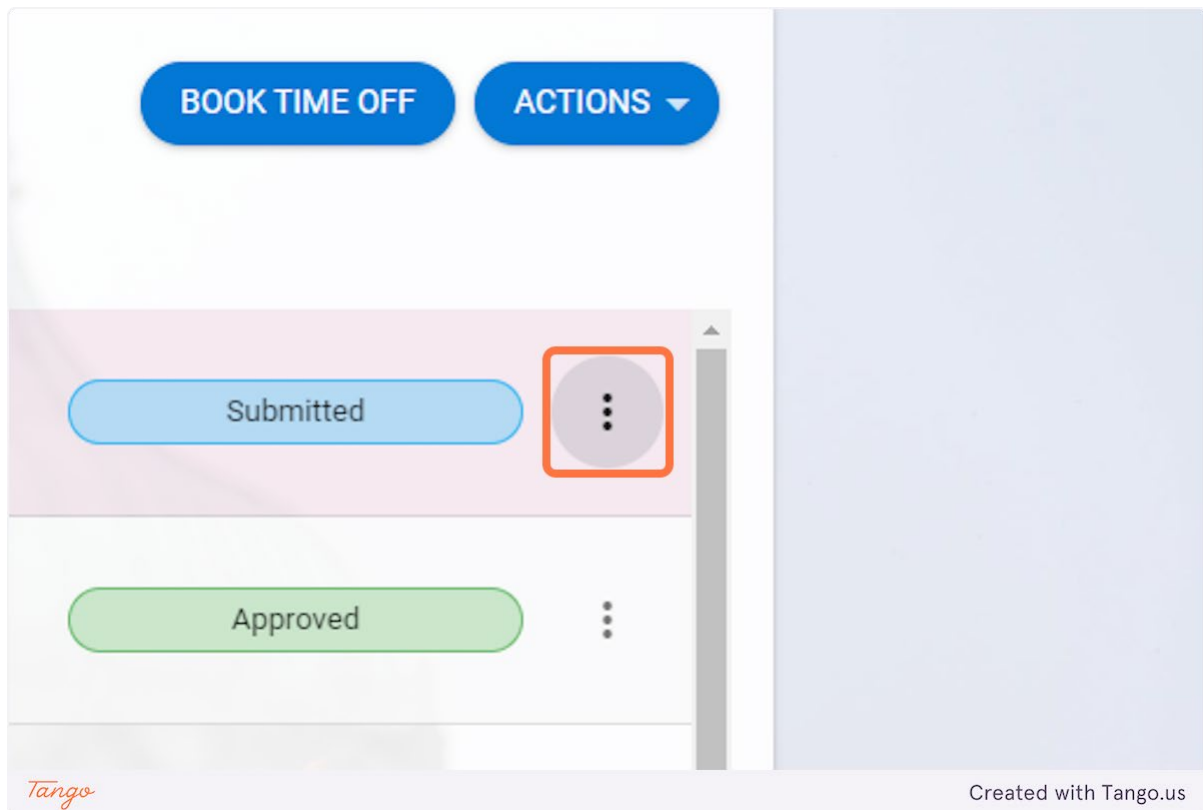
## Cancelling Leave Request on Core Portal

Go to [https://my.corehr.com/pls/coreportal\\_nuigp/i#EmpMain/mytime](https://my.corehr.com/pls/coreportal_nuigp/i#EmpMain/mytime)

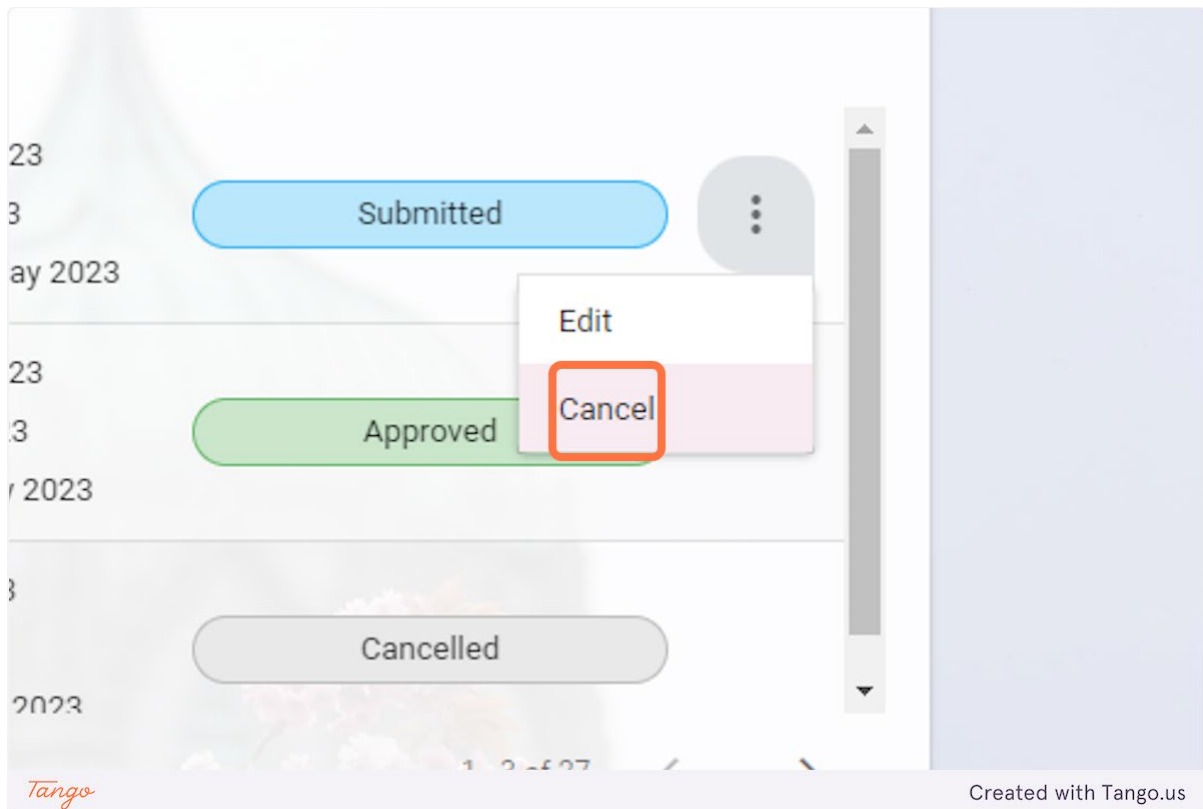
### 1. Click on My Time



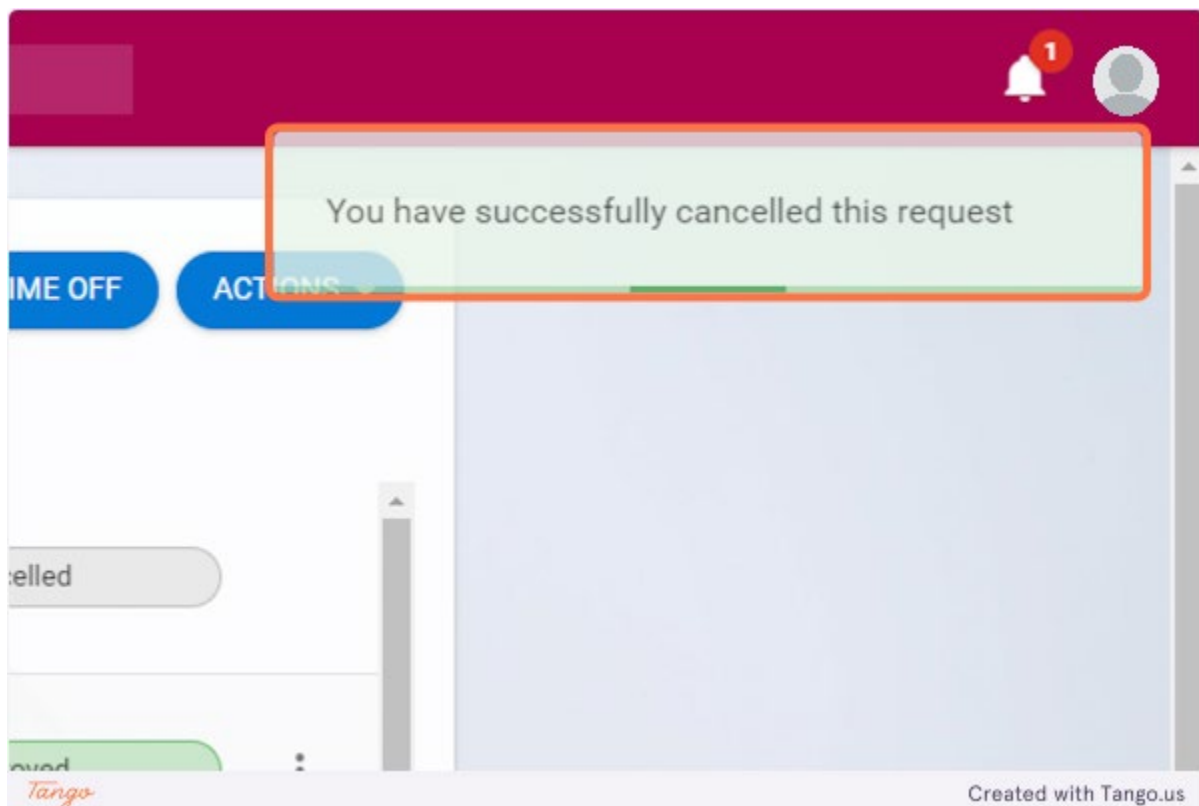
**2. On a leave request that has not been Approved or Rejected yet, click on the 3 dots**



### 3. Click on Cancel



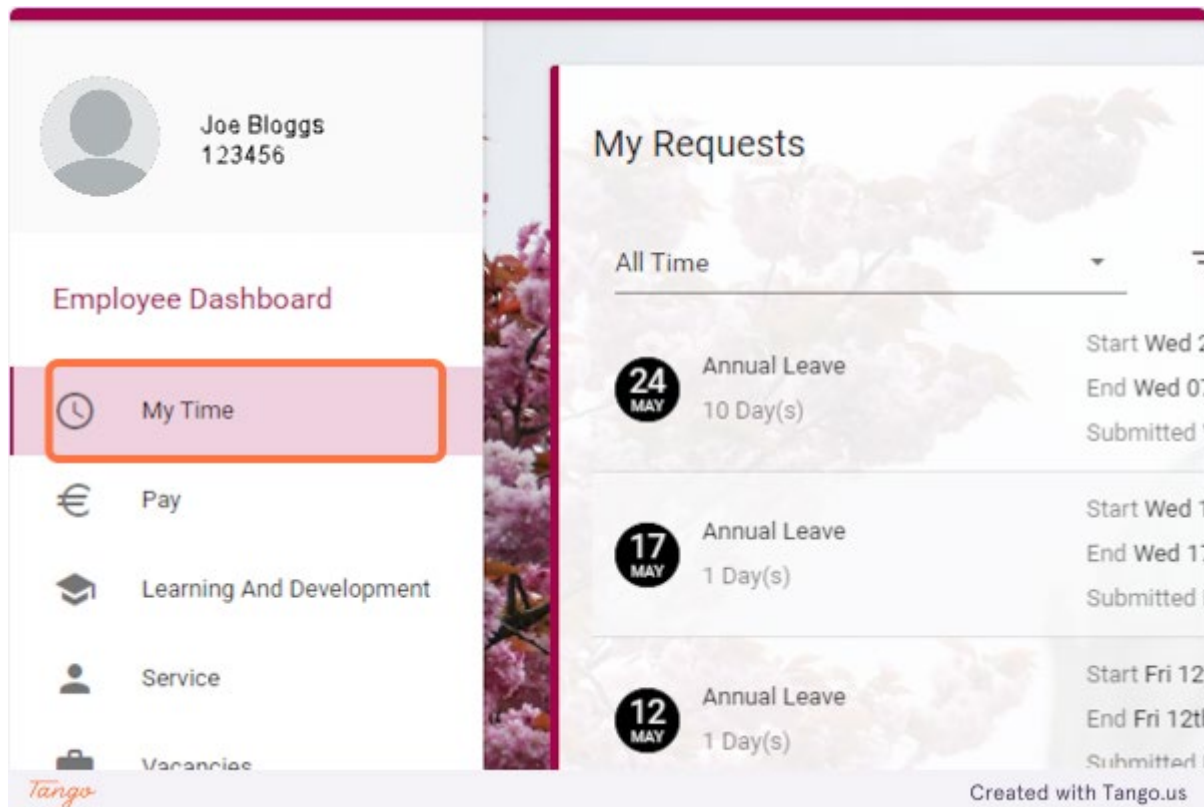
**4. You will get a notification to say "You have successfully cancelled this request."**



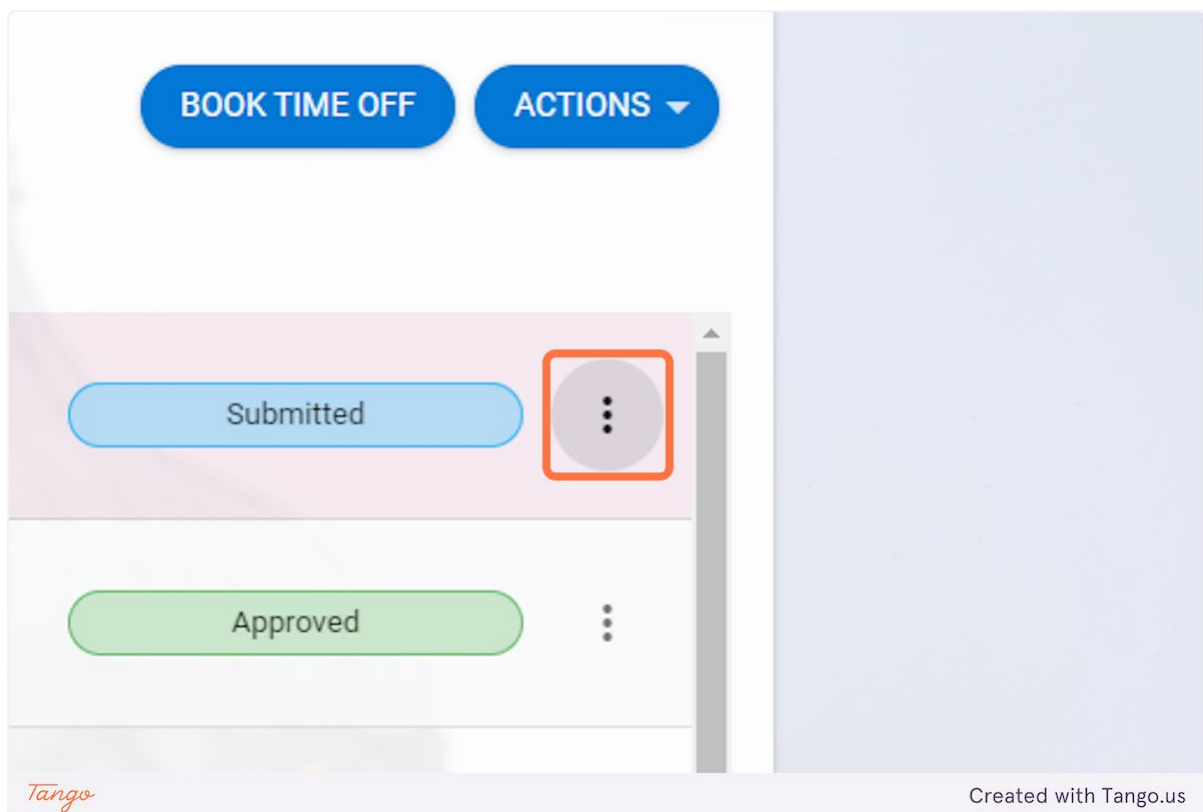
## How to Edit and Submit a Leave Request on Core Portal

Go to [https://my.corehr.com/pls/coreportal\\_nuigp/i#EmpMain/mytime](https://my.corehr.com/pls/coreportal_nuigp/i#EmpMain/mytime)

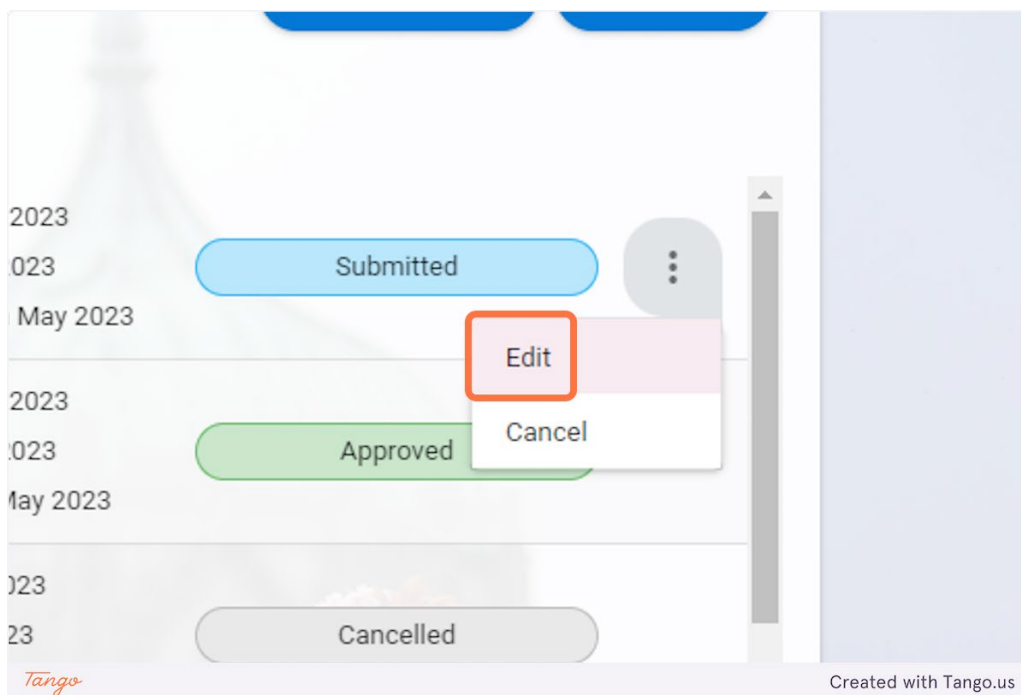
### 1. Click on My Time



**2. On a request that has not been Approved or Rejected yet click on the 3 dots**

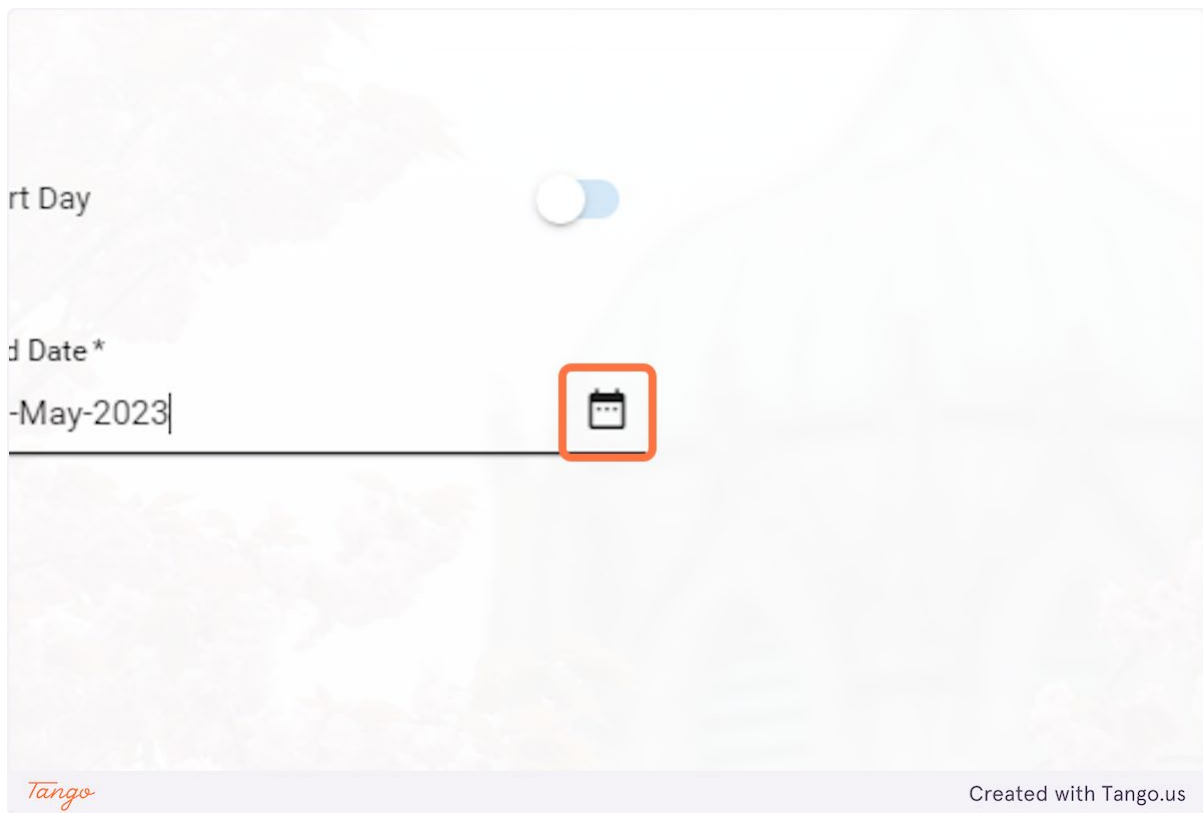


**3. Click on Edit**



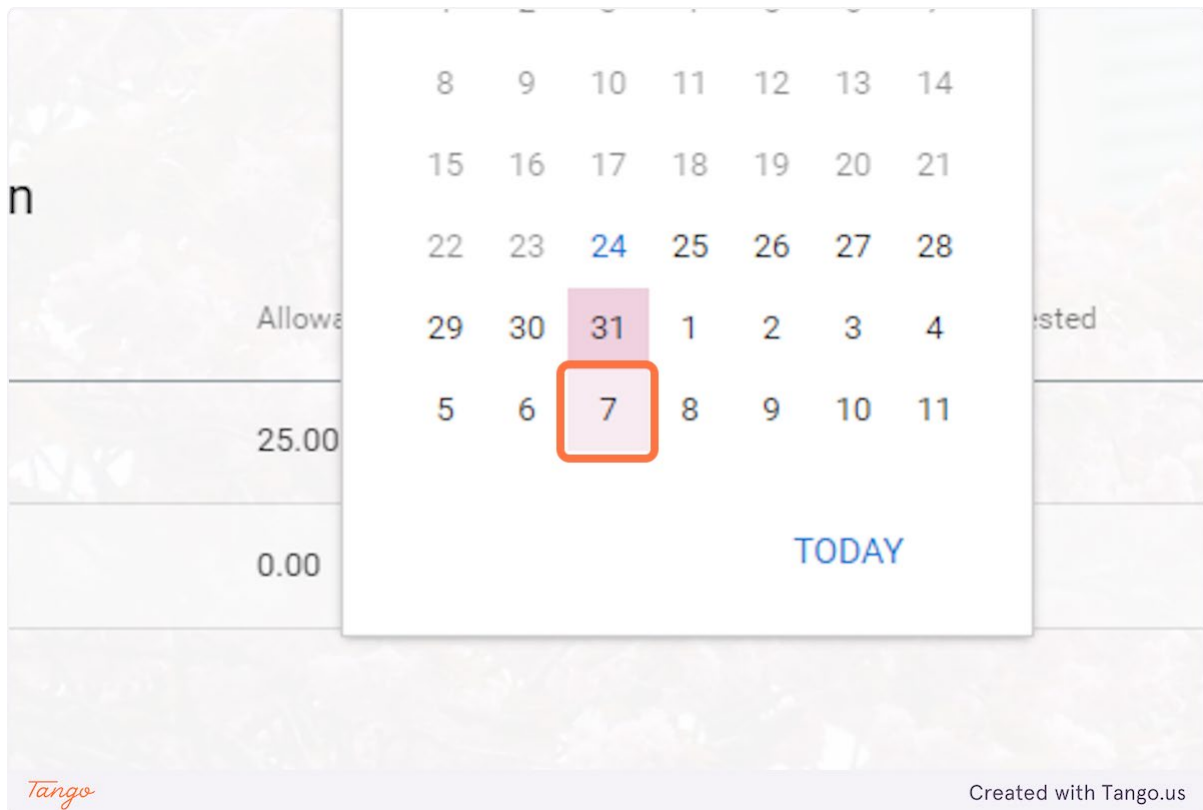


**4. Choose the part of the request you wish to edit, in this case the end date**

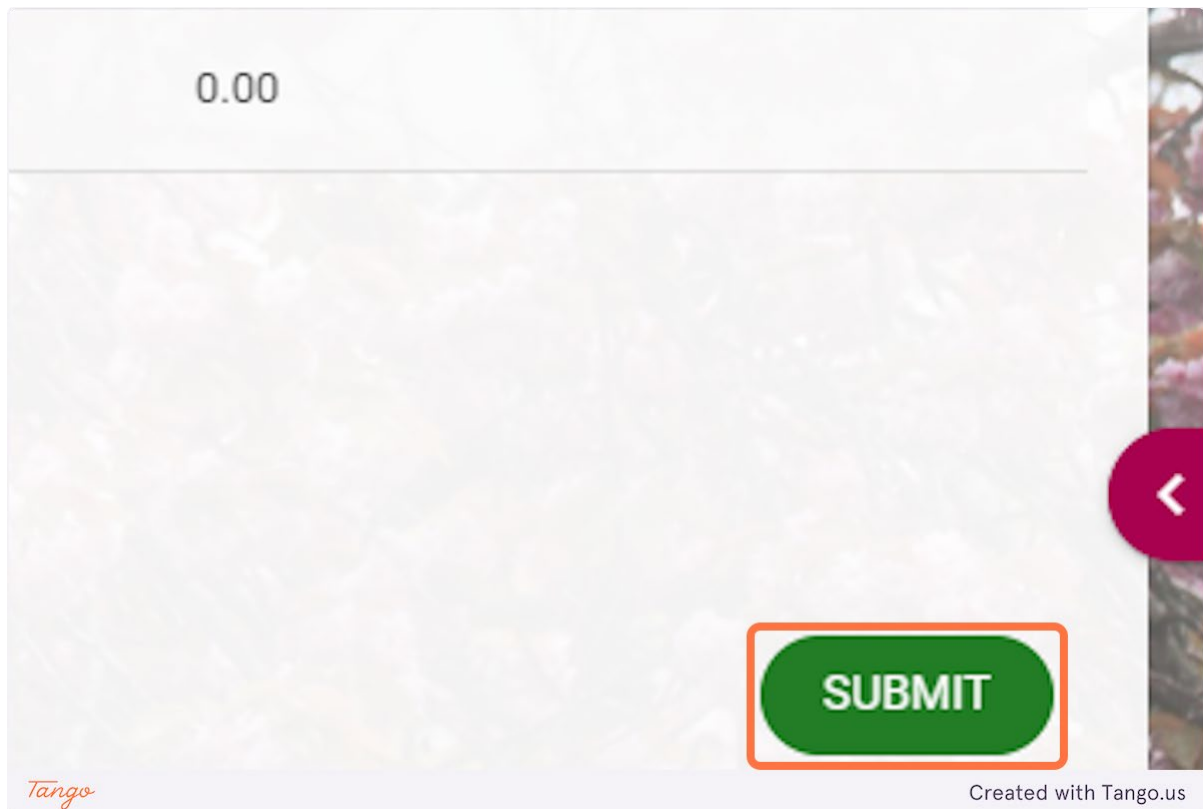


The screenshot shows a form with a light gray background. At the top, there is a label "rt Day" followed by a blue toggle switch. Below this, there is a label "d Date\*" and a text input field containing "-May-2023". To the right of the text input field is a calendar icon, which is highlighted by a red square box. At the bottom left of the form, the word "Tango" is written in a red, cursive font. At the bottom right, the text "Created with Tango.us" is displayed in a small, gray font.

**5. Choose the new end date for the annual leave**



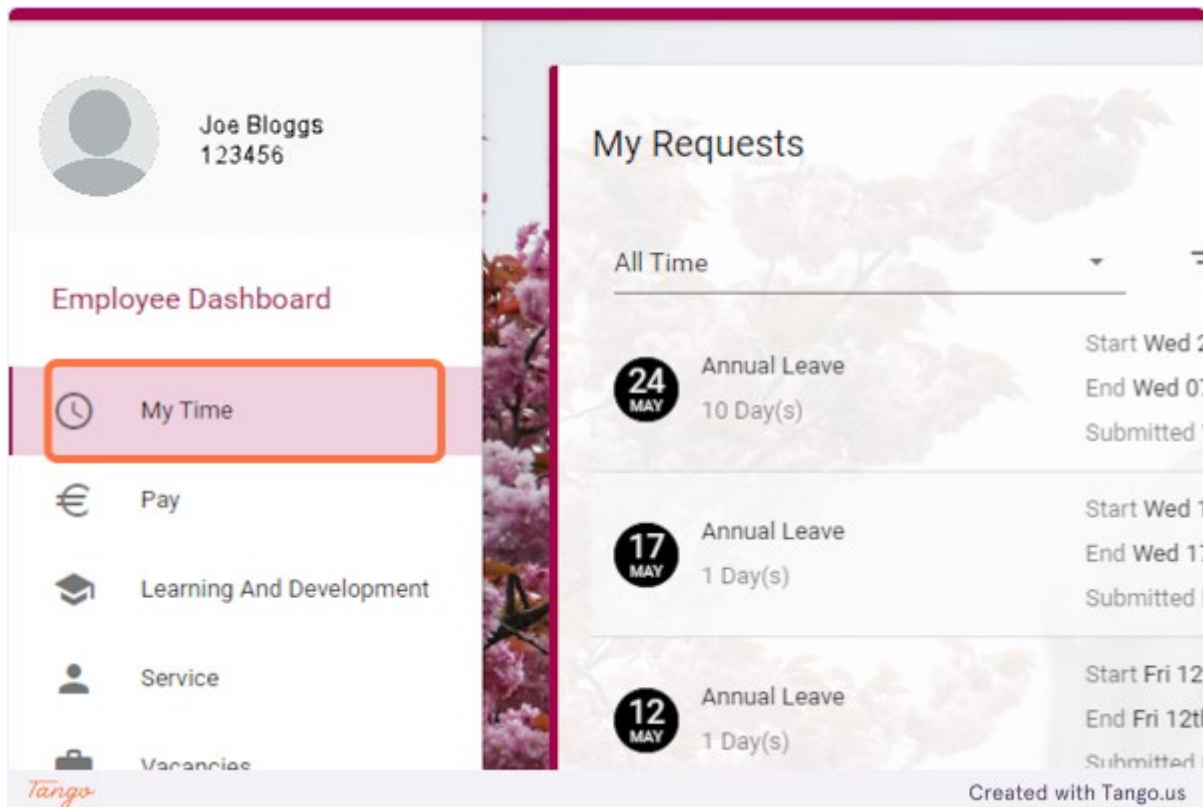
## 6. Click on SUBMIT



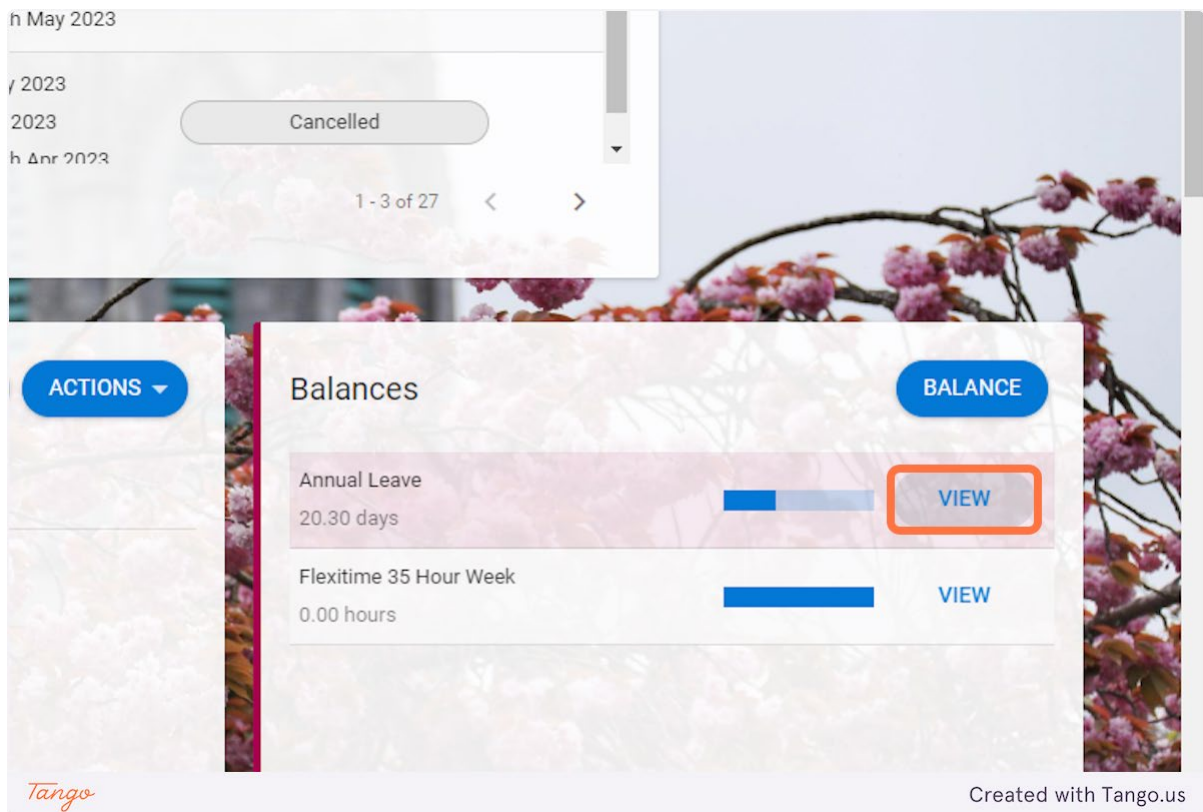
## Checking Your Annual Leave Balance on Core Portal

Go to [https://my.corehr.com/pls/coreportal\\_nuigp/i#EmpMain/mytime](https://my.corehr.com/pls/coreportal_nuigp/i#EmpMain/mytime)

### 1. Click on My Time



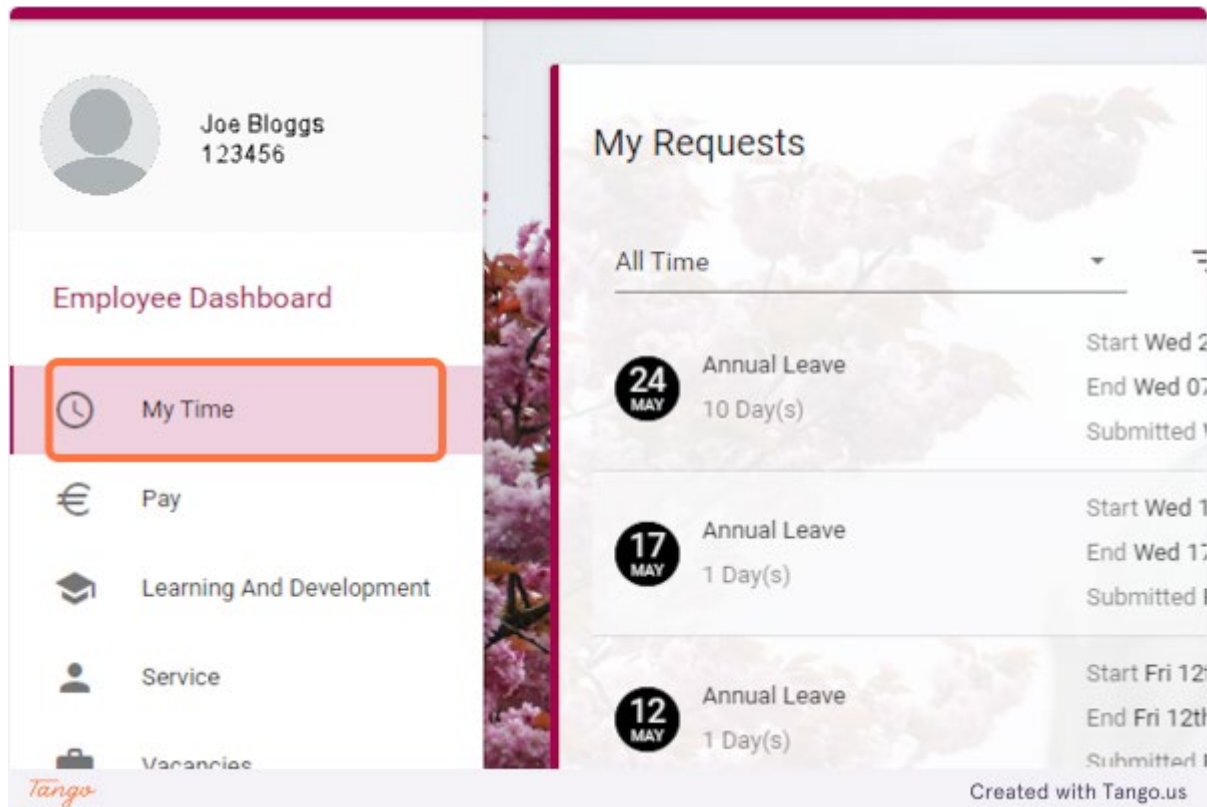
**2. Go to the Balances section. Here you can see how many days you have remaining. Beside Annual Leave Click on VIEW to view more detailed information on your balance.**



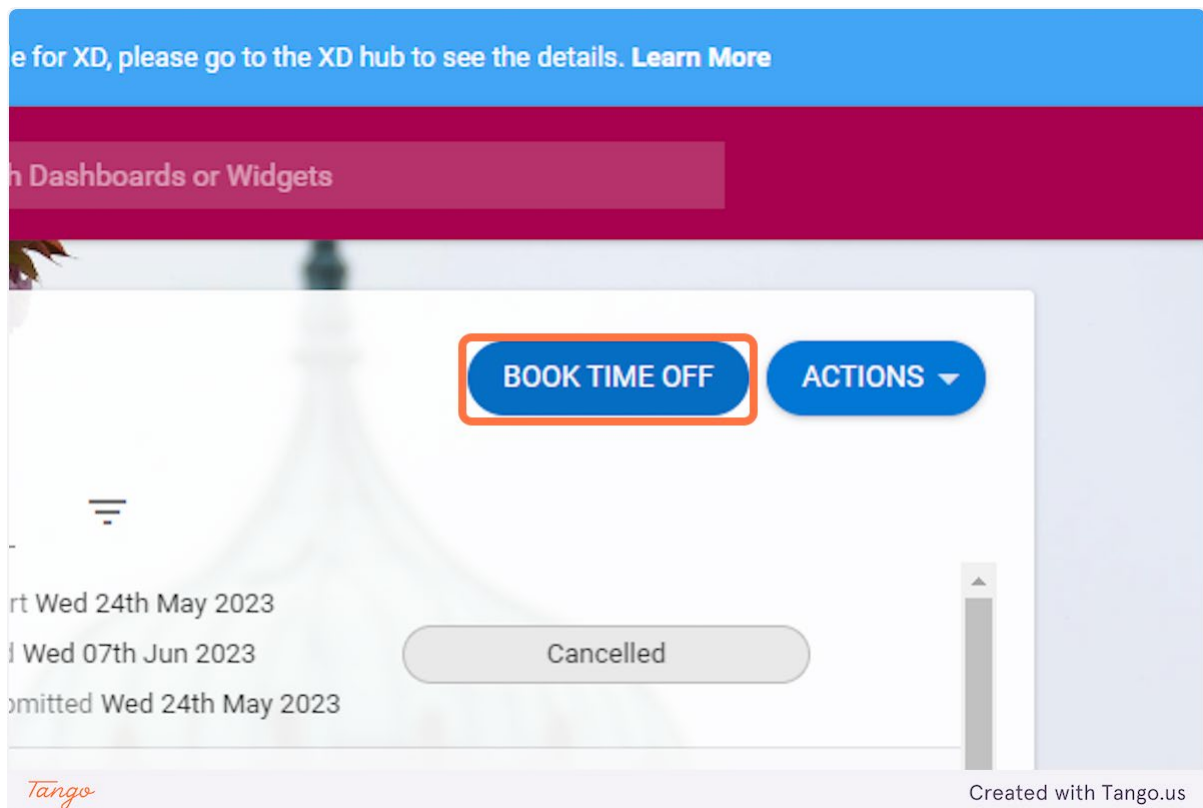
## How to Submit a Flexi Leave Request in Core Portal

Go to [https://my.corehr.com/pls/coreportal\\_nuigp/i#EmpMain/mytime](https://my.corehr.com/pls/coreportal_nuigp/i#EmpMain/mytime)

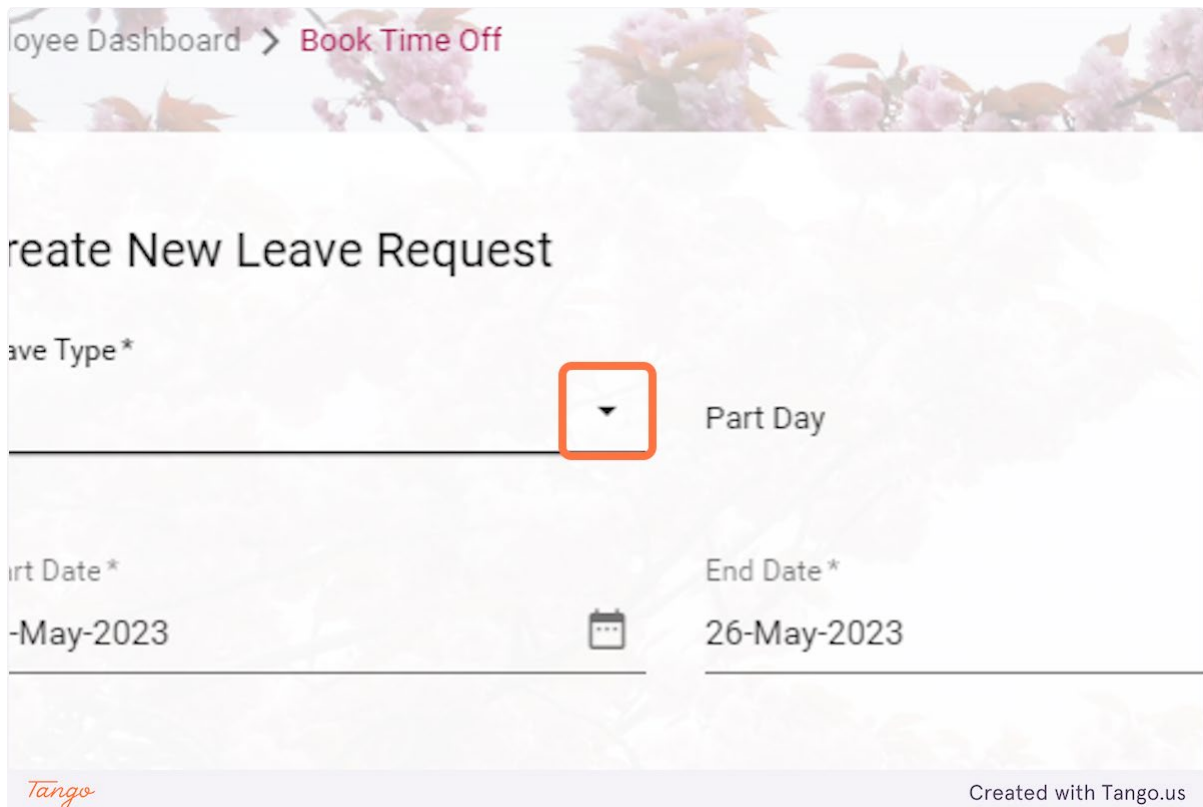
### 1. Click on My Time



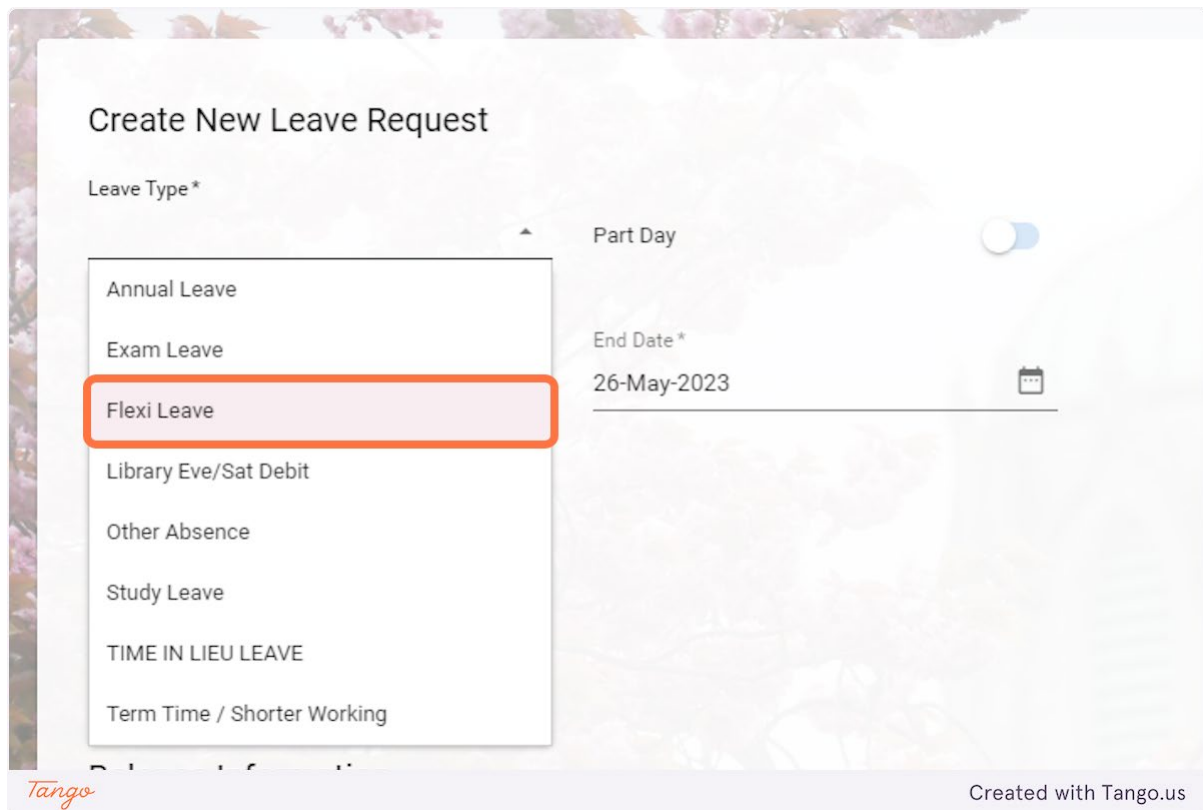
### 2. Click on BOOK TIME OFF



### 3. Click on the drop down menu



#### 4. Click on Flexi Leave



The screenshot shows a web form titled "Create New Leave Request". On the left, under the label "Leave Type\*", there is a dropdown menu. The "Flexi Leave" option is highlighted with a red rectangular border. Other options in the dropdown include "Annual Leave", "Exam Leave", "Library Eve/Sat Debit", "Other Absence", "Study Leave", "TIME IN LIEU LEAVE", and "Term Time / Shorter Working". To the right of the dropdown, there is a "Part Day" toggle switch which is currently turned on. Below that, the "End Date\*" is set to "26-May-2023", with a calendar icon to its right. The form is overlaid on a background image of pink cherry blossoms. At the bottom left, there is a "Tango" logo, and at the bottom right, it says "Created with Tango.us".

#### 5. Click on calendar icon

### Create New Leave Request

Leave Type\*  
Flexi Leave

Part Day ☐

Start Date\*  
26-May-2023

End Date\*  
26-May-2023

Comments

Balance Information

*Tango* Created with Tango.us

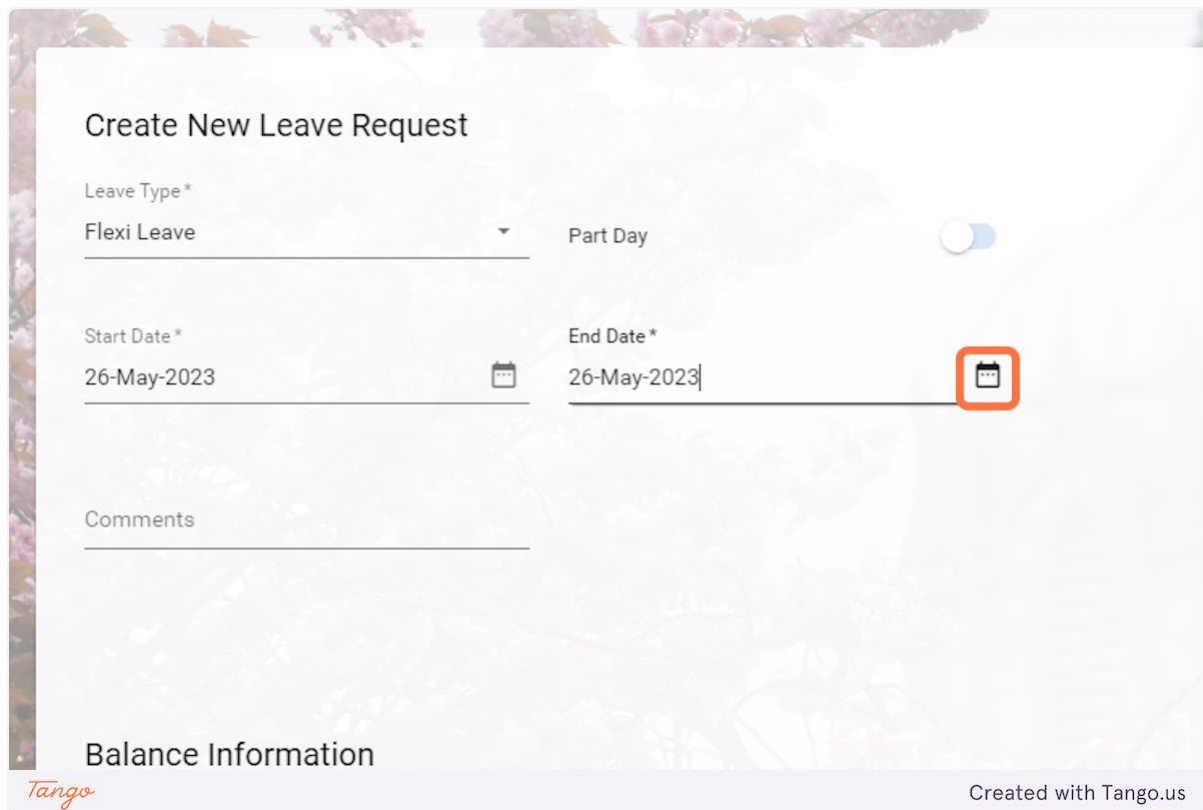
## 6. Choose the start date of the leave

M	T	W	T	F	S	S
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	1	2	3	4
5	6	7	8	9	10	11

*Tango* Created with Tango.us



## 7. Click on the calendar icon



The screenshot shows a web form titled "Create New Leave Request" with a decorative floral border on the left. The form contains the following fields:

- Leave Type\***: A dropdown menu with "Flexi Leave" selected.
- Part Day**: A toggle switch that is currently turned on.
- Start Date\***: A text field containing "26-May-2023" with a calendar icon to its right.
- End Date\***: A text field containing "26-May-2023" with a calendar icon to its right. This calendar icon is highlighted with a red square.
- Comments**: A text area for additional information.
- Balance Information**: A section at the bottom of the form.

The footer of the form includes the "Tango" logo on the left and the text "Created with Tango.us" on the right.

## 8. Choose the end date of the leave

	M	T	W	T	F	S	S
	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
Allowed	29	30	31	1	2	3	4
25.00	5	6	7	8	9	10	11
0.00	TODAY						

*Tango* Created with Tango.us

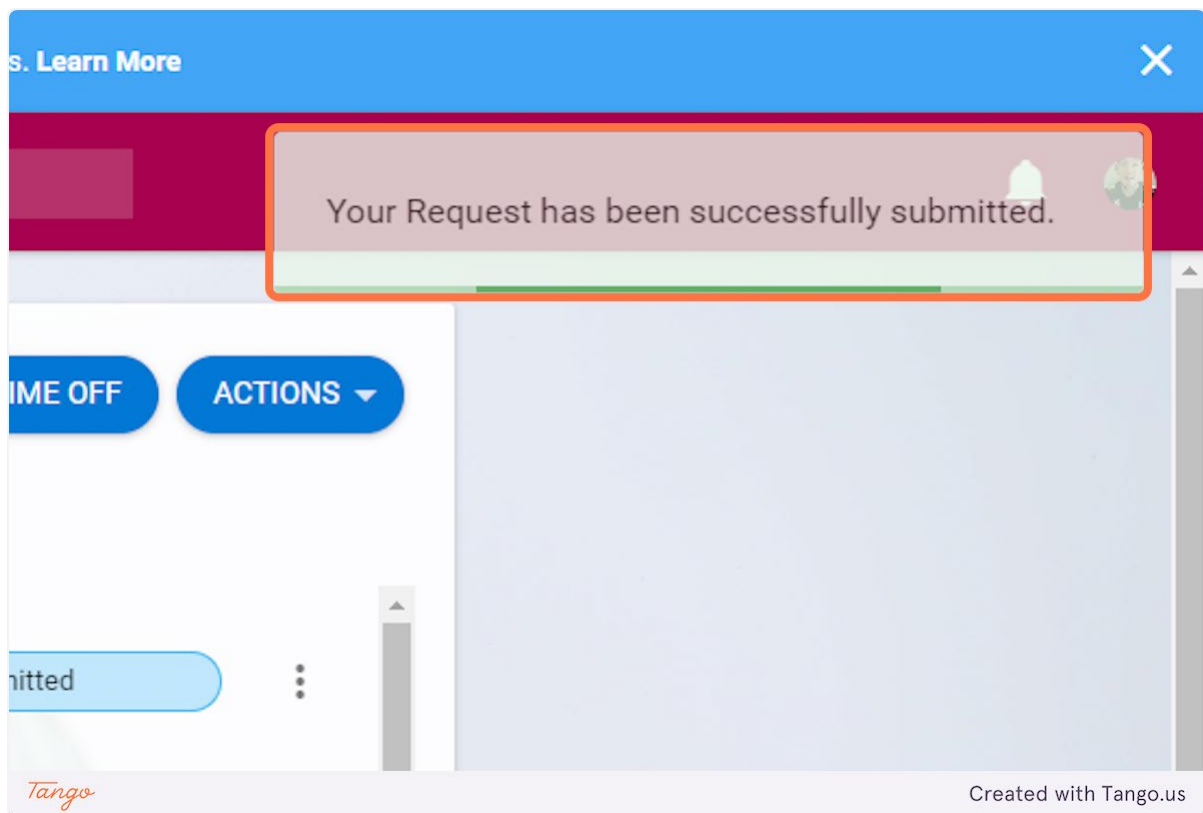
## 9. Click on SUBMIT

0.50

**SUBMIT**

*Tango* Created with Tango.us

**10. A notification will appear saying "Your Request has been successfully submitted."**

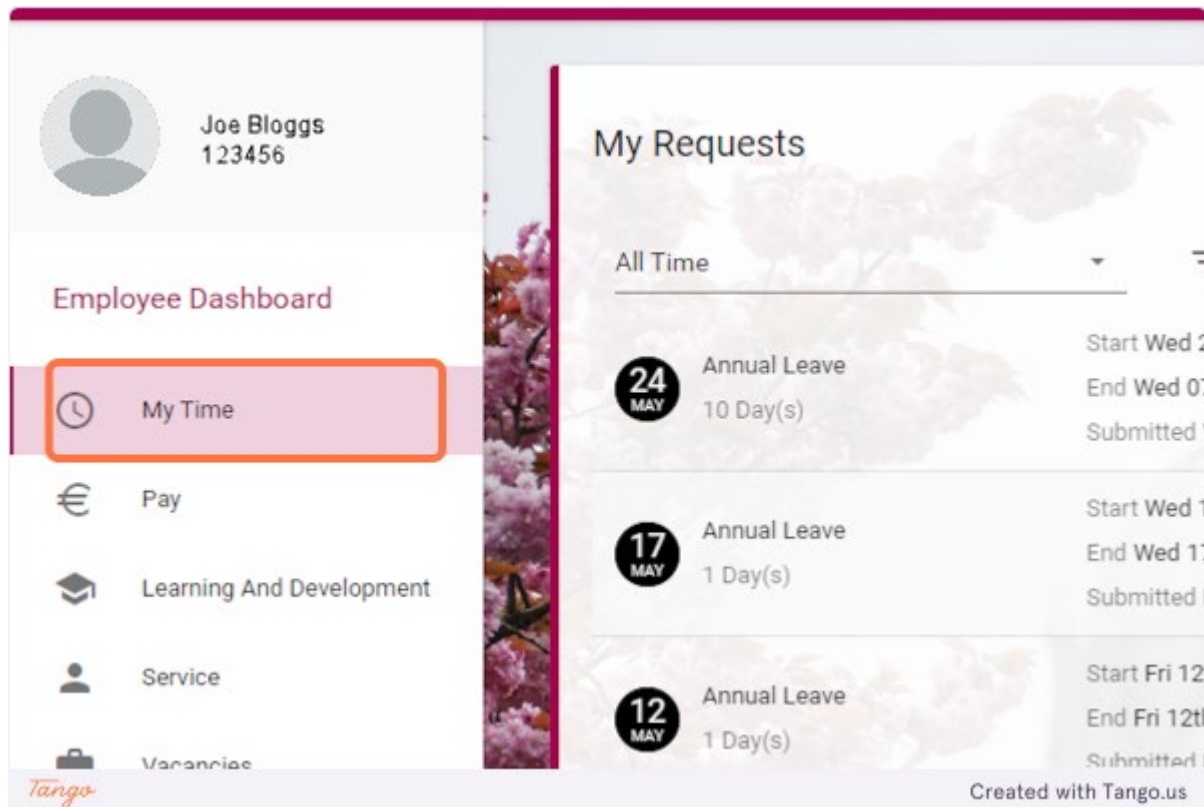


Created with [Tango.us](https://tango.us)

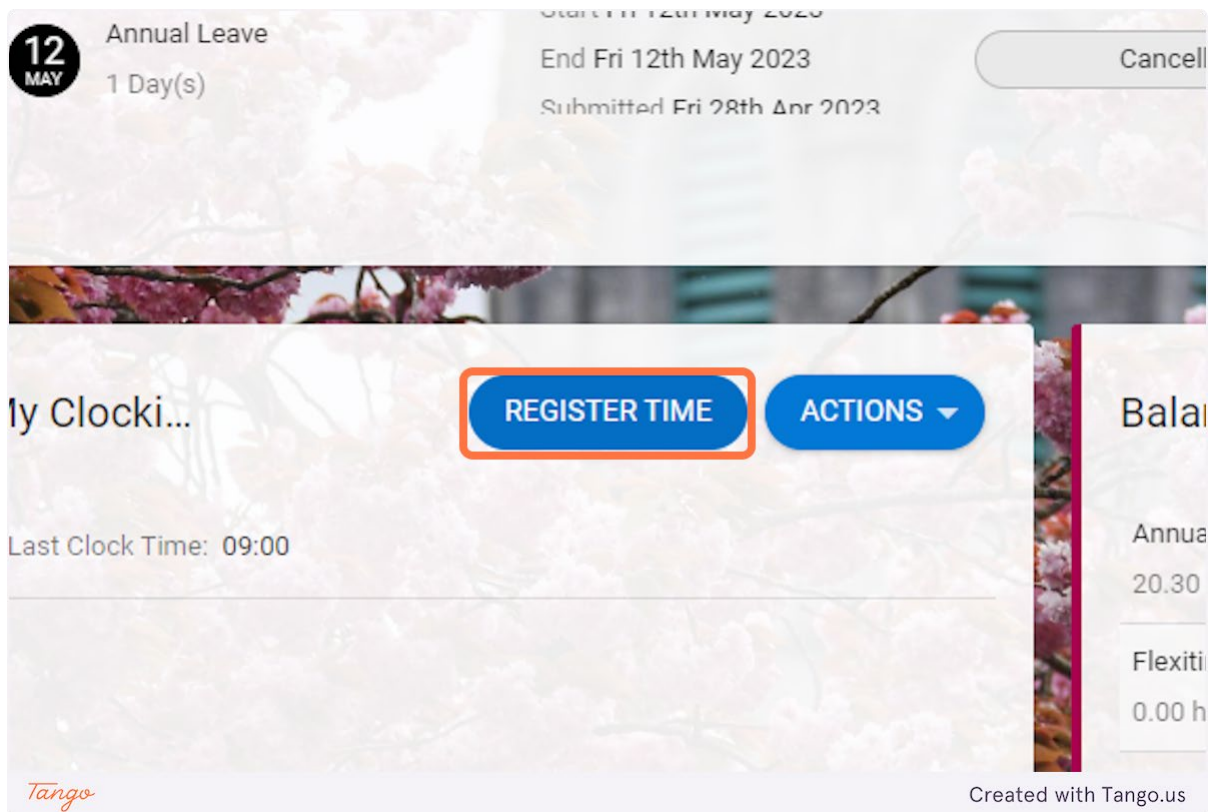
## How to Clock Time in Core Portal

Go to [https://my.corehr.com/pls/coreportal\\_nuigp/i#EmpMain/mytime](https://my.corehr.com/pls/coreportal_nuigp/i#EmpMain/mytime)

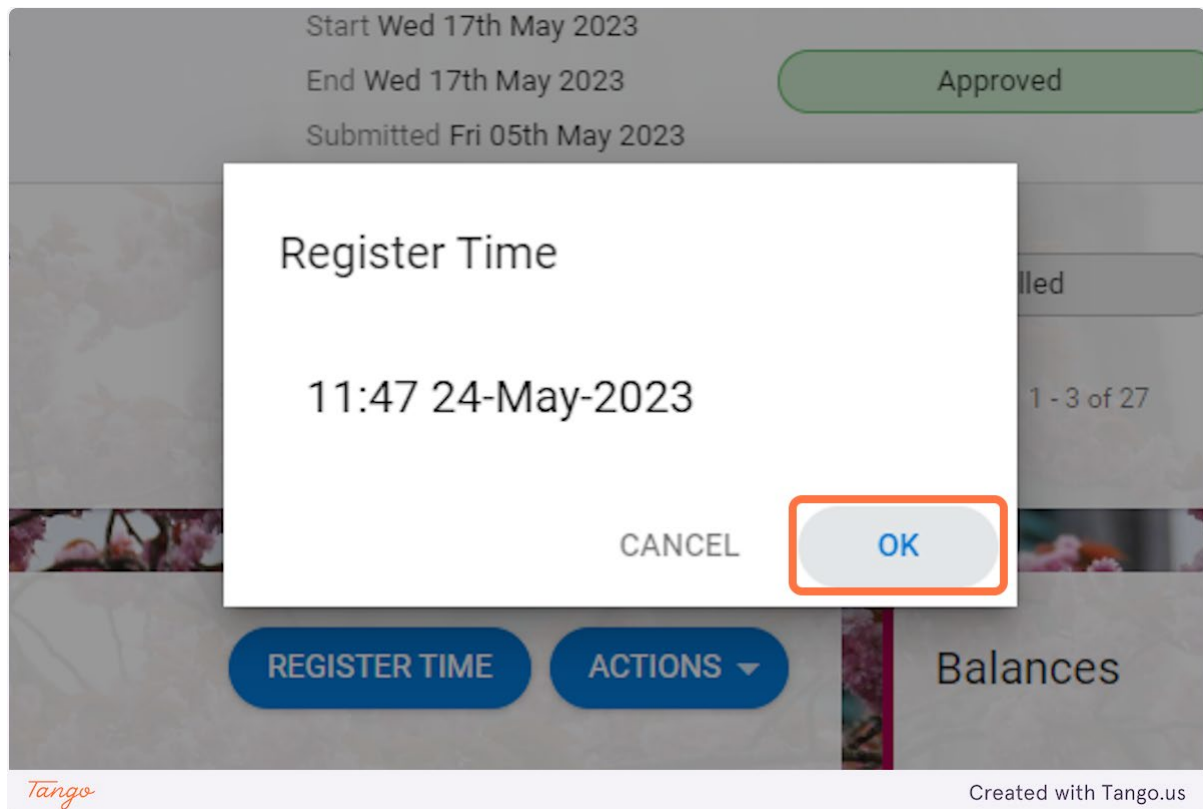
### 1. Click on My Time



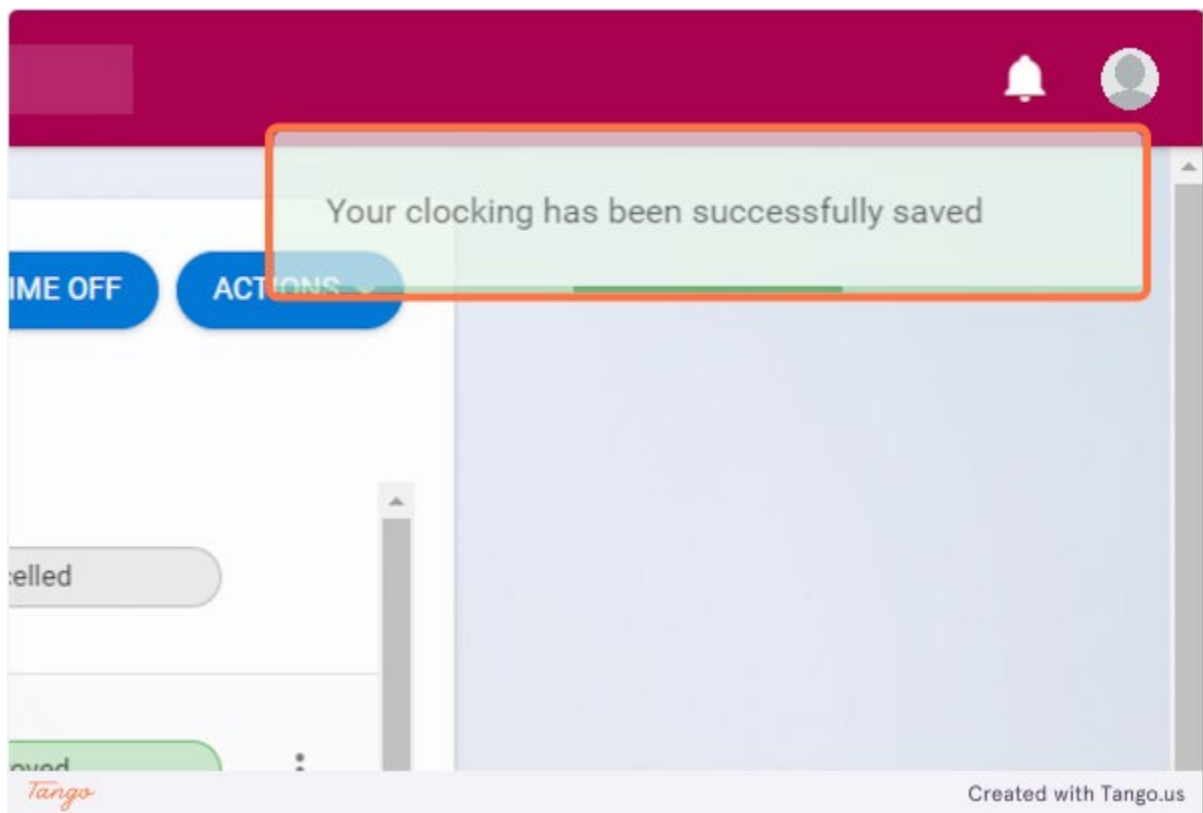
### 2. Under My Clocking, click on REGISTER TIME



### 3. Click on OK



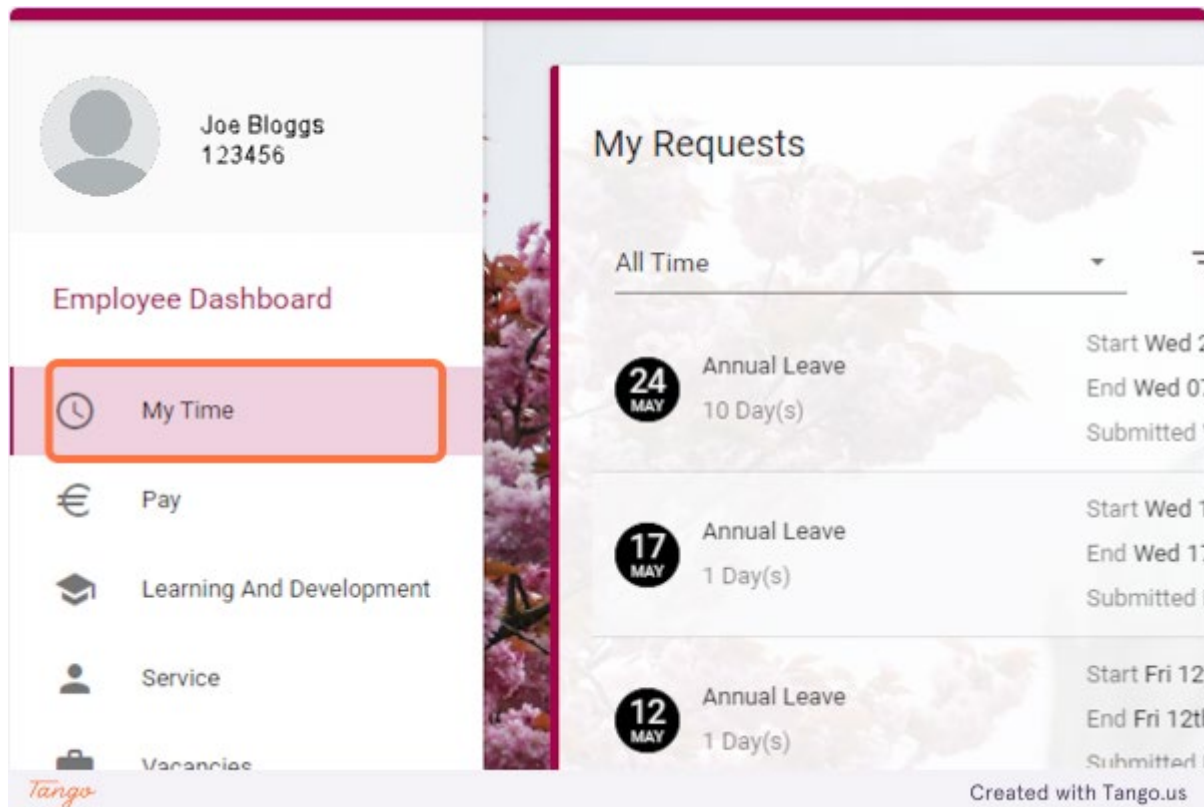
4. A notification will appear saying "Your clocking has been successfully saved."



## Submitting a Missed Clocking Request in Core Portal

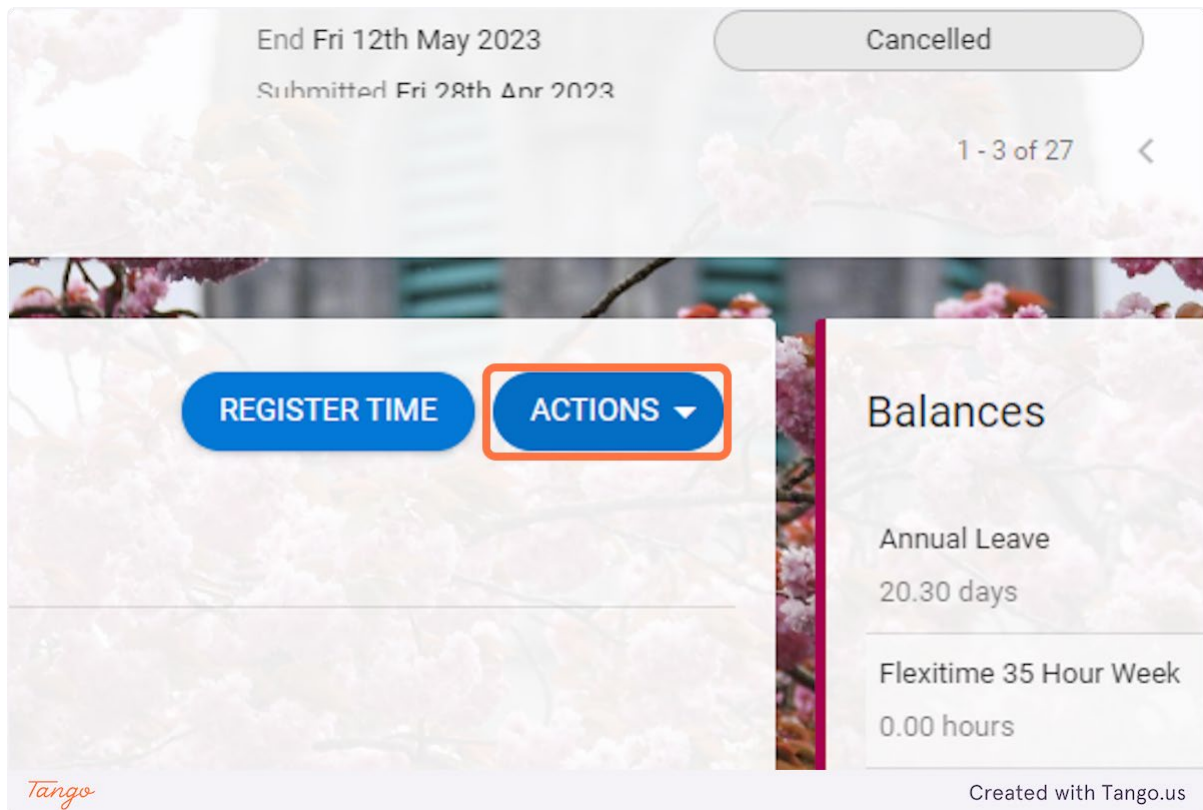
Go to [https://my.corehr.com/pls/coreportal\\_nuigp/i#EmpMain/mytime](https://my.corehr.com/pls/coreportal_nuigp/i#EmpMain/mytime)

### 1. Click on My Time

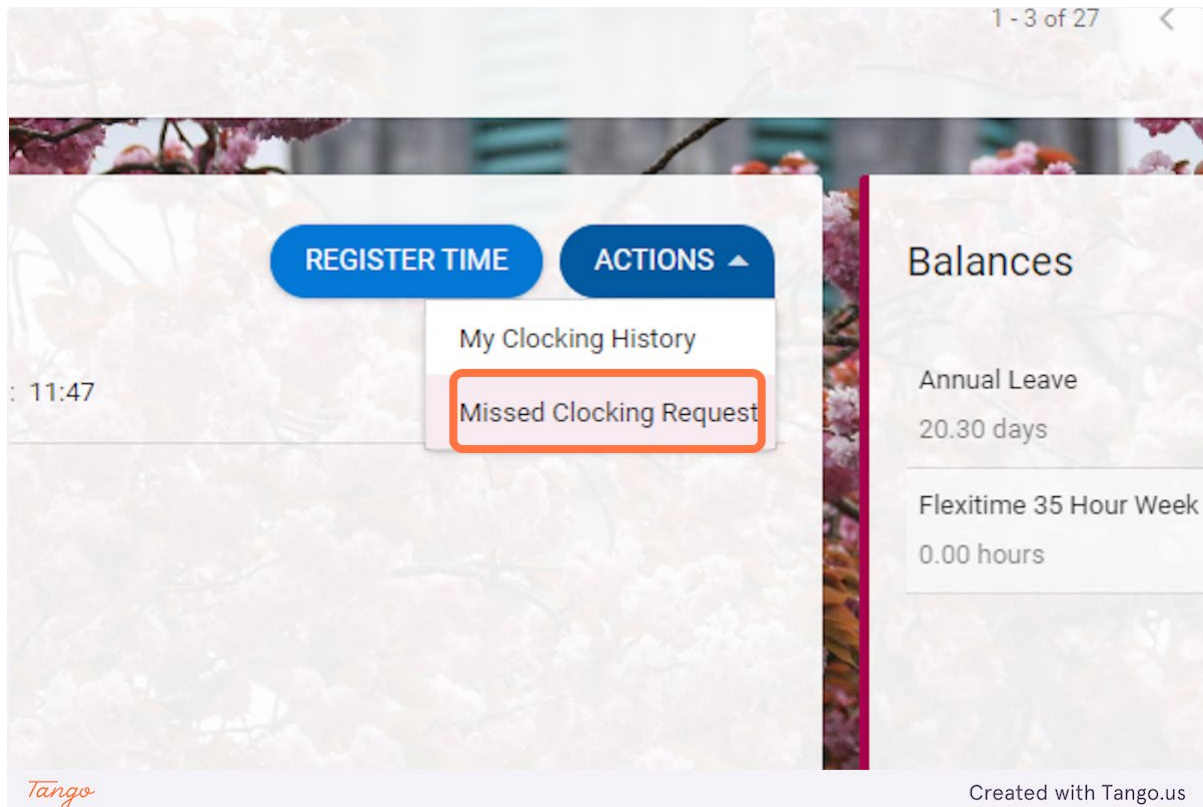


### 2. Under My Clocking, click on ACTIONS



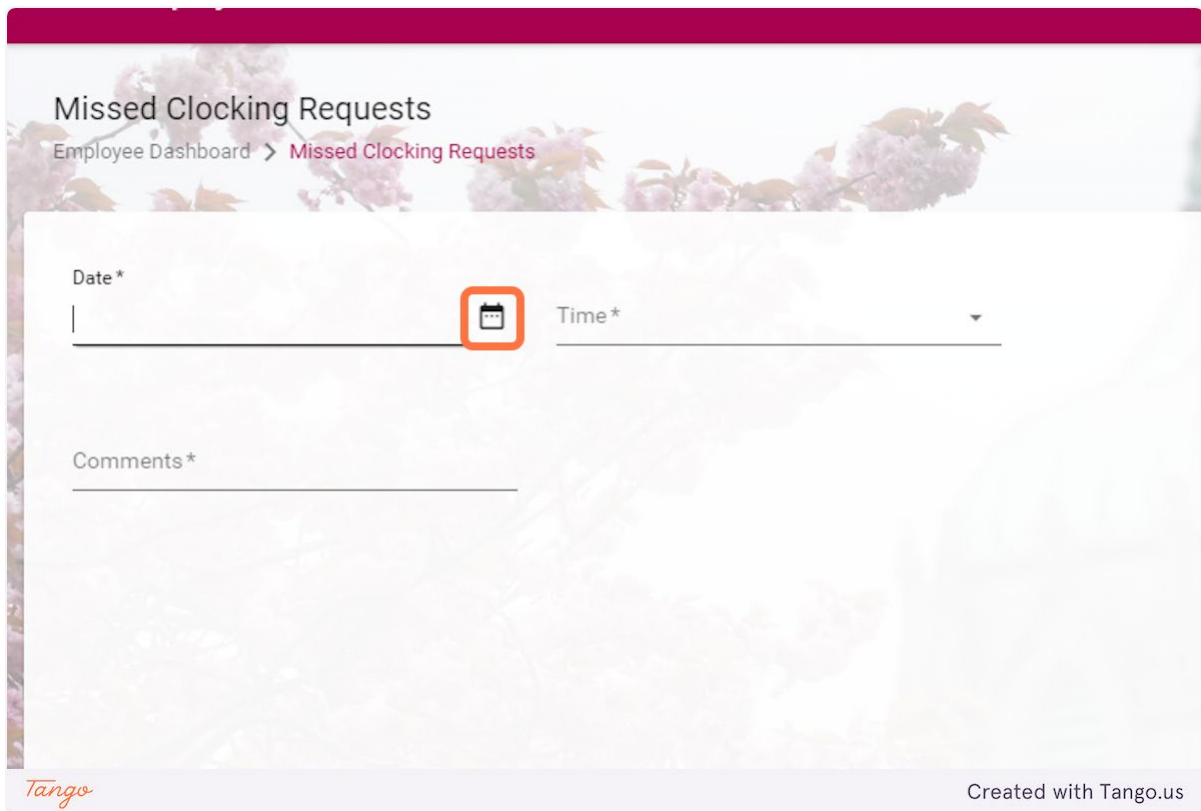


### 3. Click on Missed Clocking Request






**4. Click on of the calendar icon to choose the date of the missed clocking request.**



Missed Clocking Requests

Employee Dashboard > Missed Clocking Requests

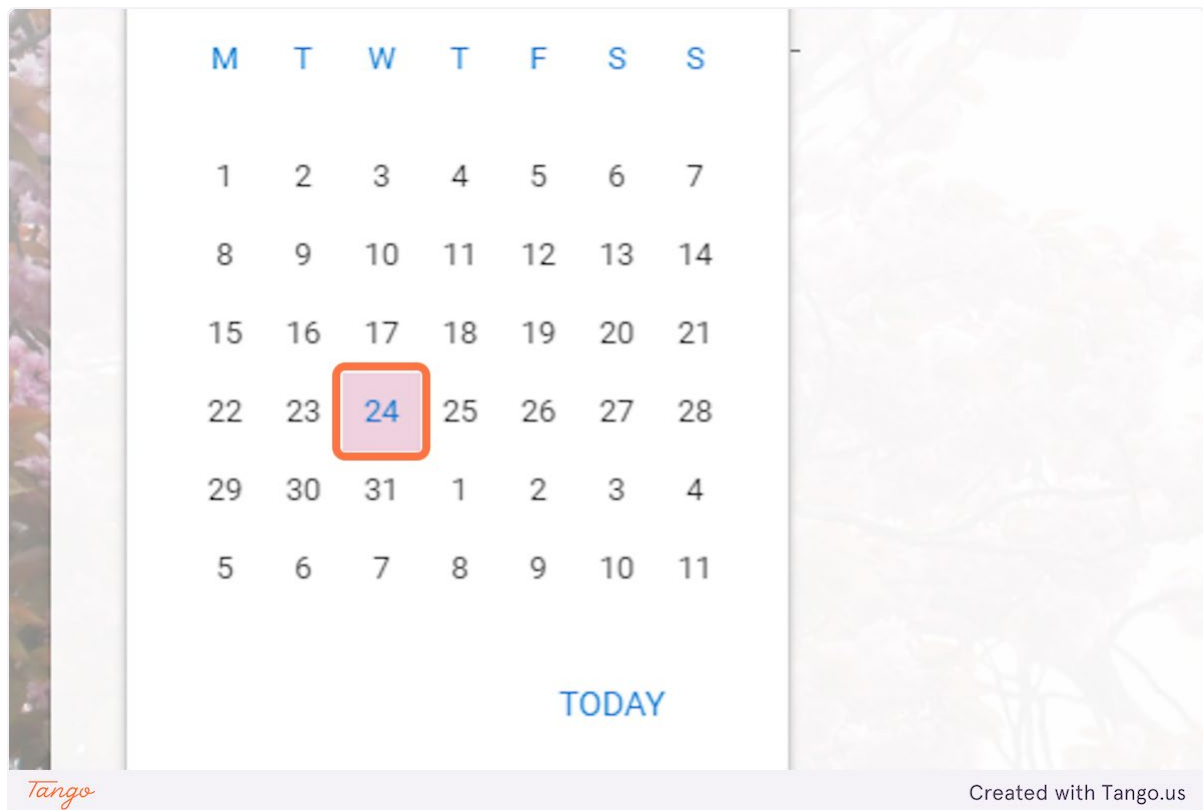
Date \*  Time \*

Comments \*

Tango Created with Tango.us

**5. Choose the date of the missed clock**

Note that only missed clocks for the **current week** can be submitted, other dates will not be processed.



## 6. Type in the time of the clock that was missed

Note that this time is in 24-hour format.

Employee Dashboard

Missing Requests

board > Missed Clocking Requests

Time \*

09:05

09:05

Time

Tango

Created with Tango.us

## 7. Click on Comments

Missed Clocking Requests

Employee Dashboard > Missed Clocking Requests

Date \*

24-May-2023

Time \*

09:05

09:05

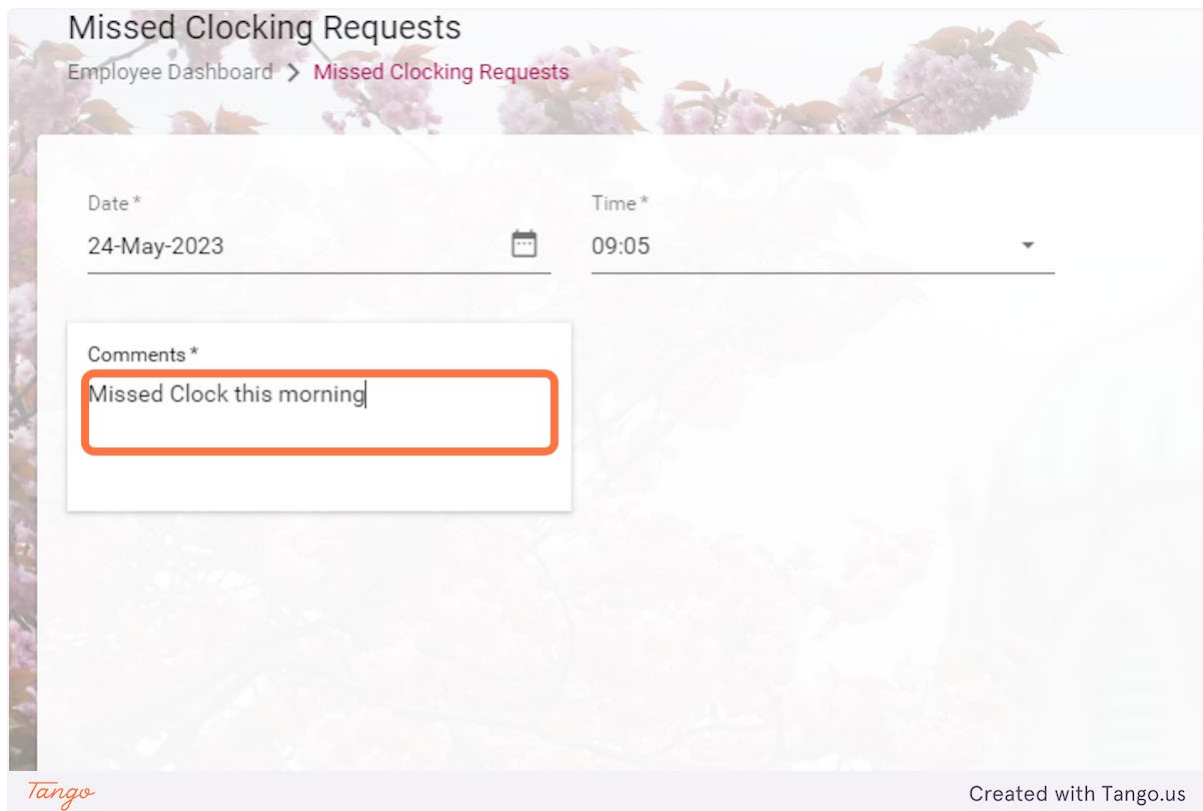
Comments \*

Tango

Created with Tango.us

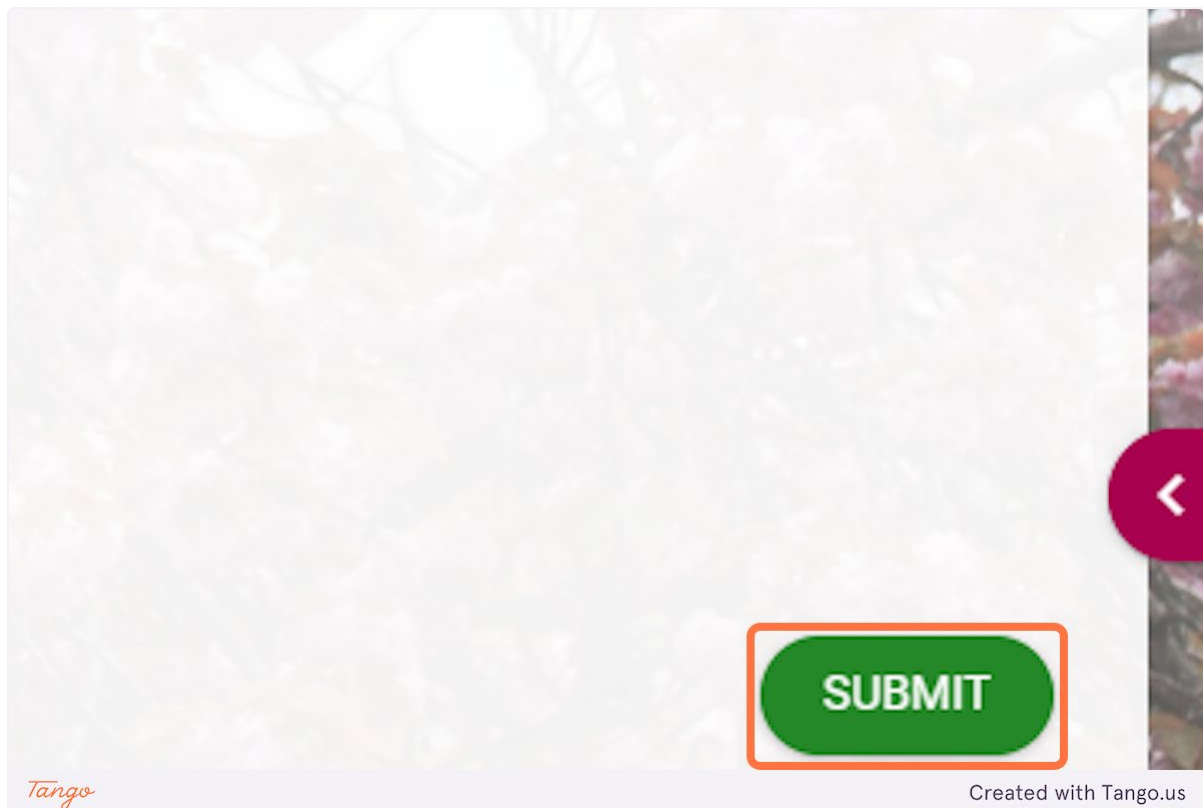
## 8. Type in a comment for the missed clock

A reason for the missed for the clock should be given here.



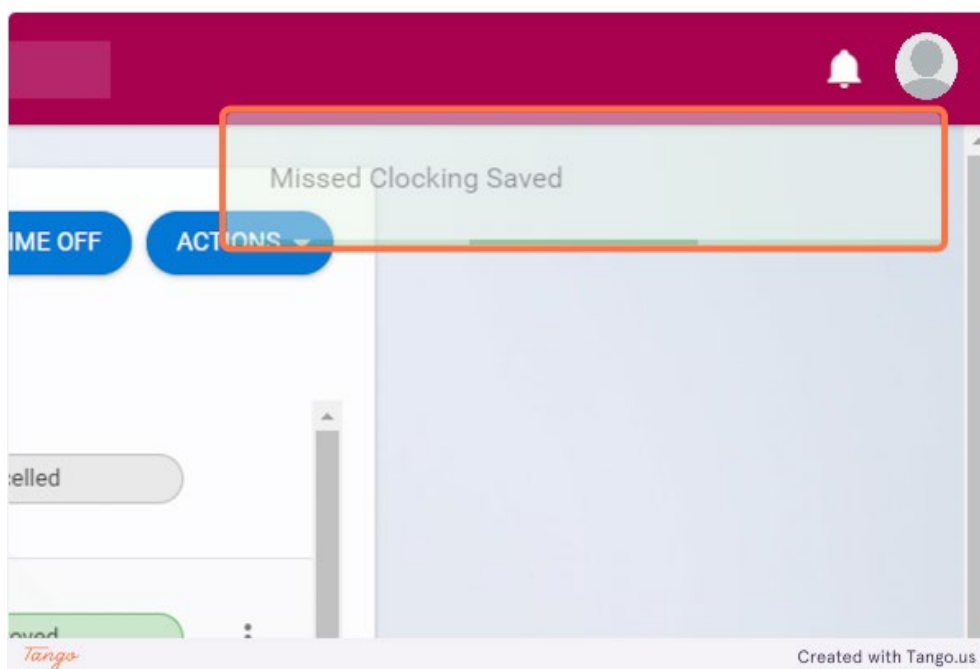
The screenshot shows a web form titled "Missed Clocking Requests" with a breadcrumb trail "Employee Dashboard > Missed Clocking Requests". The form contains three fields: "Date \*" with the value "24-May-2023" and a calendar icon, "Time \*" with the value "09:05" and a dropdown arrow, and "Comments \*" which contains the text "Missed Clock this morning". The "Comments" field is highlighted with a red rectangular border. The background of the form has a faint floral pattern. At the bottom left is the "Tango" logo and at the bottom right is the text "Created with Tango.us".

## 9. Click on SUBMIT



## 10. Once submitted a notification will appear saying "Missed Clocking Saved"

At this point the missed clocking request will go to your line manager for approval, they must action the request in the current week for it to be processed.

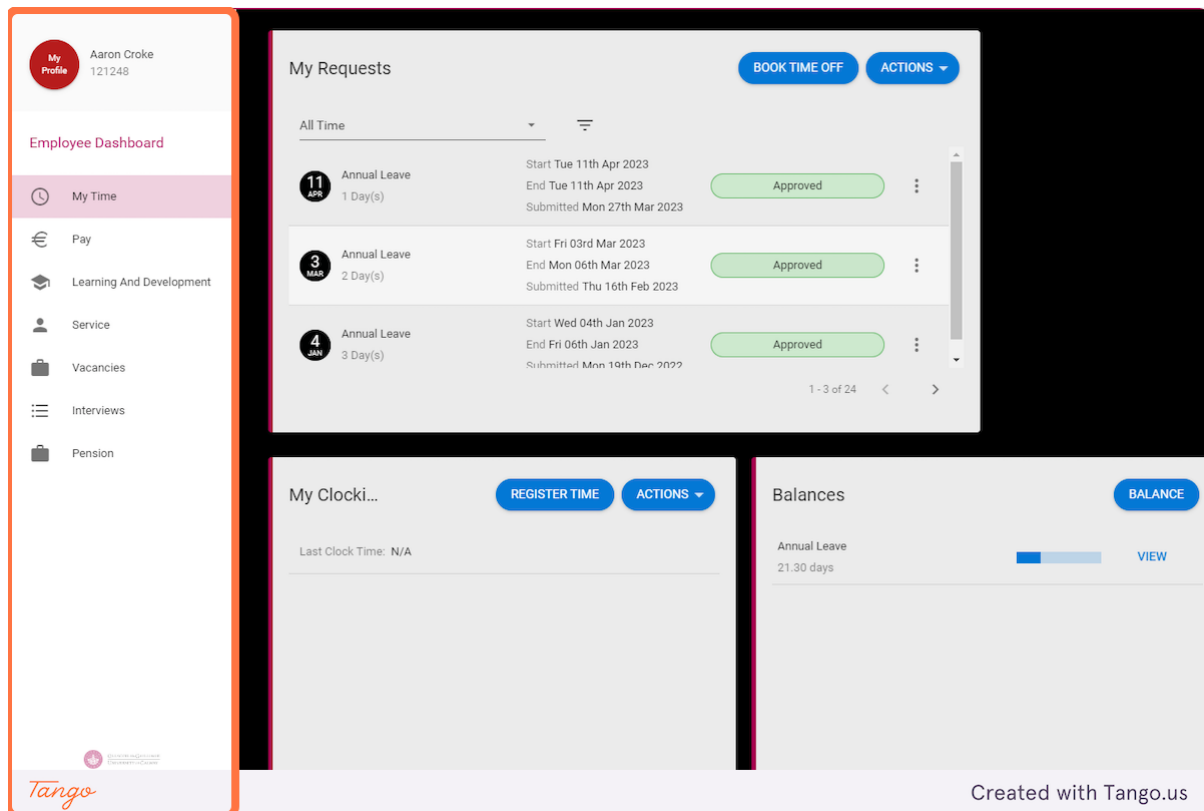


# Core Portal Personal Details

## Update Contact Details

Go to [https://uatmy.corehr.com/pls/coreportal\\_nuigu/i#EmpMain/mytime](https://uatmy.corehr.com/pls/coreportal_nuigu/i#EmpMain/mytime)

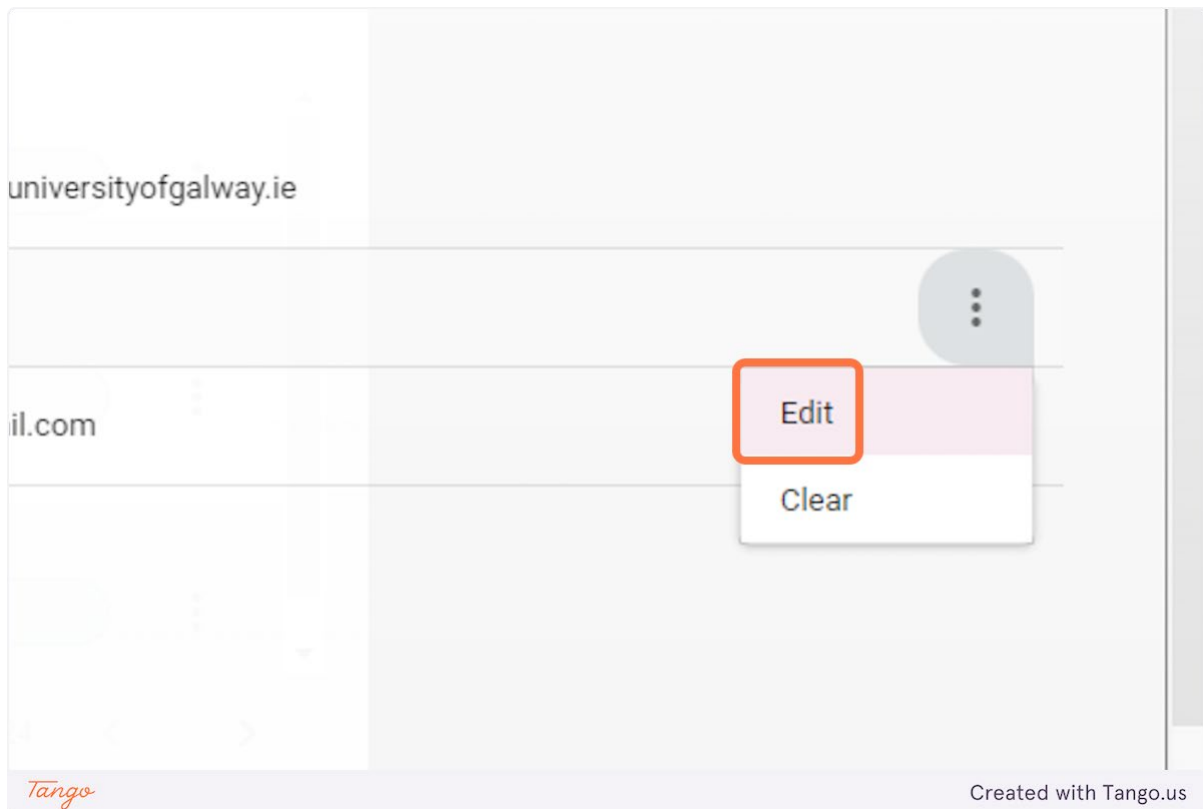
### 1. Click on Side Navigation Profile Picture



### 2. To update Mobile Number, click on dots-vertical



### 3. Click on Edit

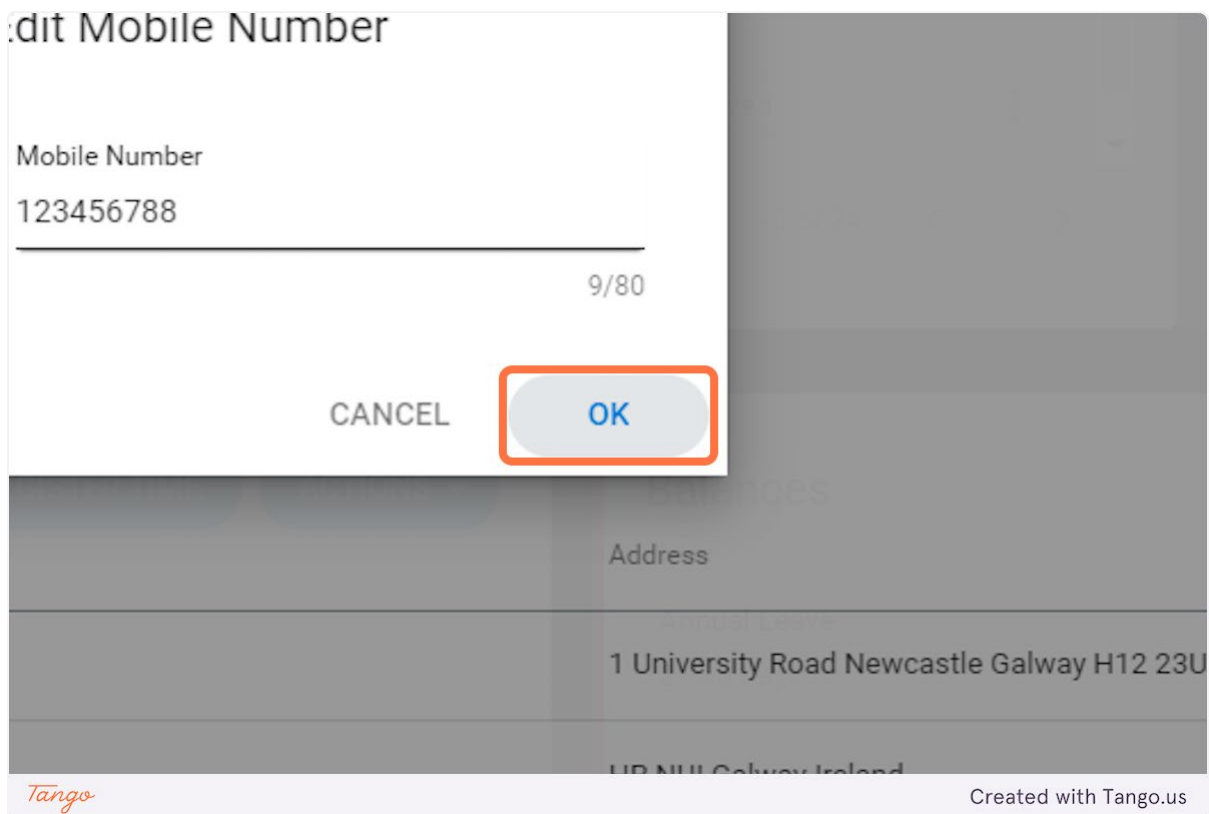


#### 4. Type in mobile number

The screenshot shows a mobile application interface with a modal dialog box for editing a mobile number. The dialog box is titled "Edit Mobile Number" and contains a text input field with the value "123456789". To the right of the input field is a character count "9/80". Below the input field are two buttons: "CANCEL" and "OK". The background is a blurred view of a user profile form with fields for "Email Address" (AARON.CROKE@universityofgalway.ie), "Mobile Number" (123456789), "Personal Email Address" (ineblooms1@gmail.com), and "My Address Details" (Address Type, Address, Default Address: 1 University Road Newcastle Galway H12).

#### 5. Click on OK

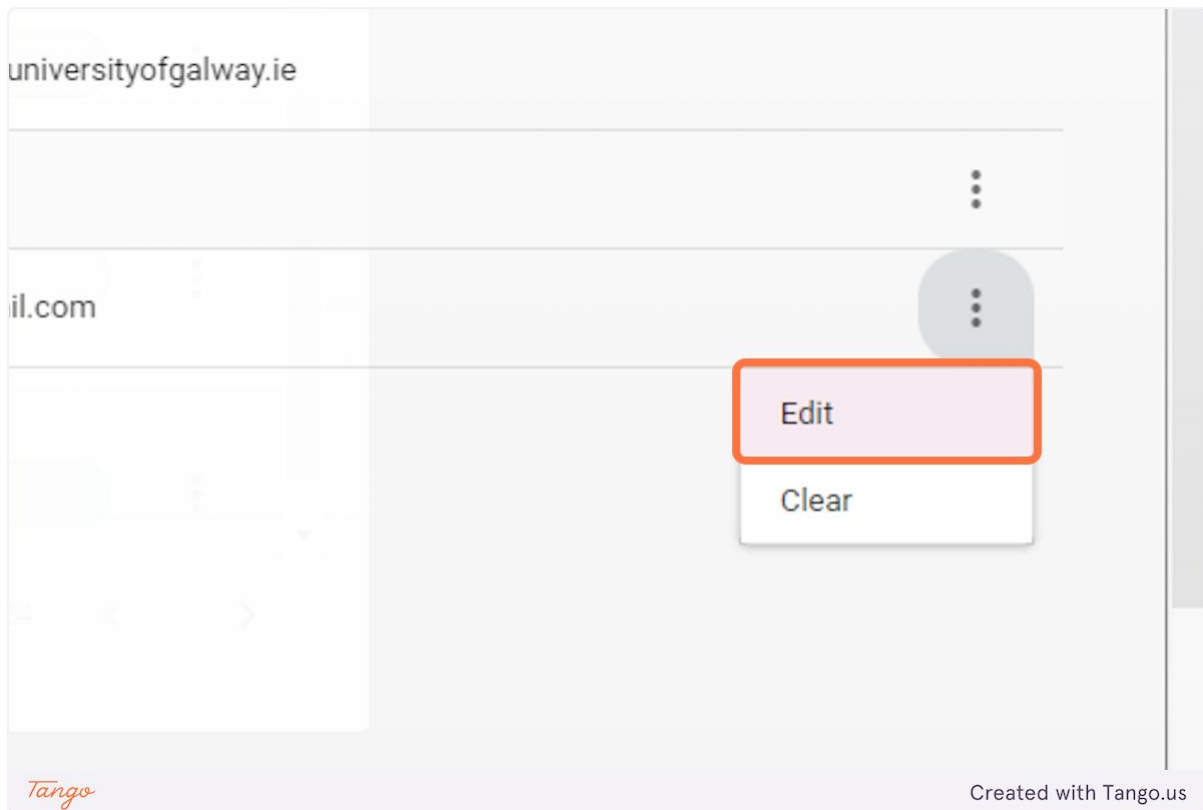




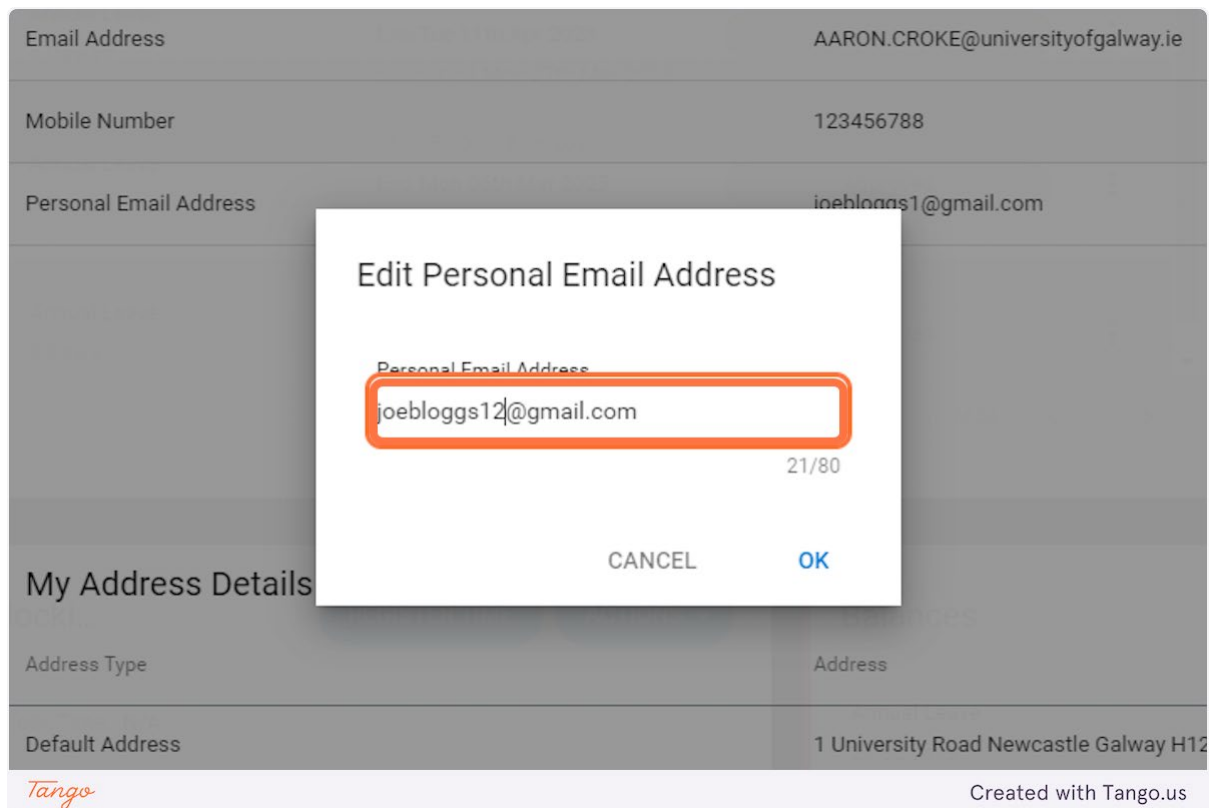
## 6. To update personal email address, click on dots-vertical



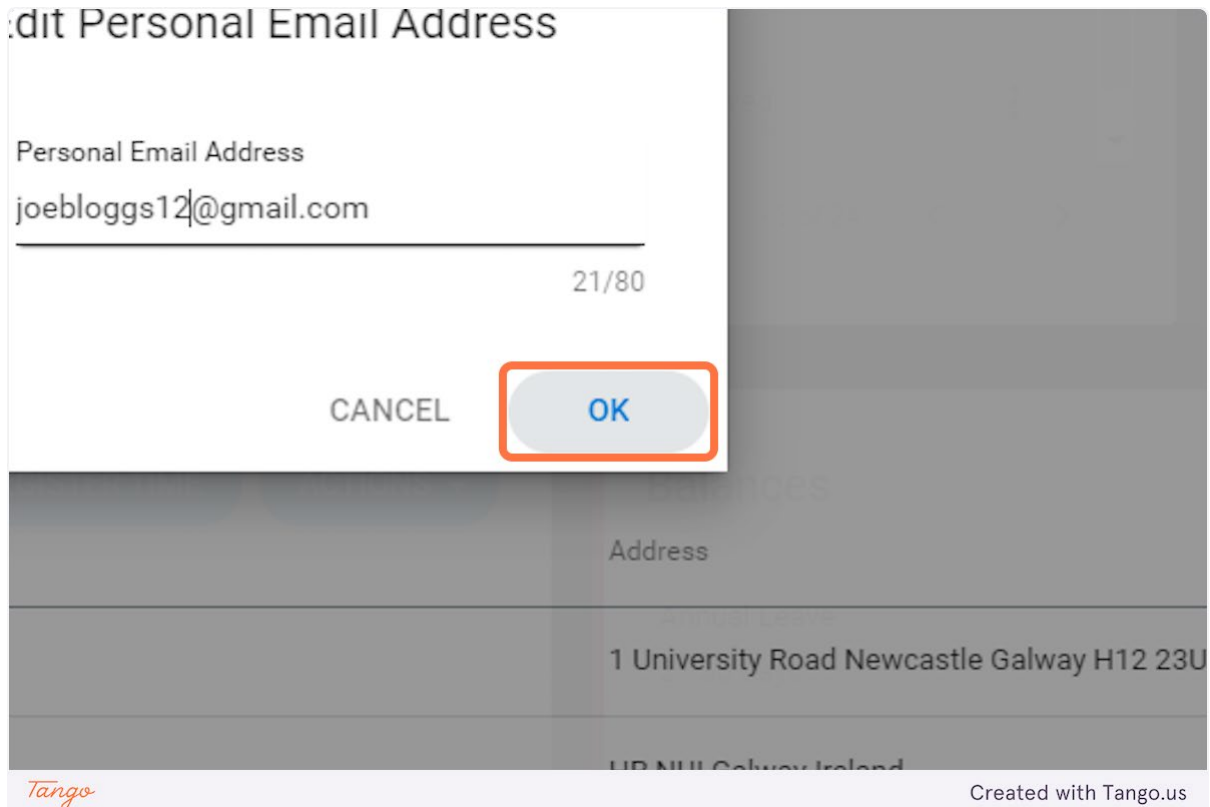
## 7. Click on Edit



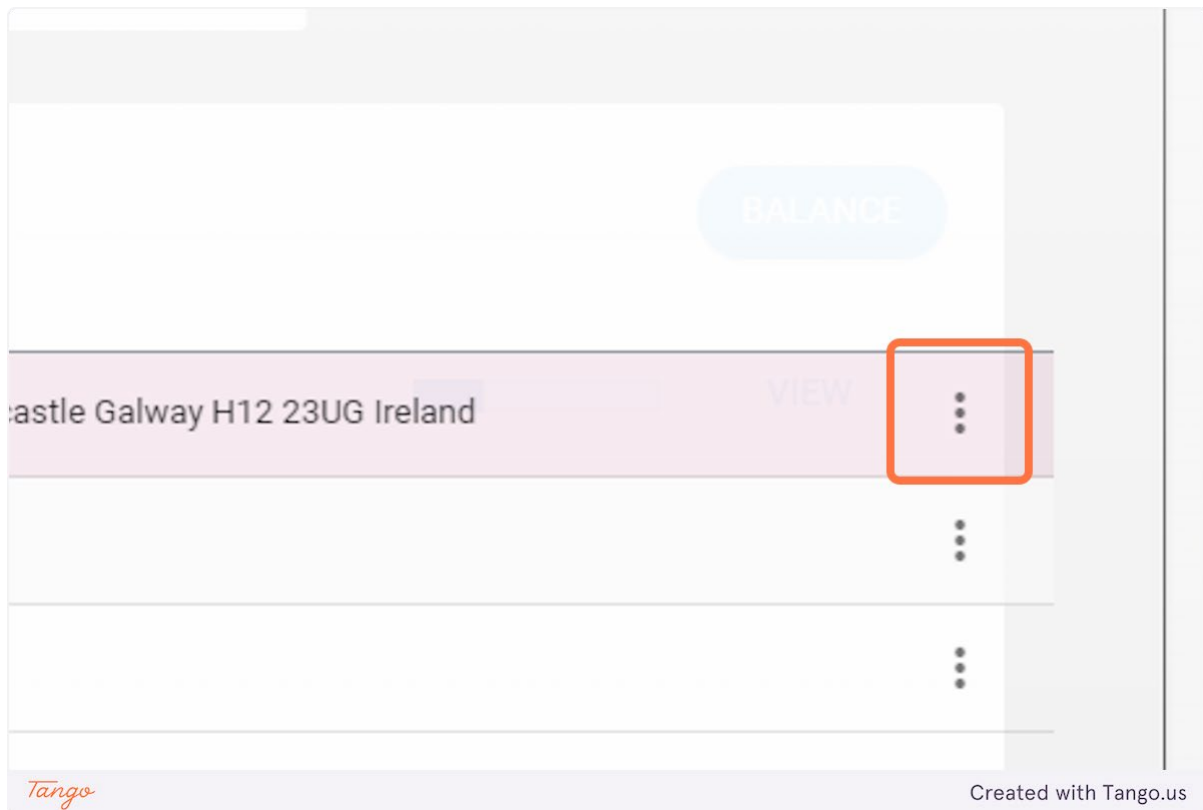
## 8. Type in email address



## 9. Click on OK



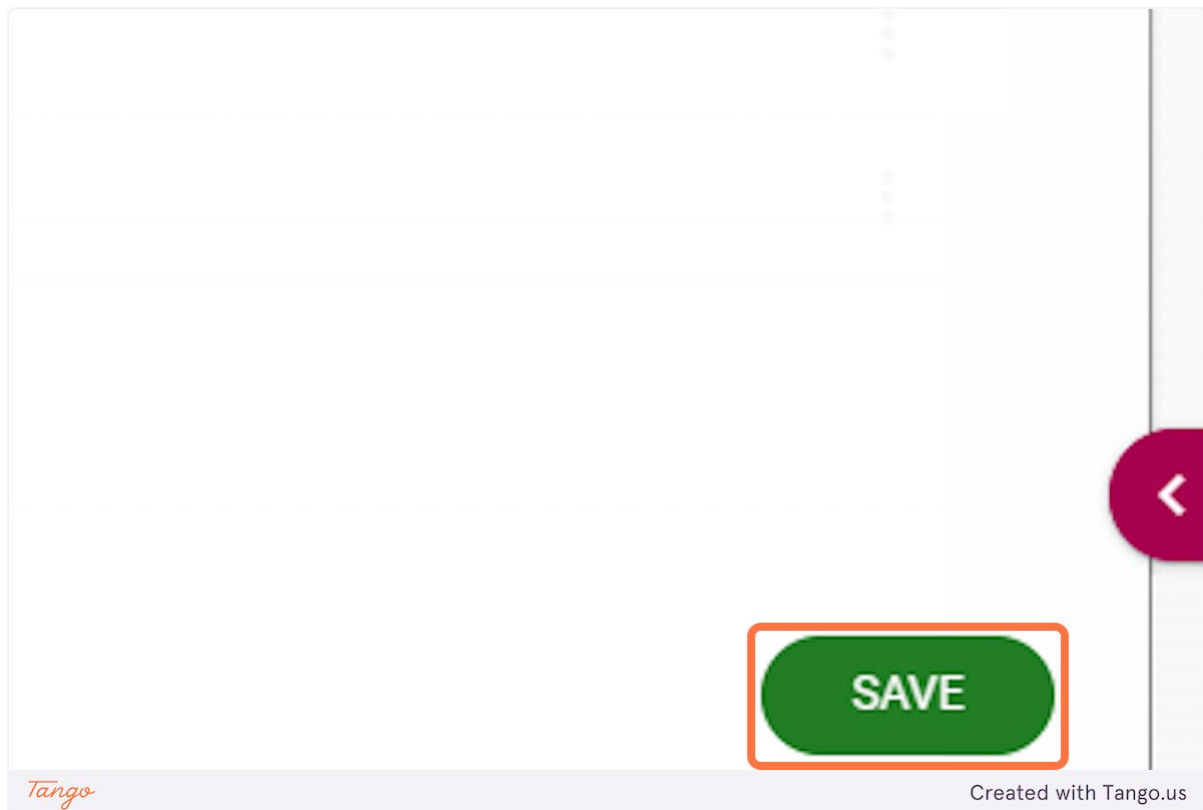
**10. To update Home Address, click on dots-vertical**



**11. Click on Edit Address Details**



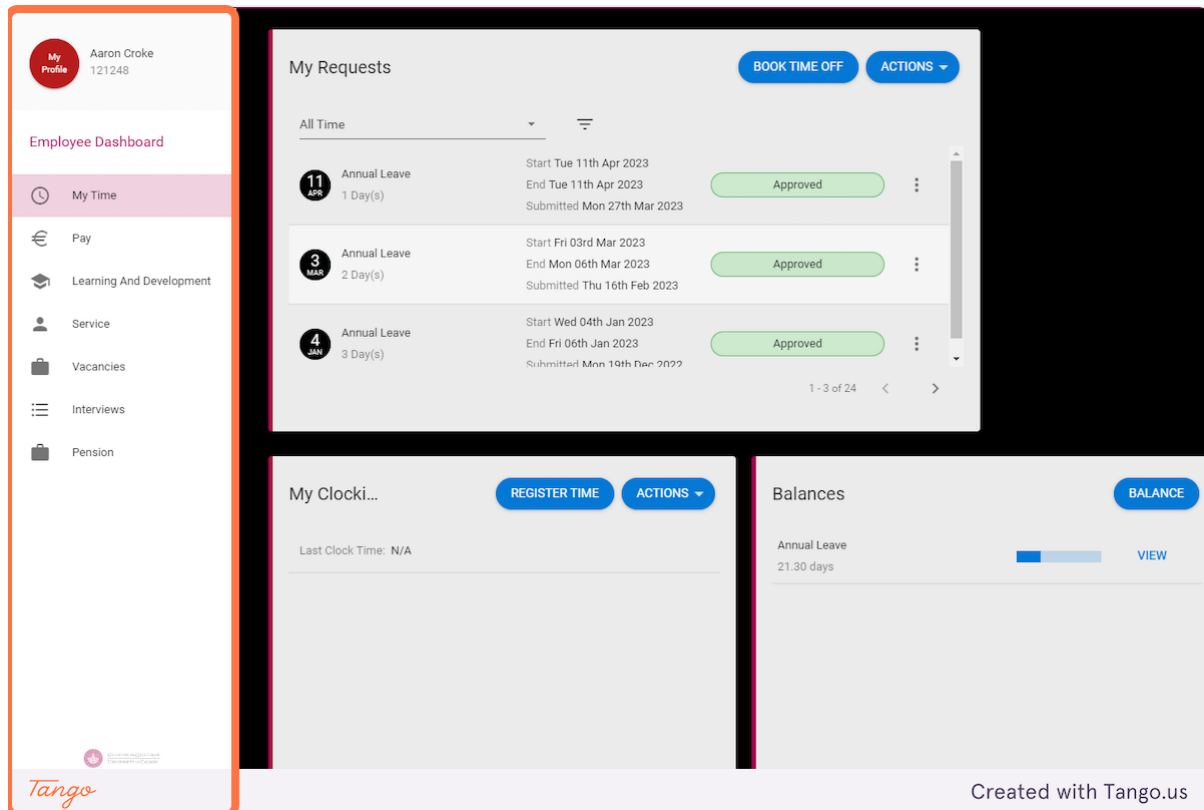
### 13. Click on SAVE



## Update Next of Kin Details

Go to [https://uatmy.corehr.com/pls/coreportal\\_nuigu/i#EmpMain/mytime](https://uatmy.corehr.com/pls/coreportal_nuigu/i#EmpMain/mytime)

### 1. Click on Side Navigation

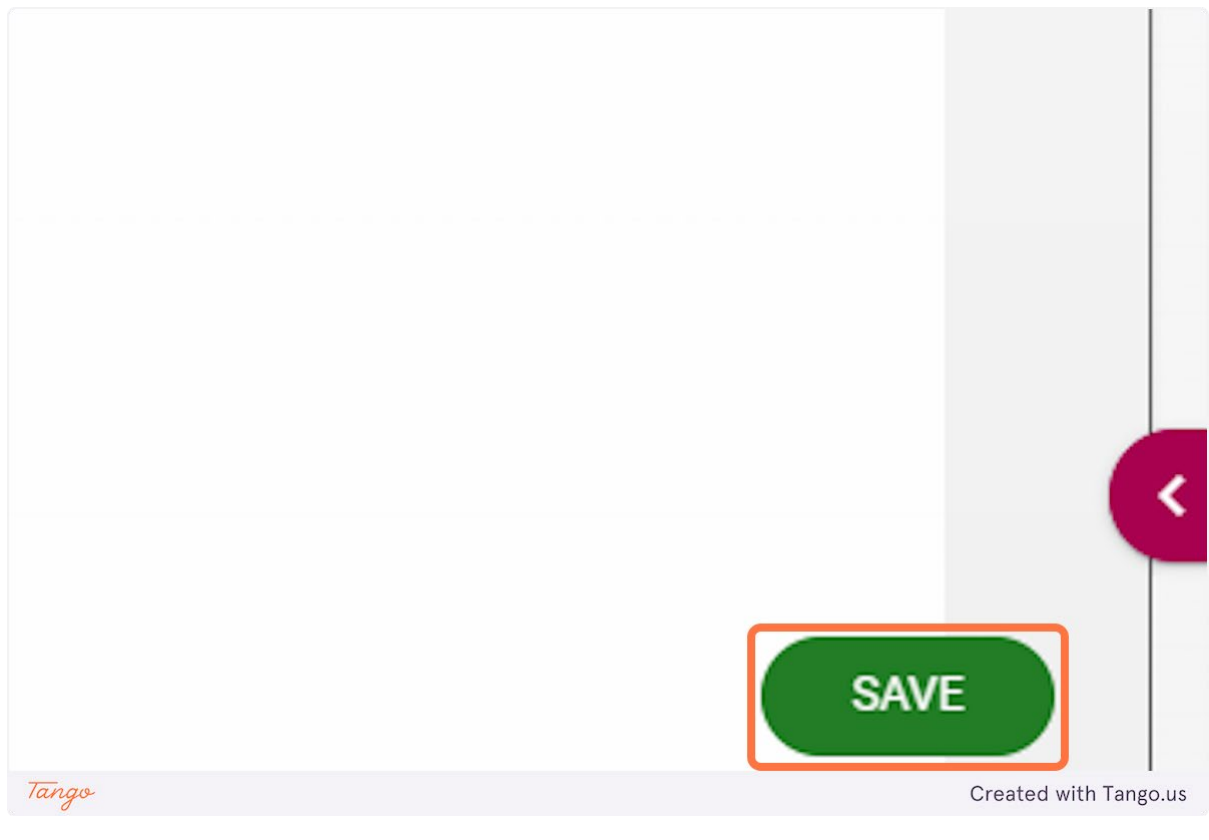


### 2. Click on Next Of Kin





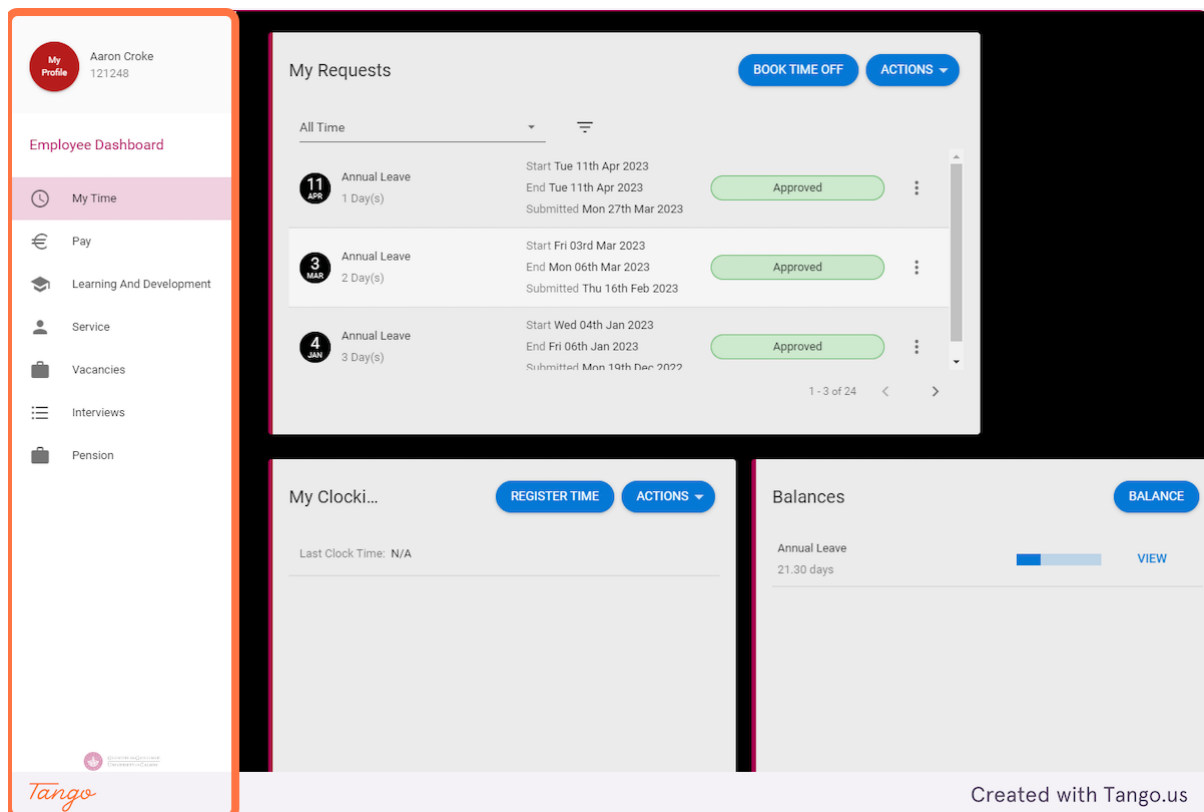
#### 4. Click on SAVE



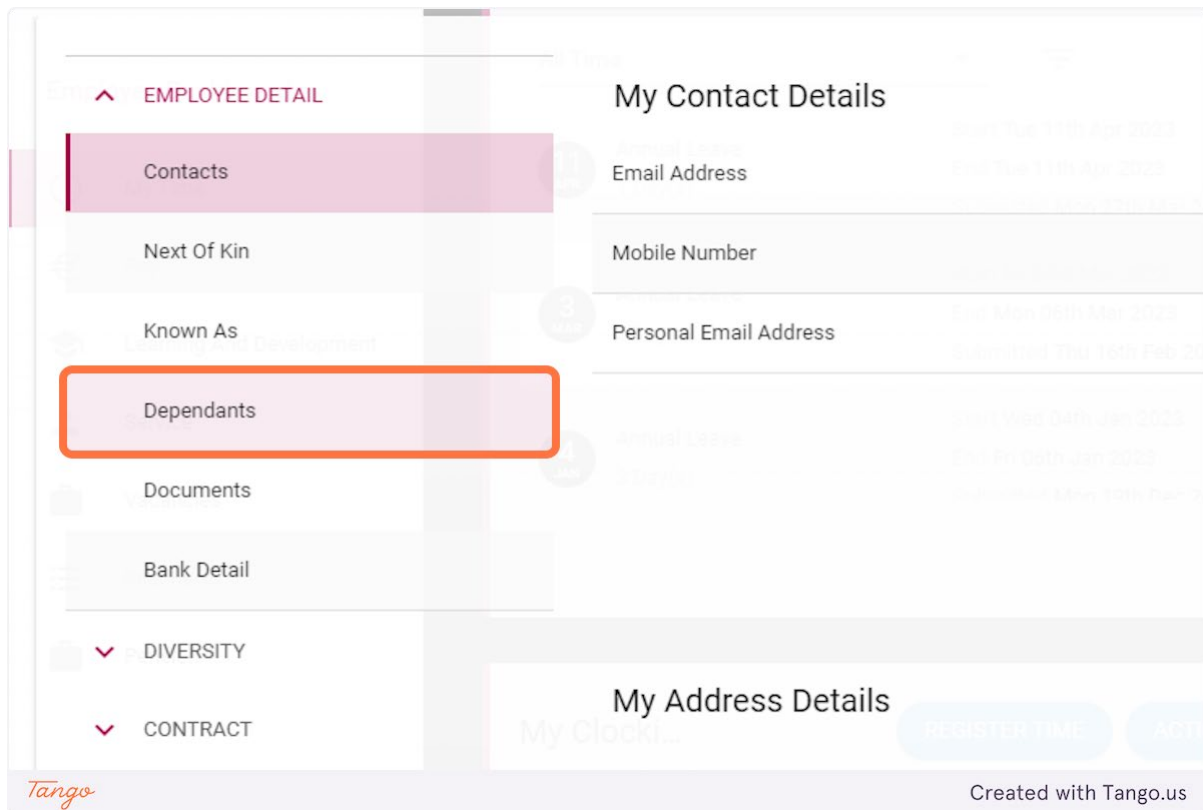
## Update Dependent Details

Go to [https://uatmy.corehr.com/pls/coreportal\\_nuigu/i#EmpMain/mytime](https://uatmy.corehr.com/pls/coreportal_nuigu/i#EmpMain/mytime)

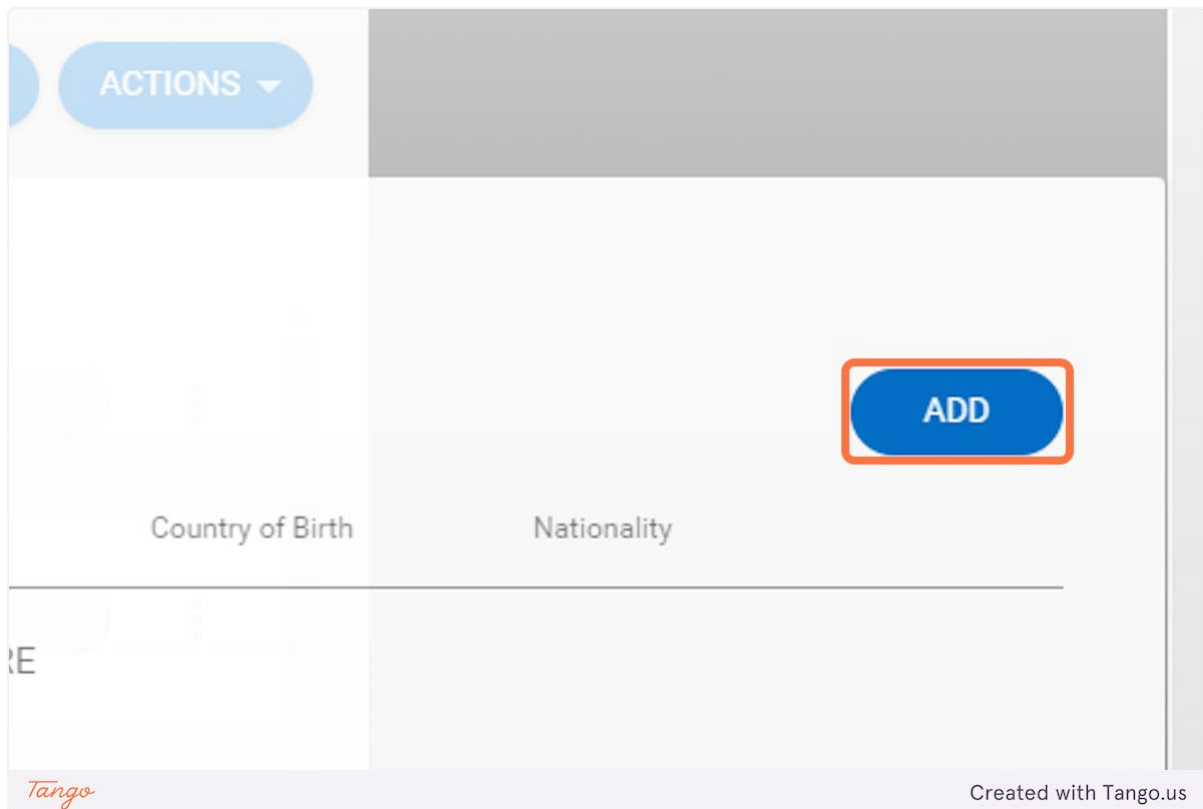
### 1. Click on Side Navigation



### 2. Click on Dependants



### 3. Click on ADD



## 4. Type in details of dependent

← Aaron Croke, Administrative Assistant, Human Resources Office

Dependents: Administrative Assistant, Human Resources Office

Employee Dashboard > Aaron Croke, Administrative Assistant, Human Res... > Dependents

BOOK TIME OFF ACTION

Name\* Johnny Doe-Bloggs Date Of Birth\* 01-Jan-2012 Country Of Birth\* Ireland Child No. 1

Gender\* Male Relationship\* Son Nationality\* Irish

Irish

Northern Irish

Comments

Documents

Back To List

✓ PERSONAL INFORMATION

✓ CONTACT INFORMATION

✓ TIME MANAGEMENT

✓ TRAINING AND DEVELOPMENT

✓ OTHER INFORMATION

Tango Created with Tango.us

## 5. Click on SAVE

SAVE

←

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## Update Bank Details

It is not possible to update bank details through Core Portal at this time. To update your bank details please complete the online form and a member of HR will process this for you.

[Change of Bank Details Request \(office.com\)](#)