



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.

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.

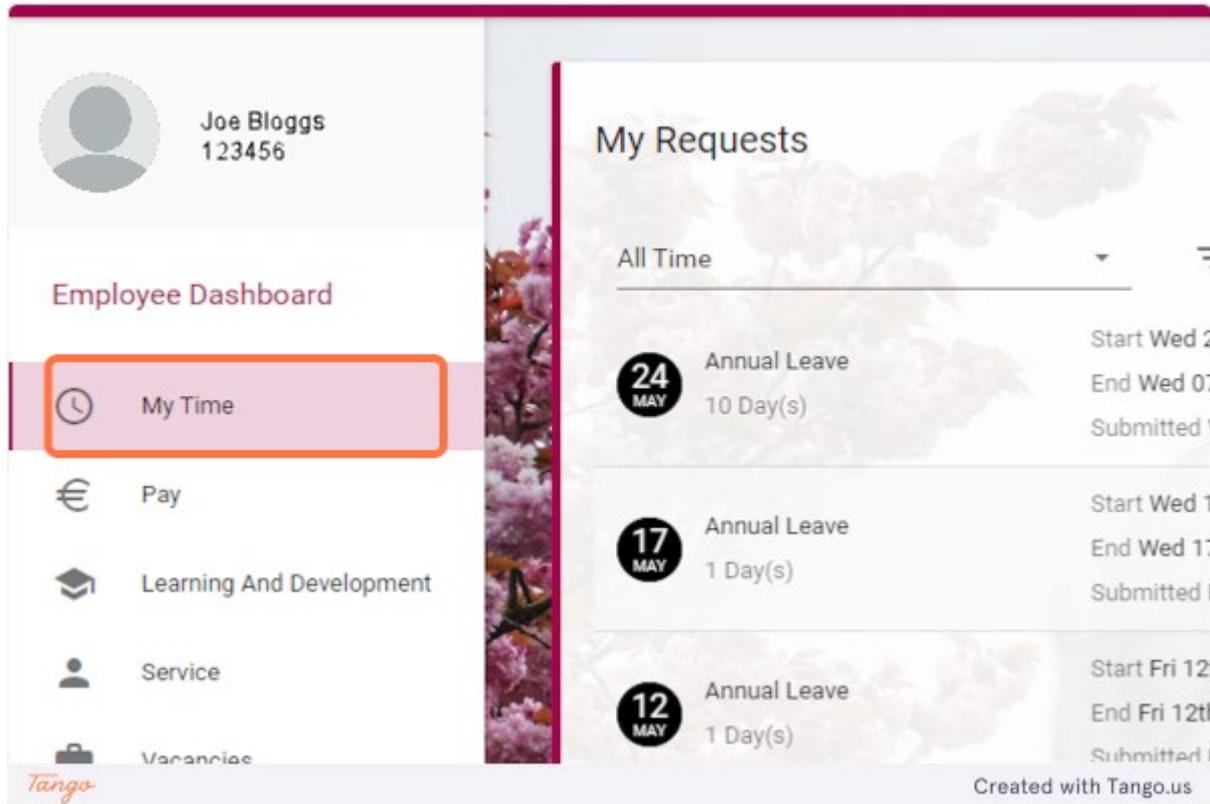
It is the employees' responsibility to ensure that their annual leave balance is accurate in accordance with the annual leave policy.

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.

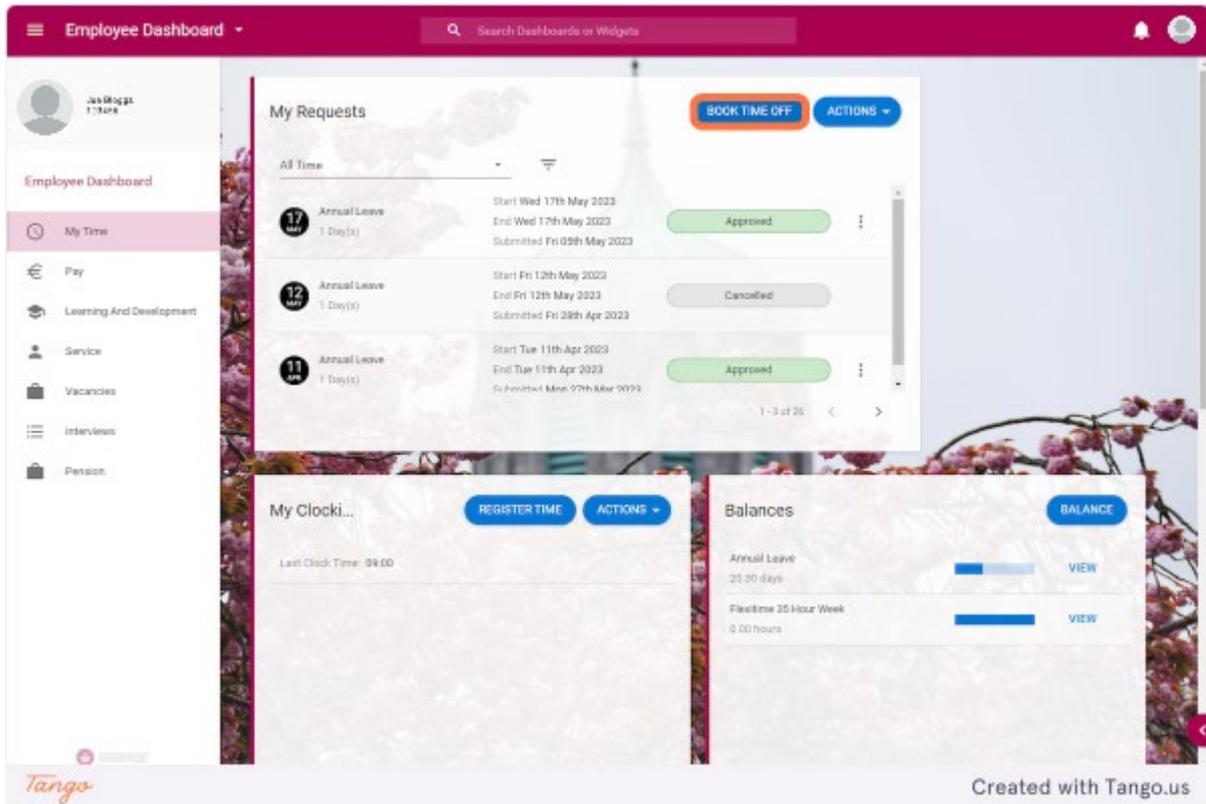
Booking Annual Leave on Core Portal

Go to https://my.corehr.com/pls/coreportal_nuigp/i#EmpMain/mytime

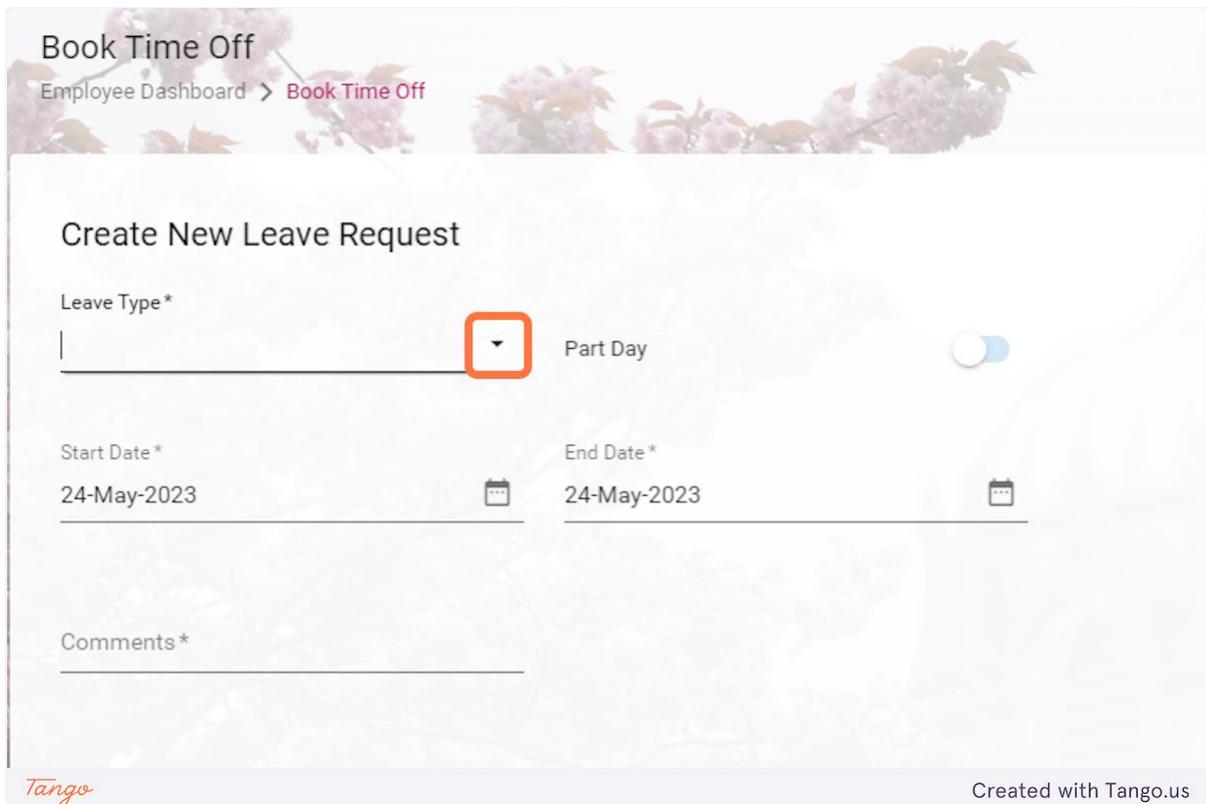
1. Click on My Time



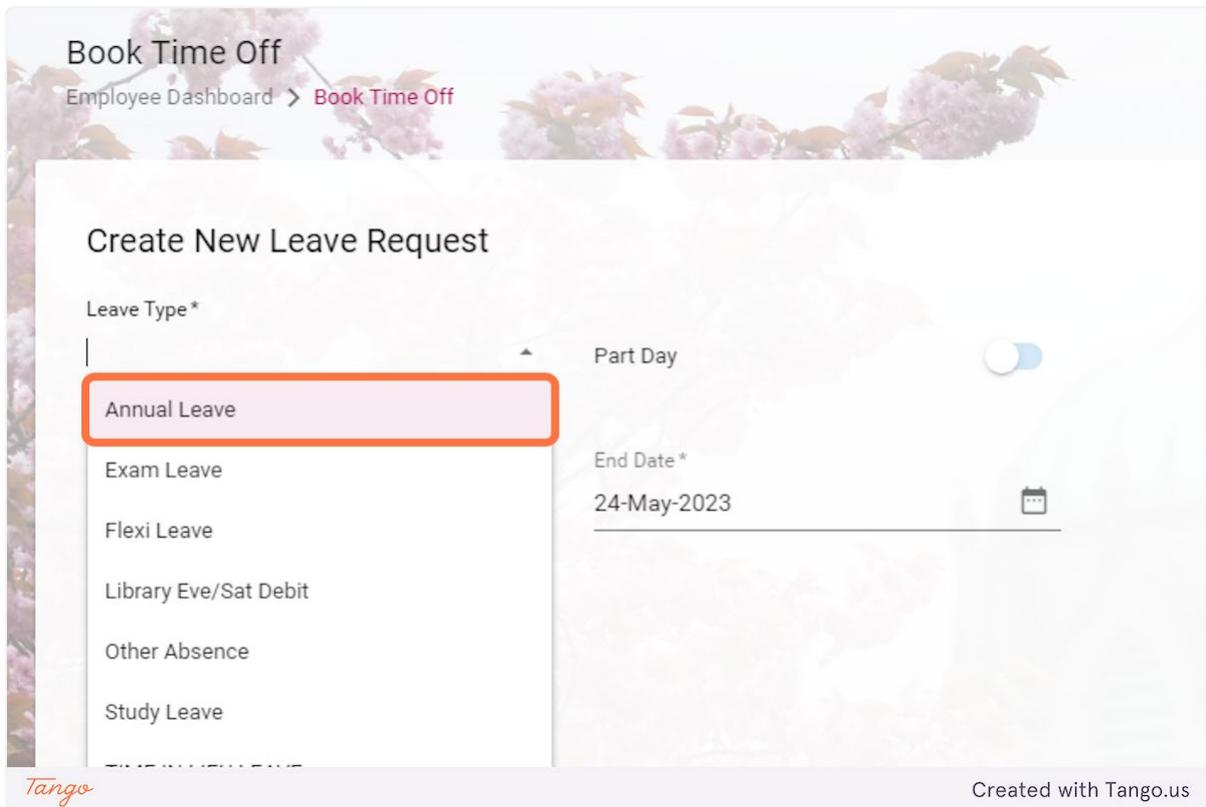
2. Click on BOOK TIME OFF



3. Click on Leave Type



4. Click on Annual Leave



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

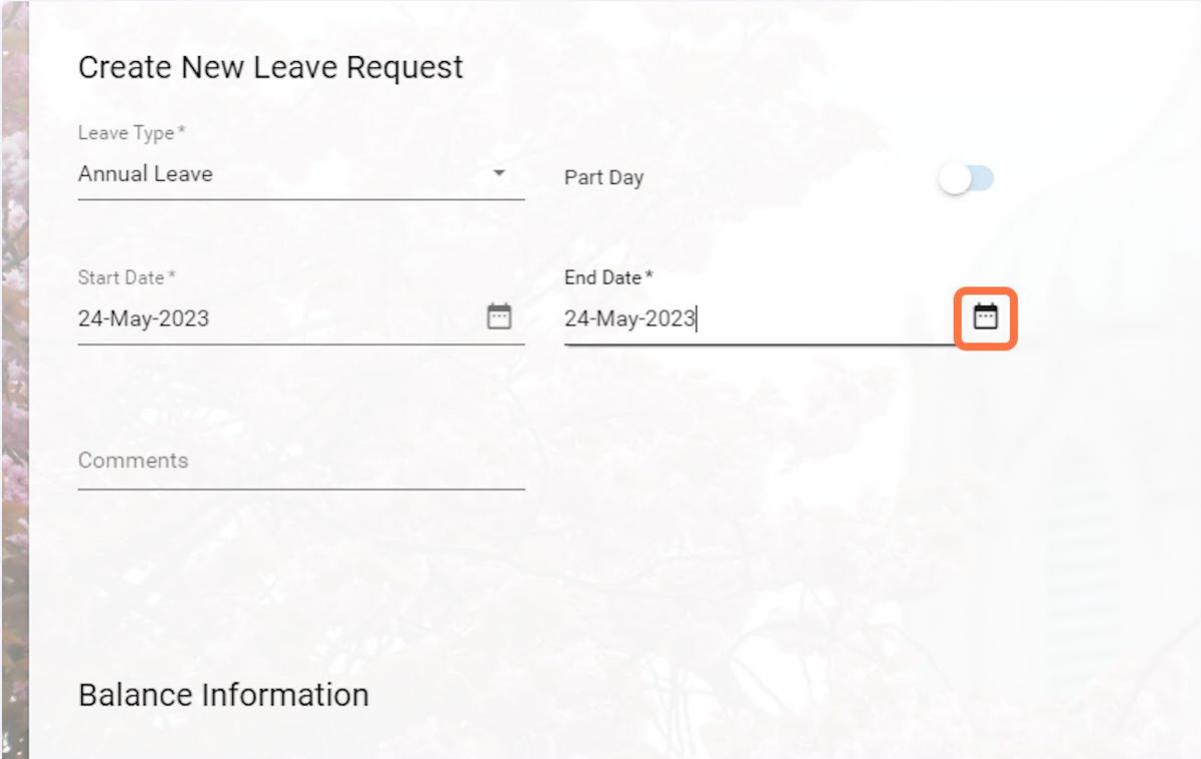
Allowance

5.00

0.00

Tango Created with Tango.us

7. Click on End Date

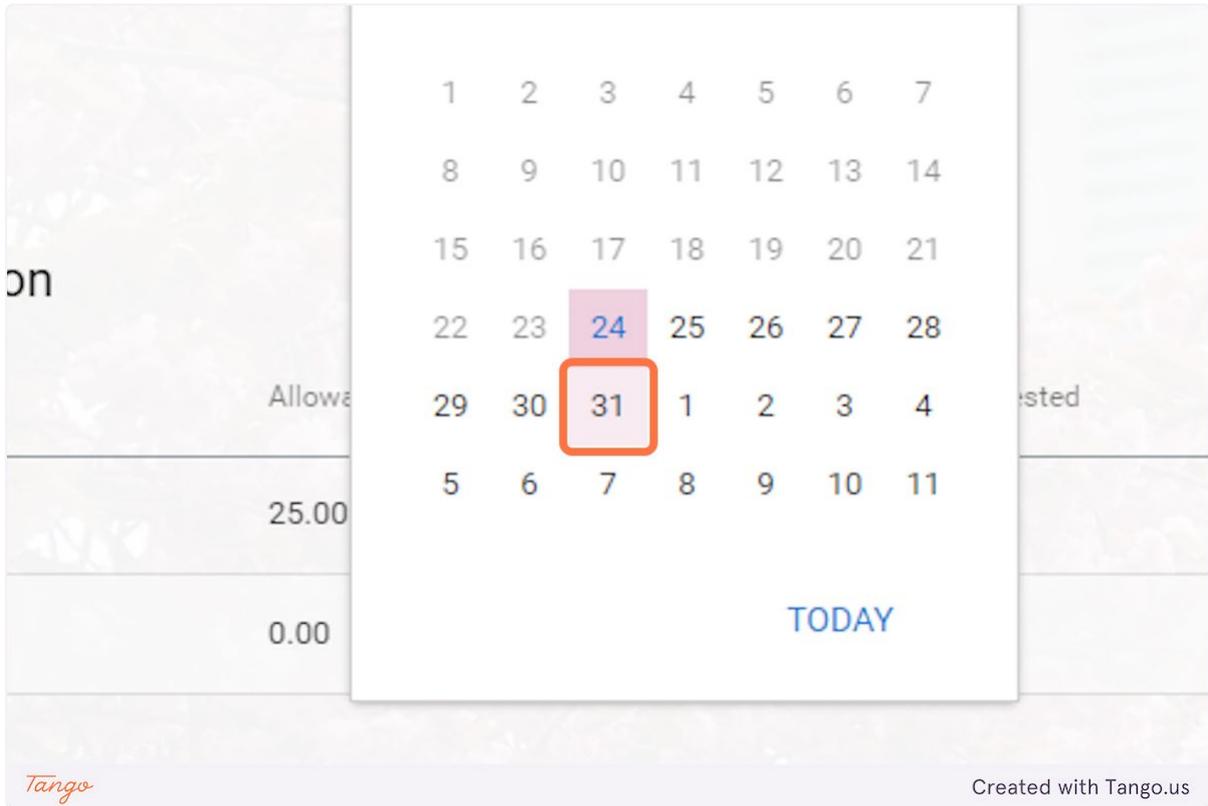


The screenshot shows a web form titled "Create New Leave Request". The form includes the following fields and controls:

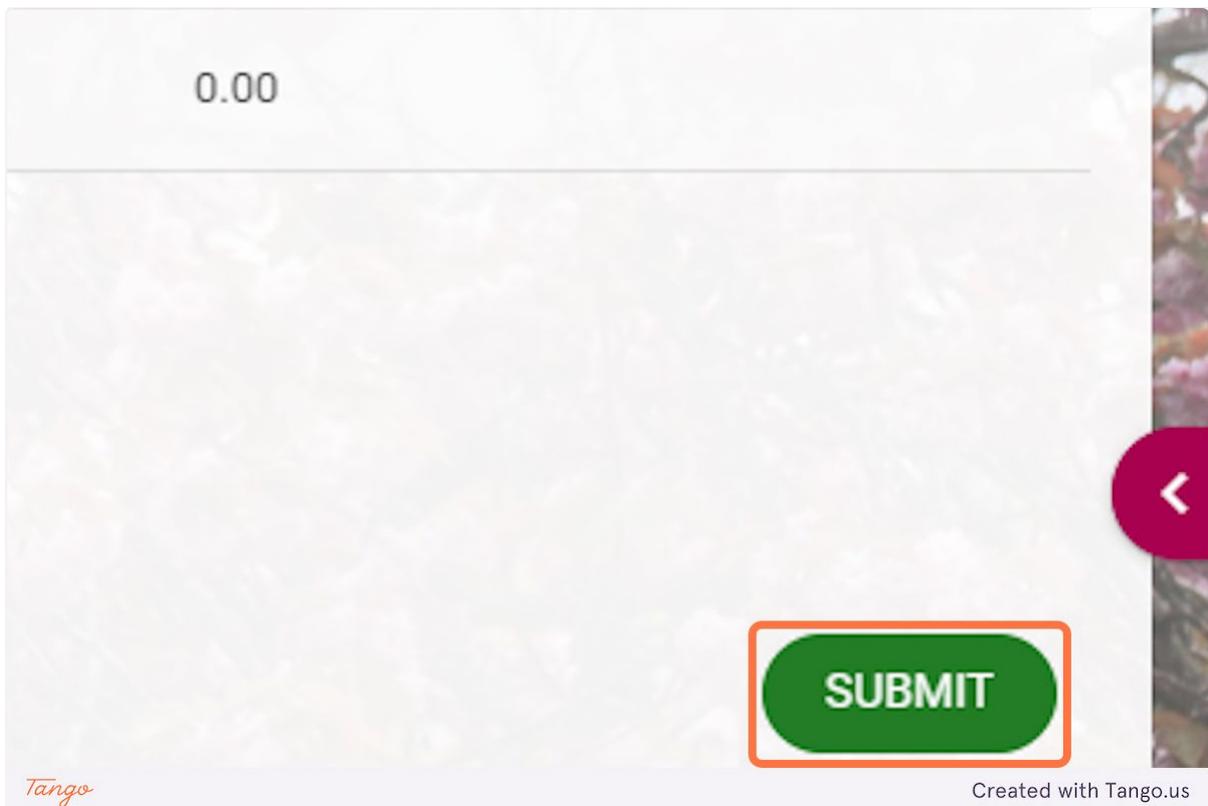
- Leave Type***: A dropdown menu with "Annual Leave" selected.
- Part Day**: A toggle switch that is currently turned on.
- Start Date***: A date field containing "24-May-2023" with a calendar icon to its right.
- End Date***: A date field containing "24-May-2023" with a calendar icon to its right. This icon is highlighted with a red square.
- Comments**: A text input area.
- Balance Information**: A section header at the bottom of the form.

The form is set against a background of a blurred image of a building and trees. The "Tango" logo is visible in the bottom left corner, and the text "Created with Tango.us" is in the bottom right corner.

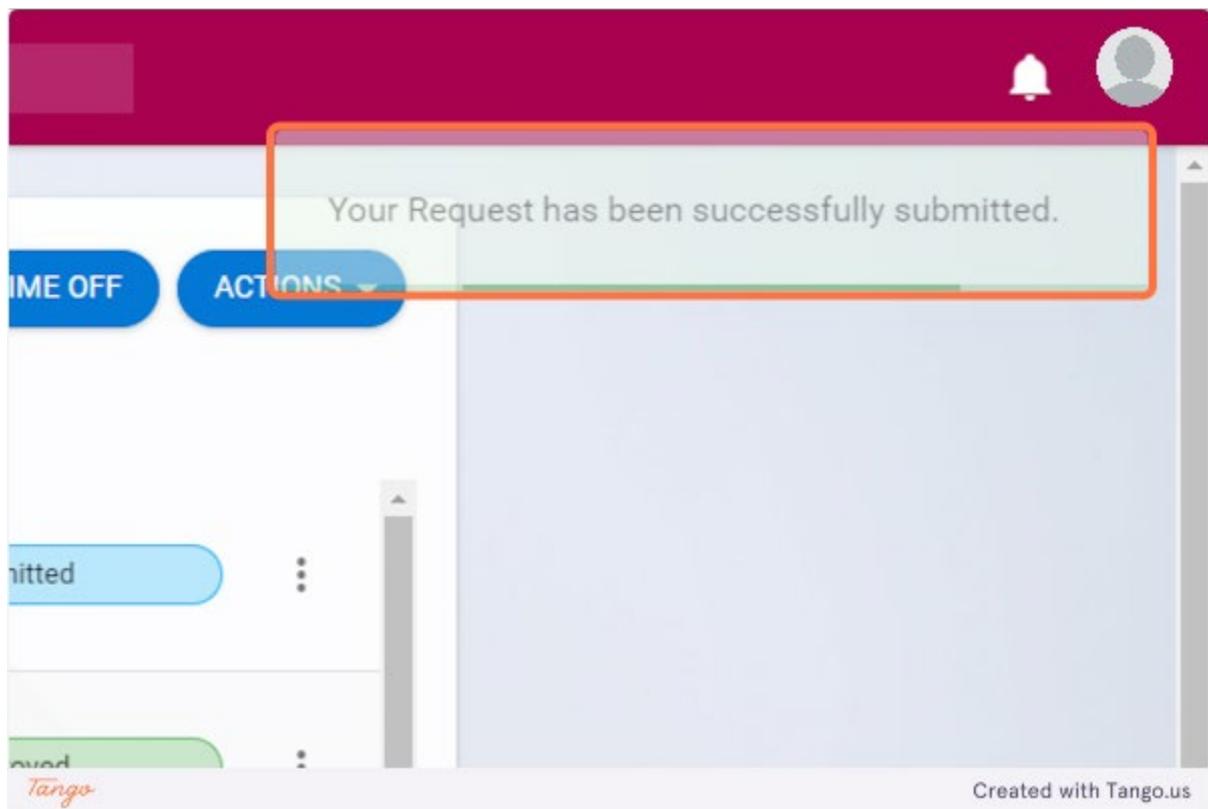
8. Choose end date of annual leave



9. Click on SUBMIT



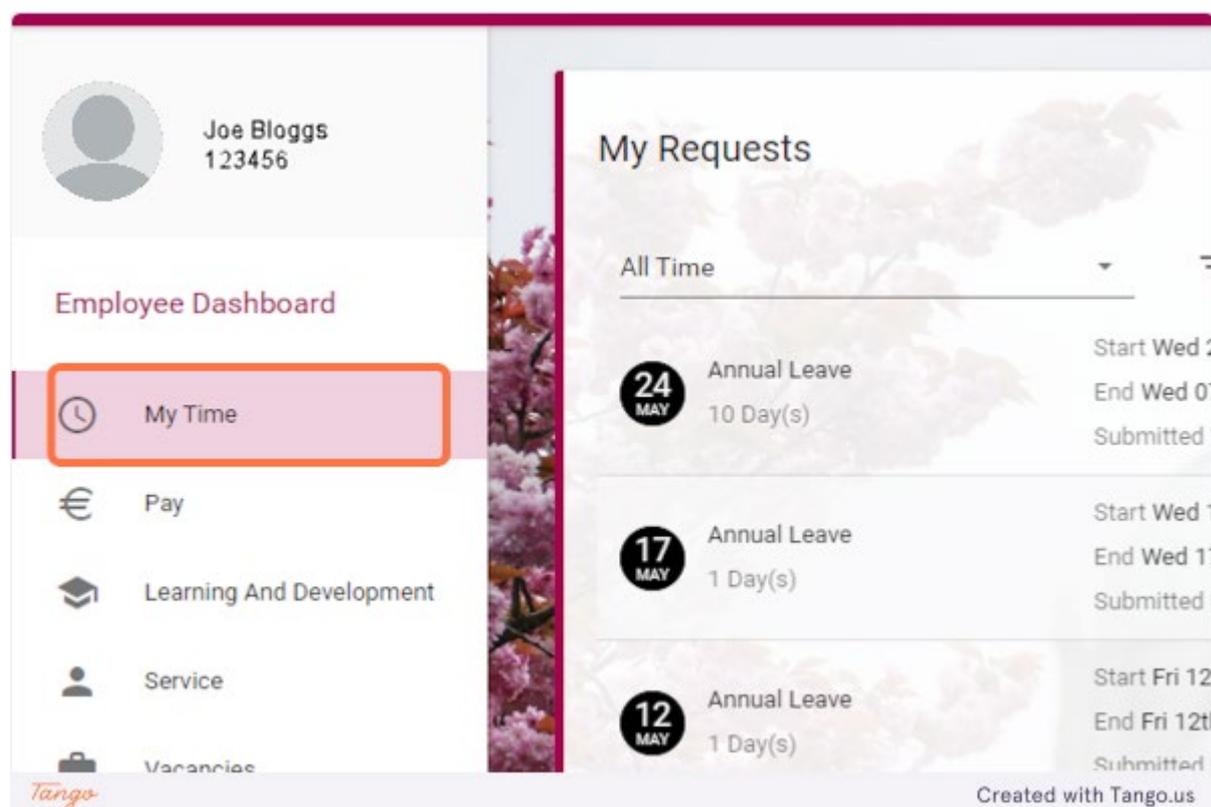
10. You will get a notification to say that "Your Request has been successfully submitted".



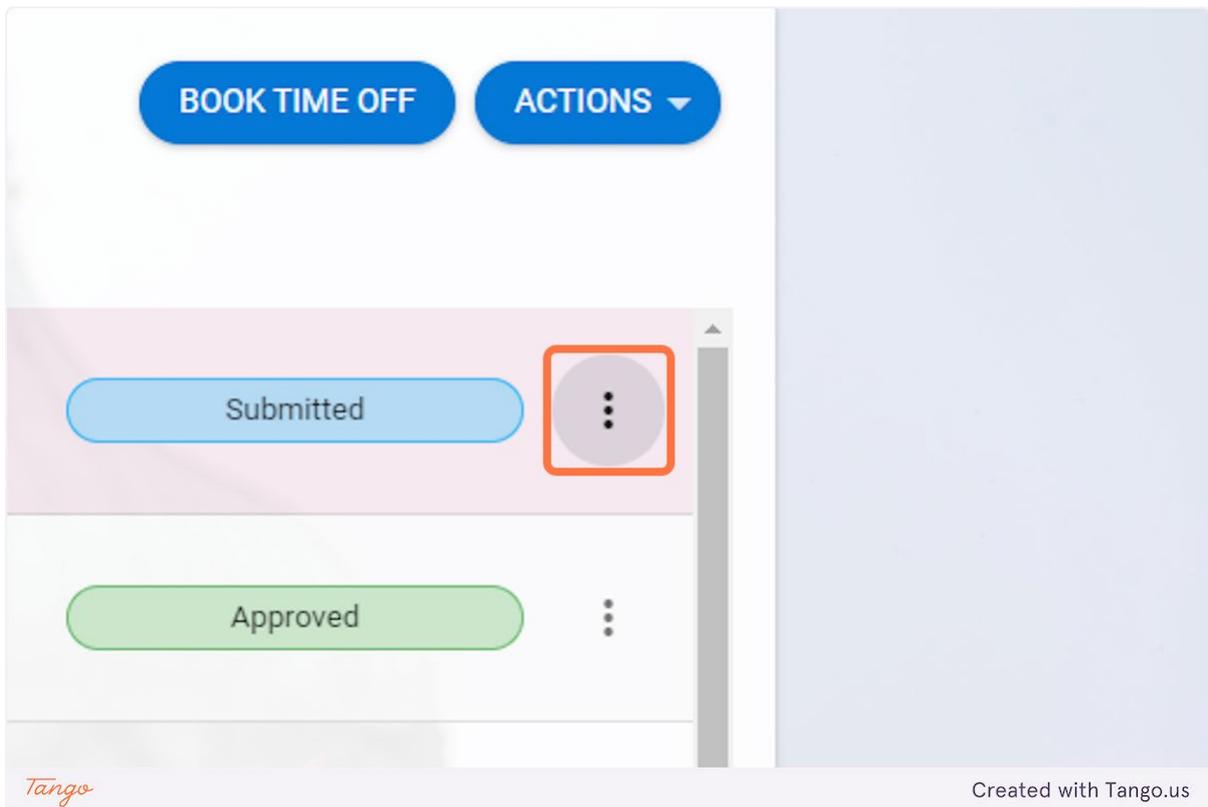
cancelling Leave Request on Core Portal

Go to https://my.corehr.com/pls/coreportal_nuigp/i#EmpMain/mytime

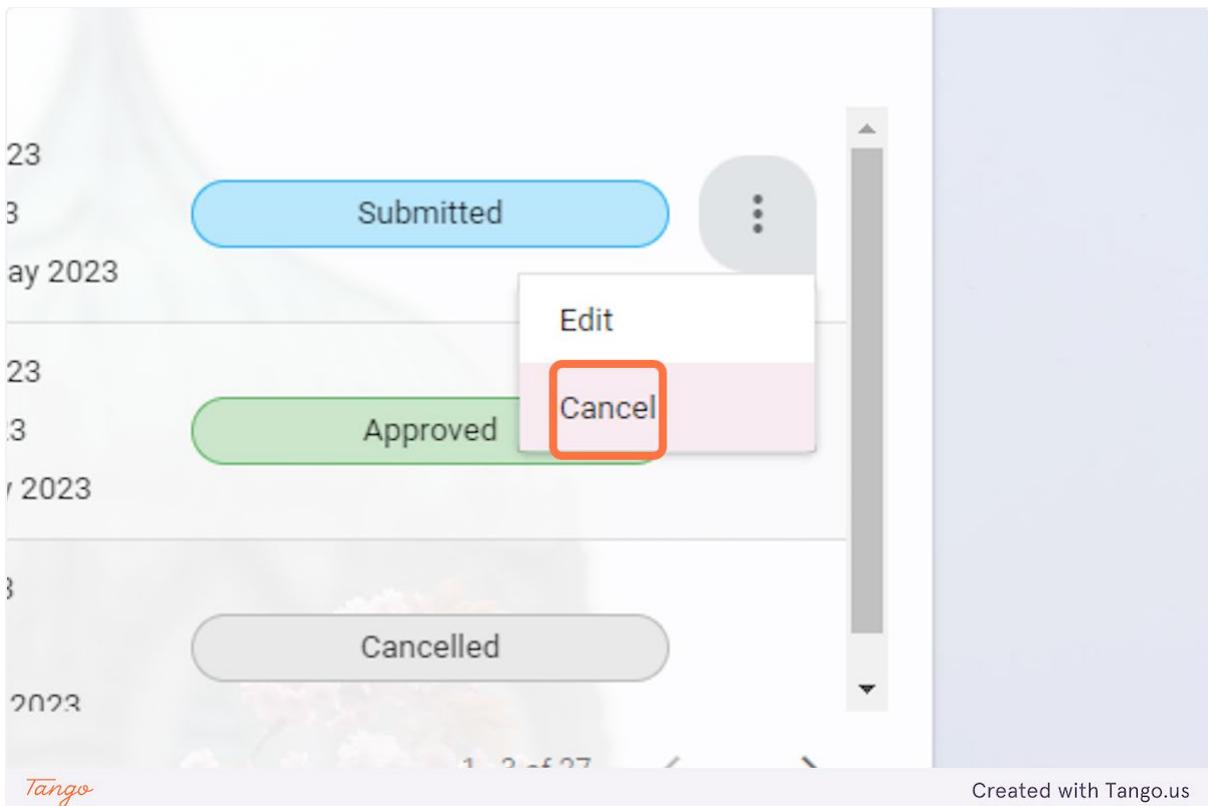
1. Click on My Time



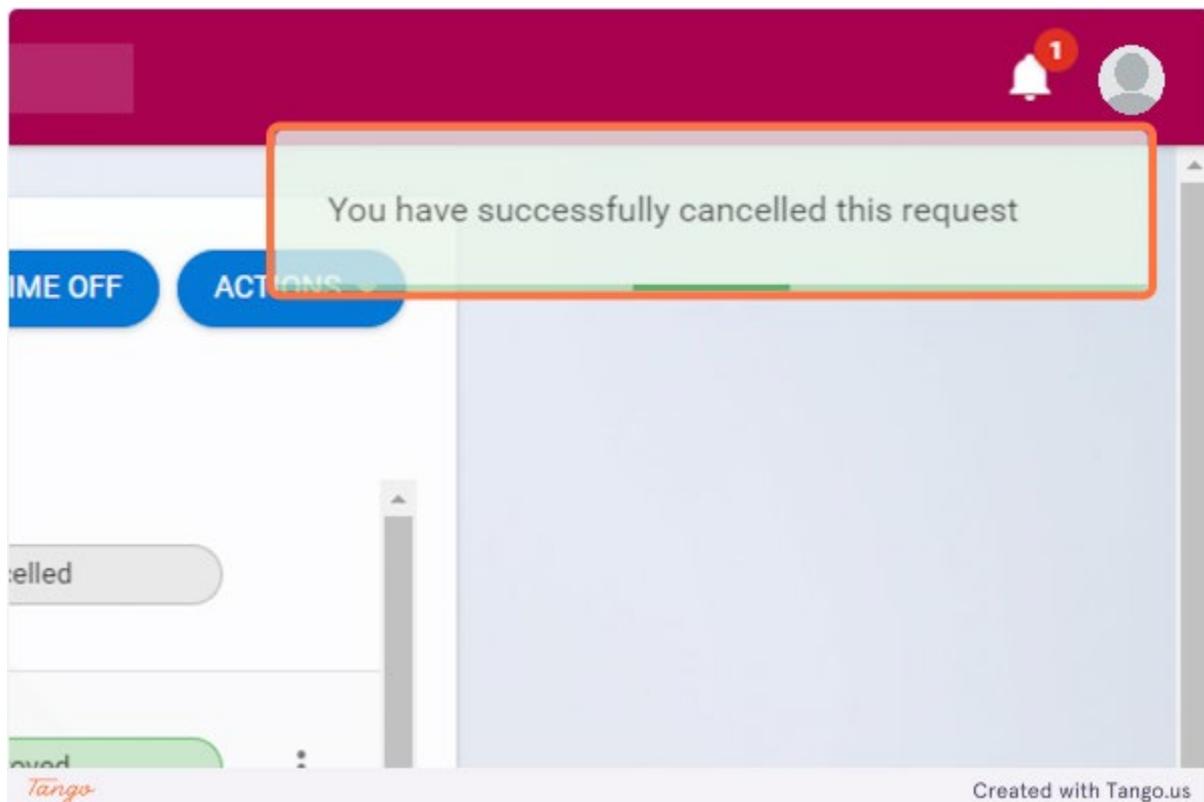
2. On a leave request that has not been Approved or Rejected yet, click on the 3 dots



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

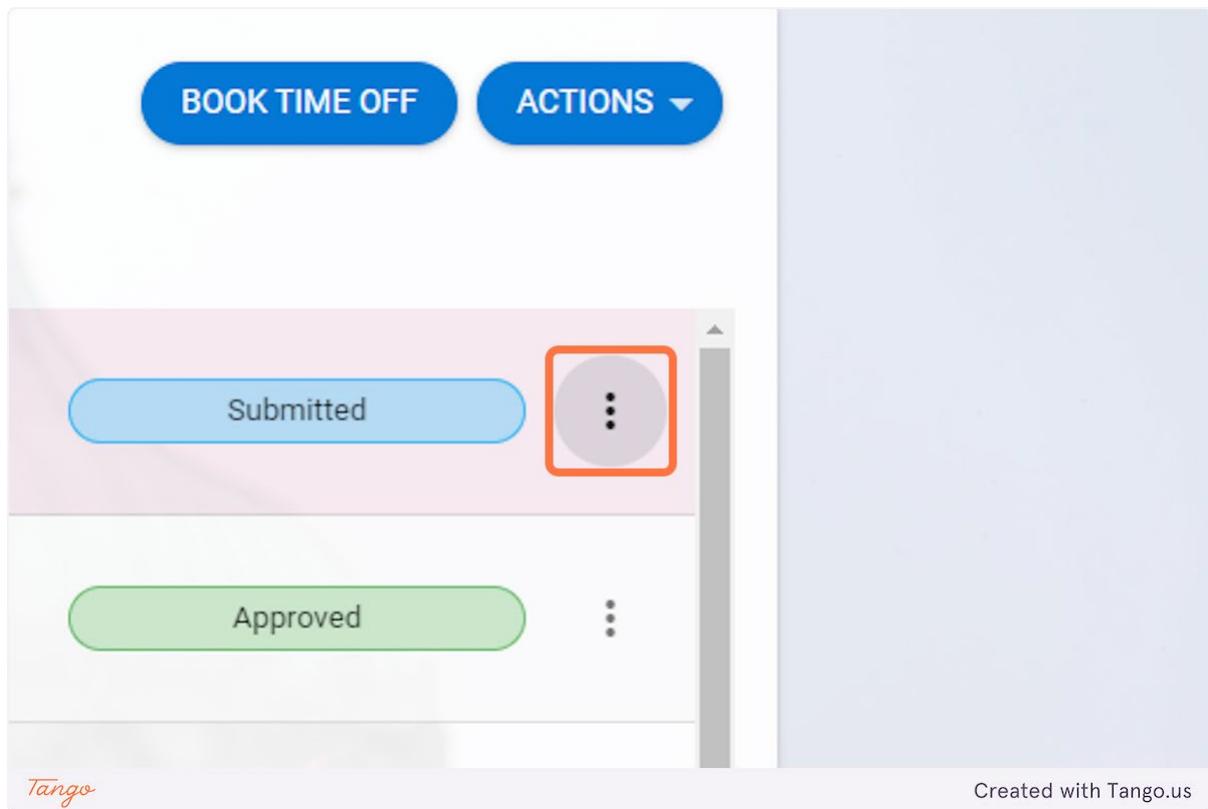
Go to https://my.corehr.com/pls/coreportal_nuigp/i#EmpMain/mytime

1. Click on My Time

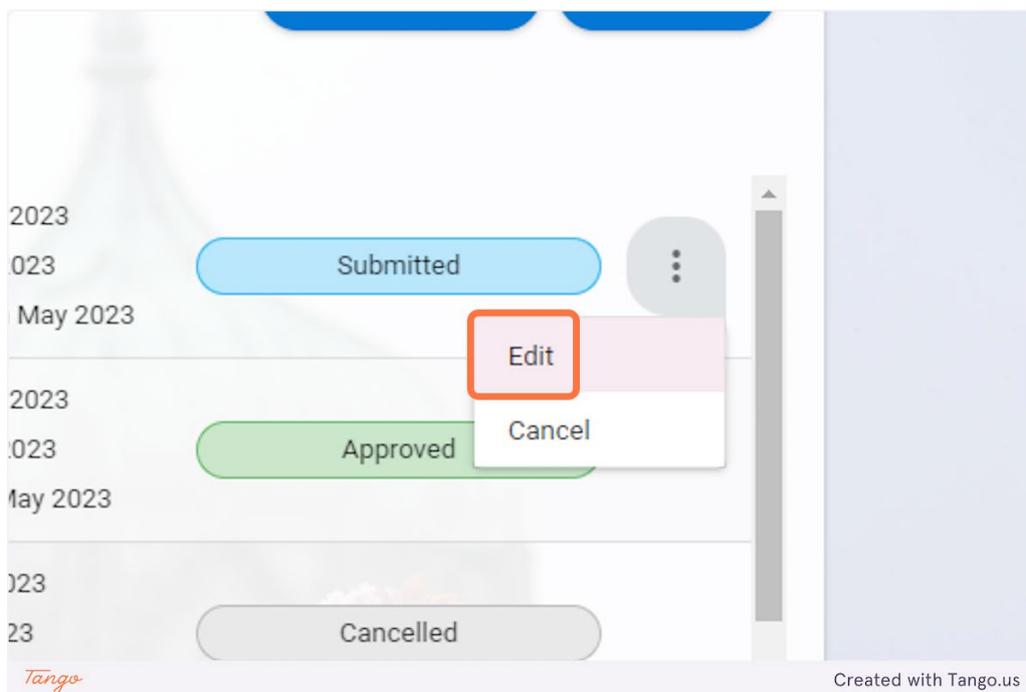
The screenshot displays the 'My Requests' section of the Core Portal. On the left, the 'Employee Dashboard' sidebar includes a user profile for 'Joe Bloggs 123456' and several menu items: 'My Time' (highlighted with an orange box), 'Pay', 'Learning And Development', 'Service', and 'Vacancies'. The main content area shows a list of three Annual Leave requests. The first request is for 10 days, starting on Wednesday, May 24, and ending on Wednesday, May 30, submitted on May 24. The second request is for 1 day, starting on Wednesday, May 17, and ending on Wednesday, May 17, submitted on May 17. The third request is for 1 day, starting on Friday, May 12, and ending on Friday, May 12, submitted on May 12. The page is created with Tango.us.

Date	Request Type	Duration	Start Date	End Date	Submitted Date
24 MAY	Annual Leave	10 Day(s)	Start Wed 24	End Wed 30	Submitted 24
17 MAY	Annual Leave	1 Day(s)	Start Wed 17	End Wed 17	Submitted 17
12 MAY	Annual Leave	1 Day(s)	Start Fri 12	End Fri 12	Submitted 12

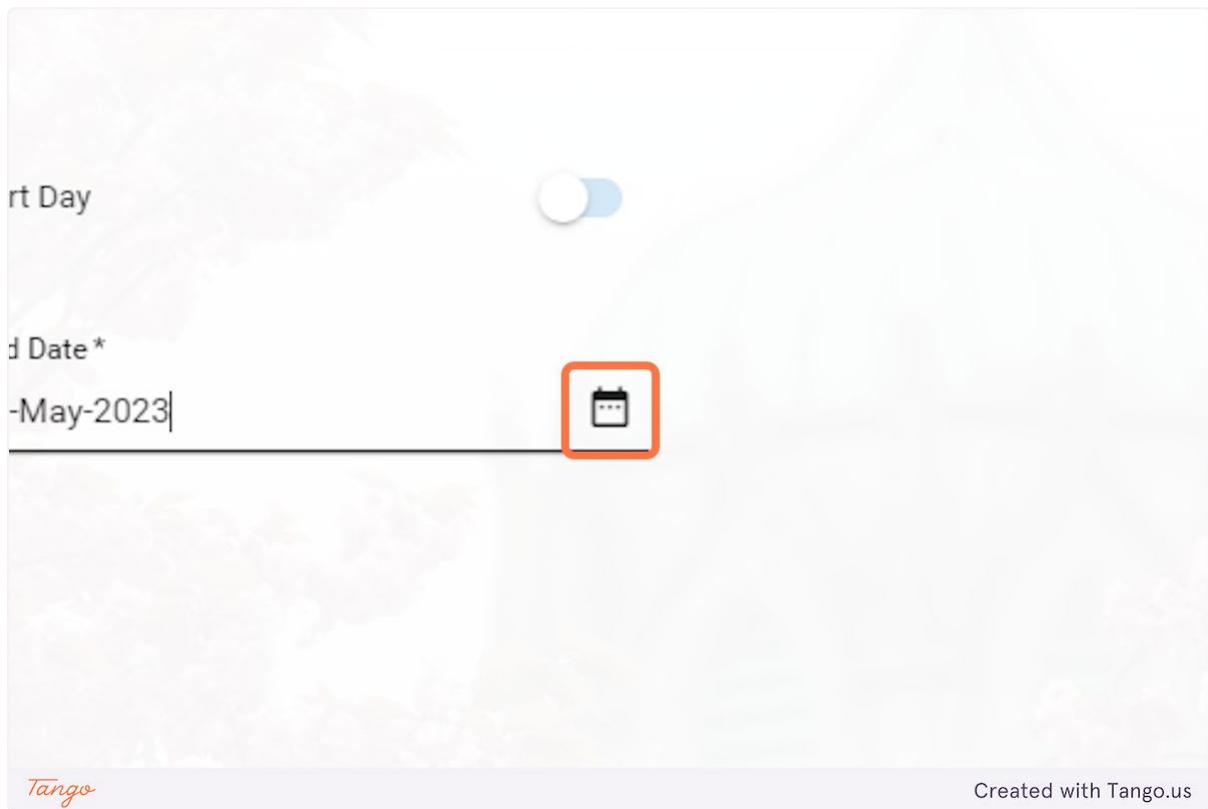
2. On a request that has not been Approved or Rejected yet click on the 3 dots



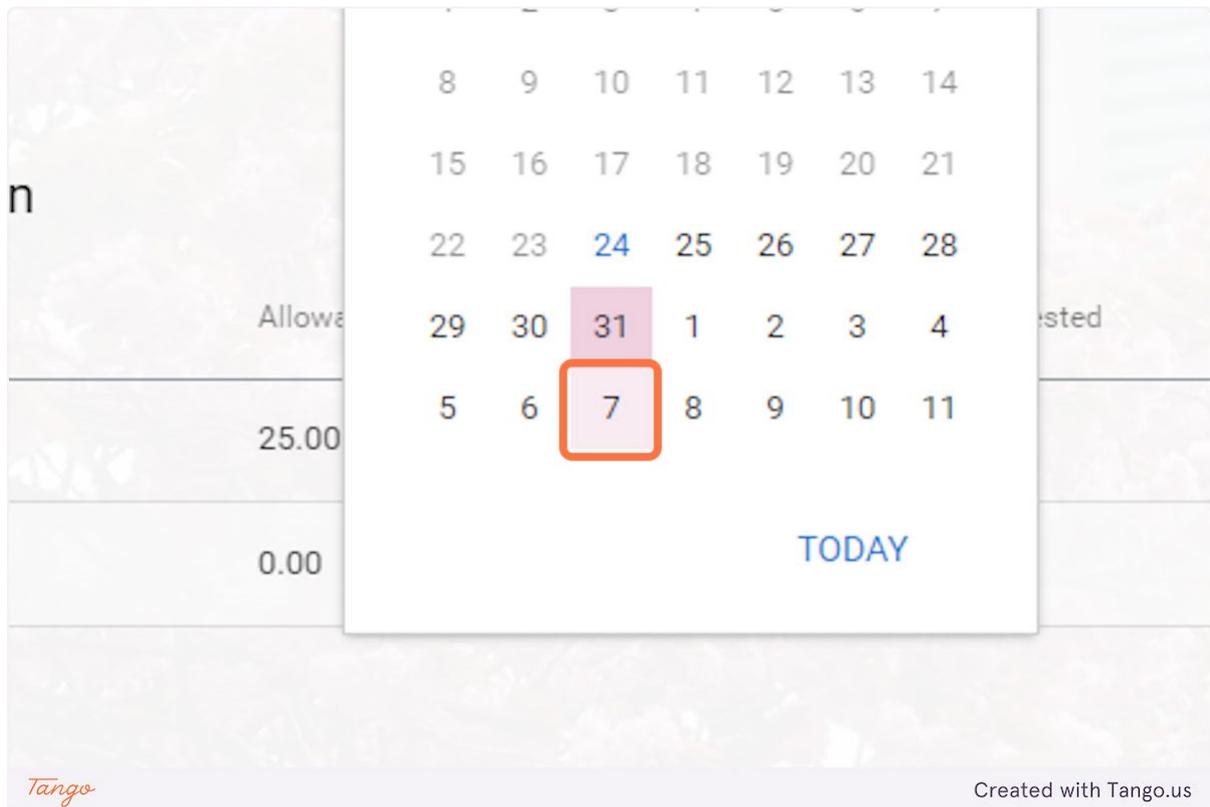
3. Click on Edit



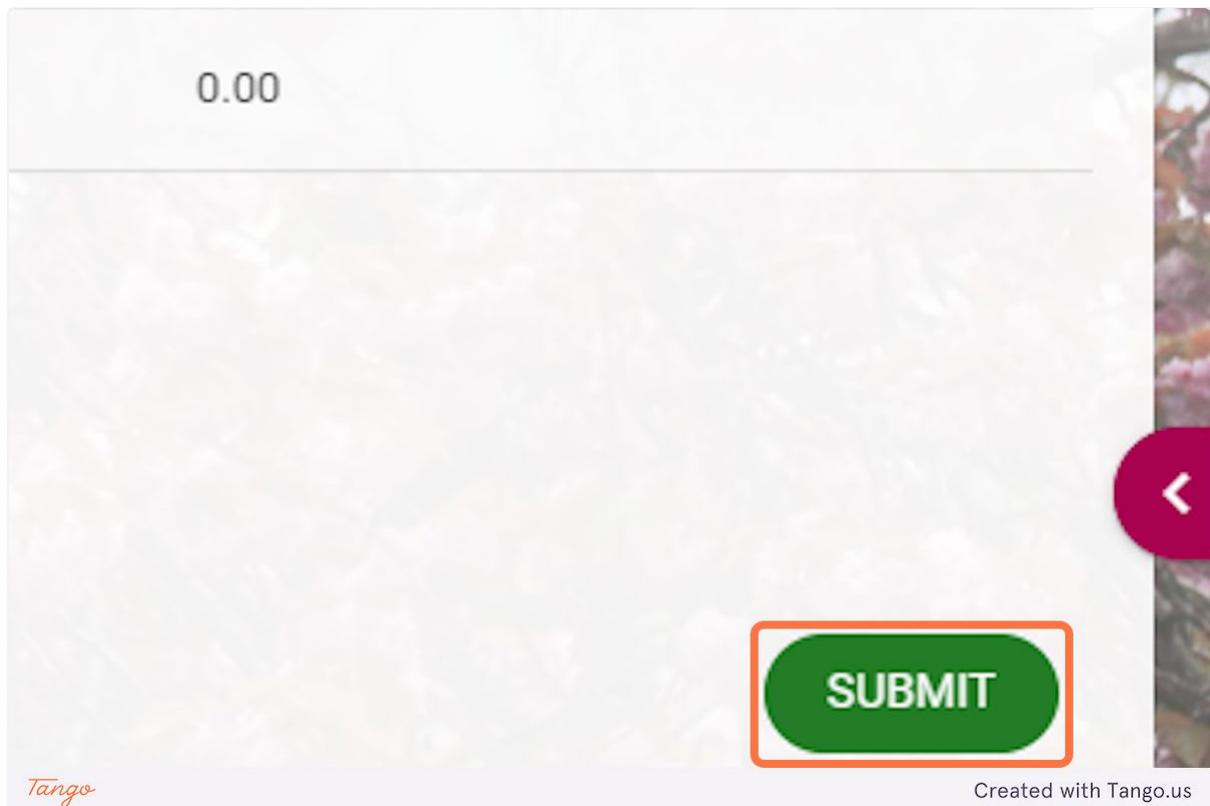
4. Choose the part of the request you wish to edit, in this case the end date



5. Choose the new end date for the annual leave



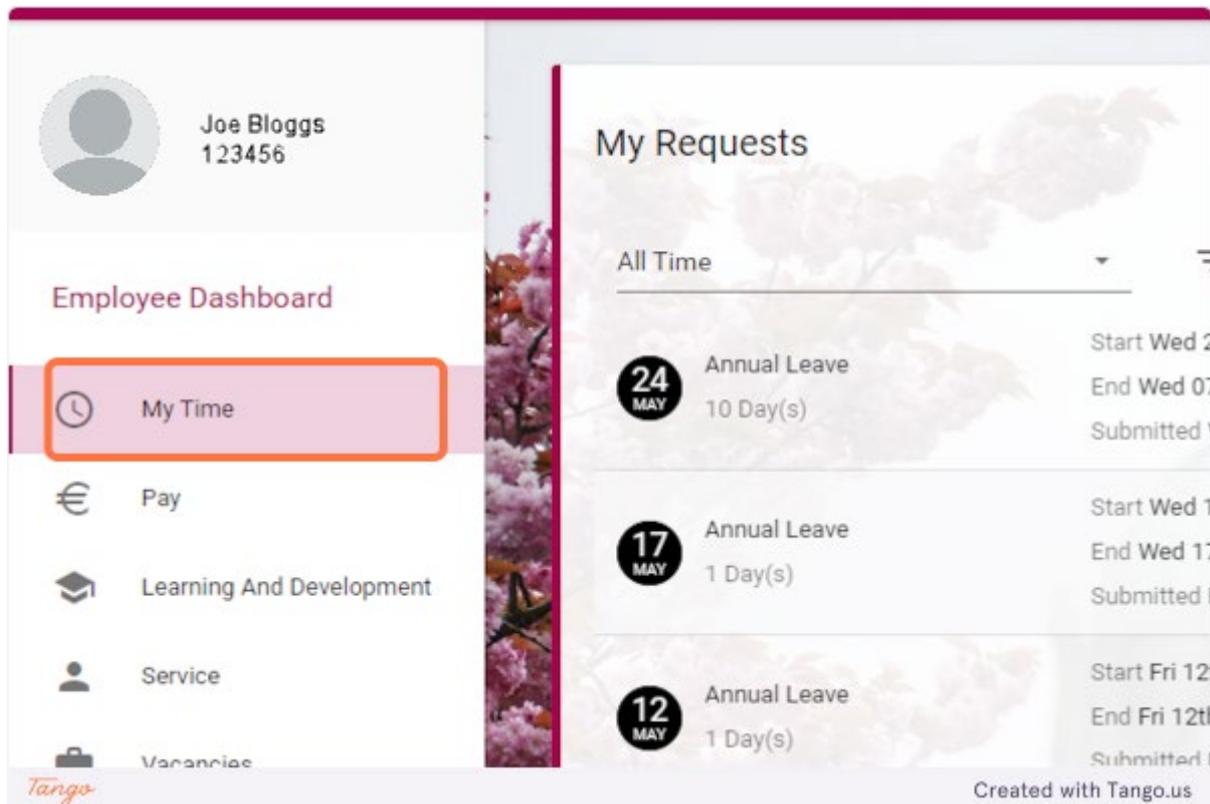
6. Click on SUBMIT



Checking Your Annual Leave Balance on Core Portal

Go to https://my.corehr.com/pls/coreportal_nuigp/i#EmpMain/mytime

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.

h May 2023

y 2023

2023

h Apr 2023

Cancelled

1 - 3 of 27 < >

ACTIONS ▾

Balances

BALANCE

Annual Leave	<div><div style="width: 20.30%;"></div></div>	VIEW
Flexitime 35 Hour Week	<div><div style="width: 0.00%;"></div></div>	VIEW

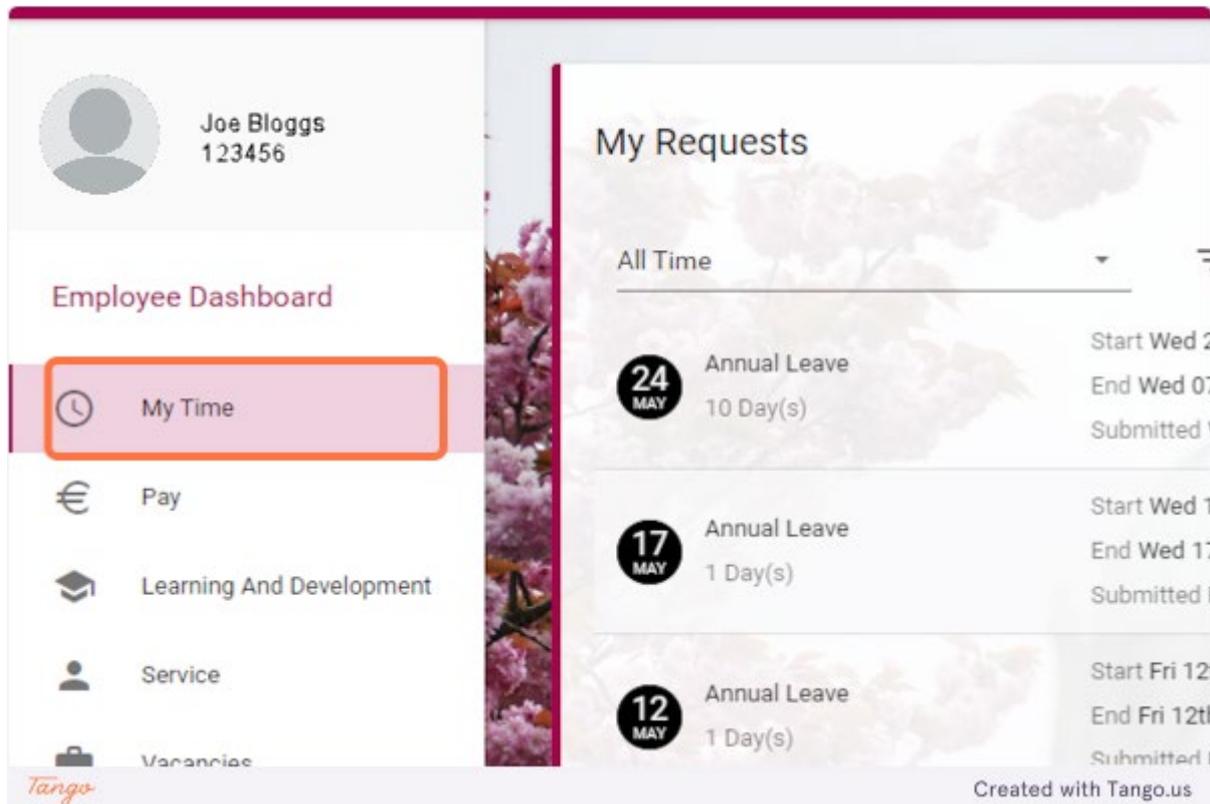
Tango

Created with Tango.us

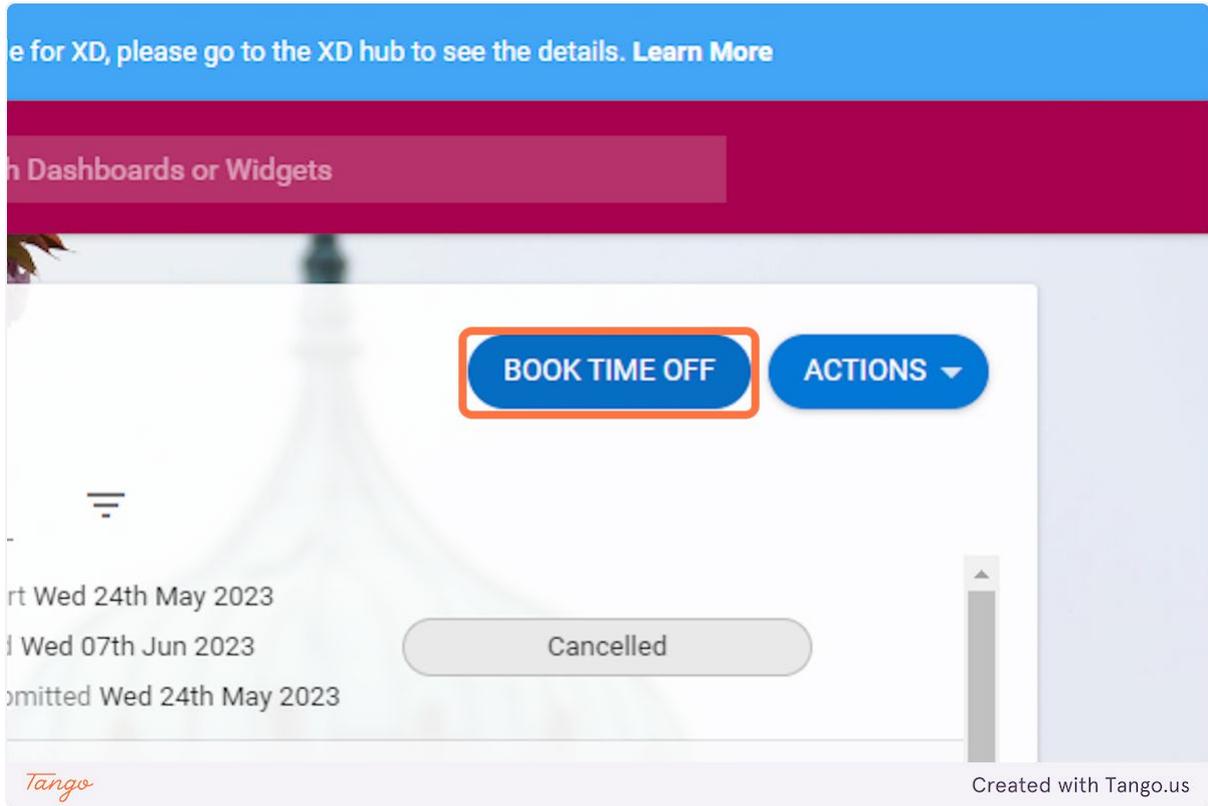
How to Submit a Flexi Leave Request in Core Portal

Go to 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

Create New Leave Request

Leave Type*

- Annual Leave
- Exam Leave
- Flexi Leave**
- Library Eve/Sat Debit
- Other Absence
- Study Leave
- TIME IN LIEU LEAVE
- Term Time / Shorter Working

Part Day

End Date*
26-May-2023

Tango 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

TODAY

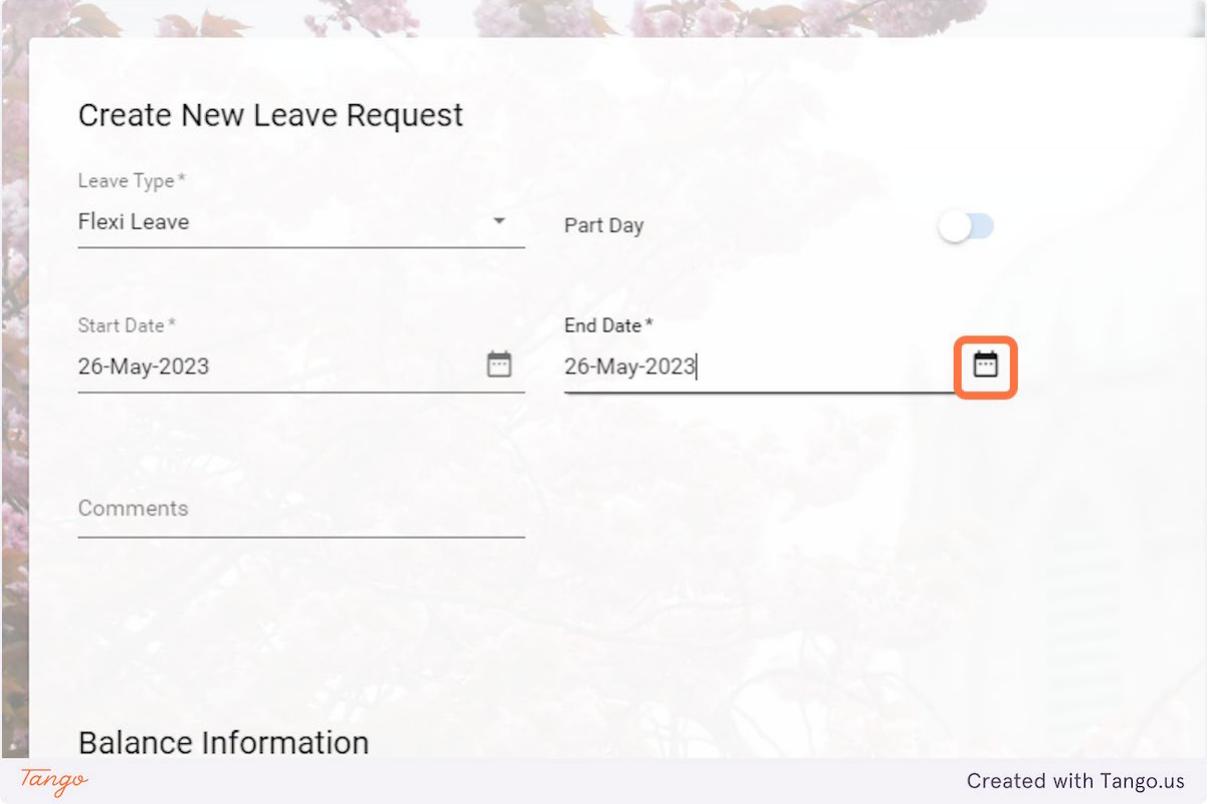
Allowance

25.00

0.00

Tango Created with Tango.us

7. Click on the calendar icon

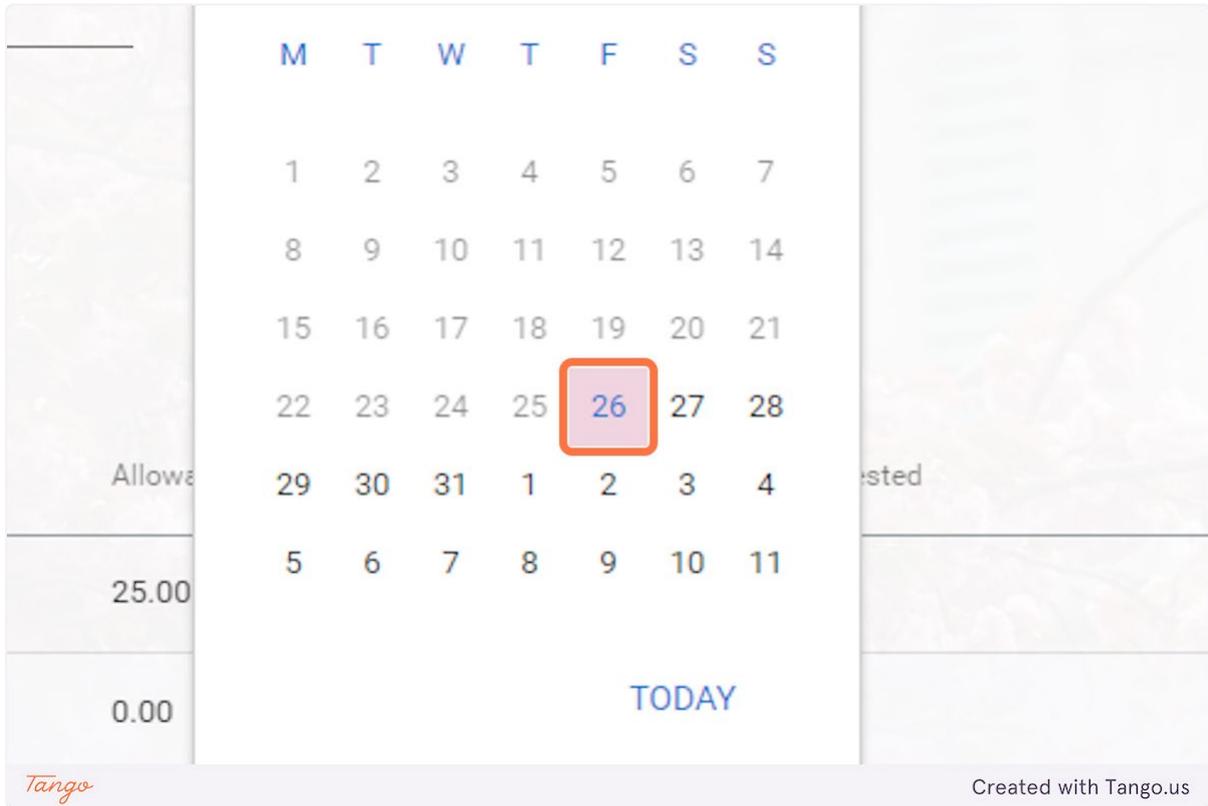


The screenshot shows a web form titled "Create New Leave Request". The form includes the following fields and controls:

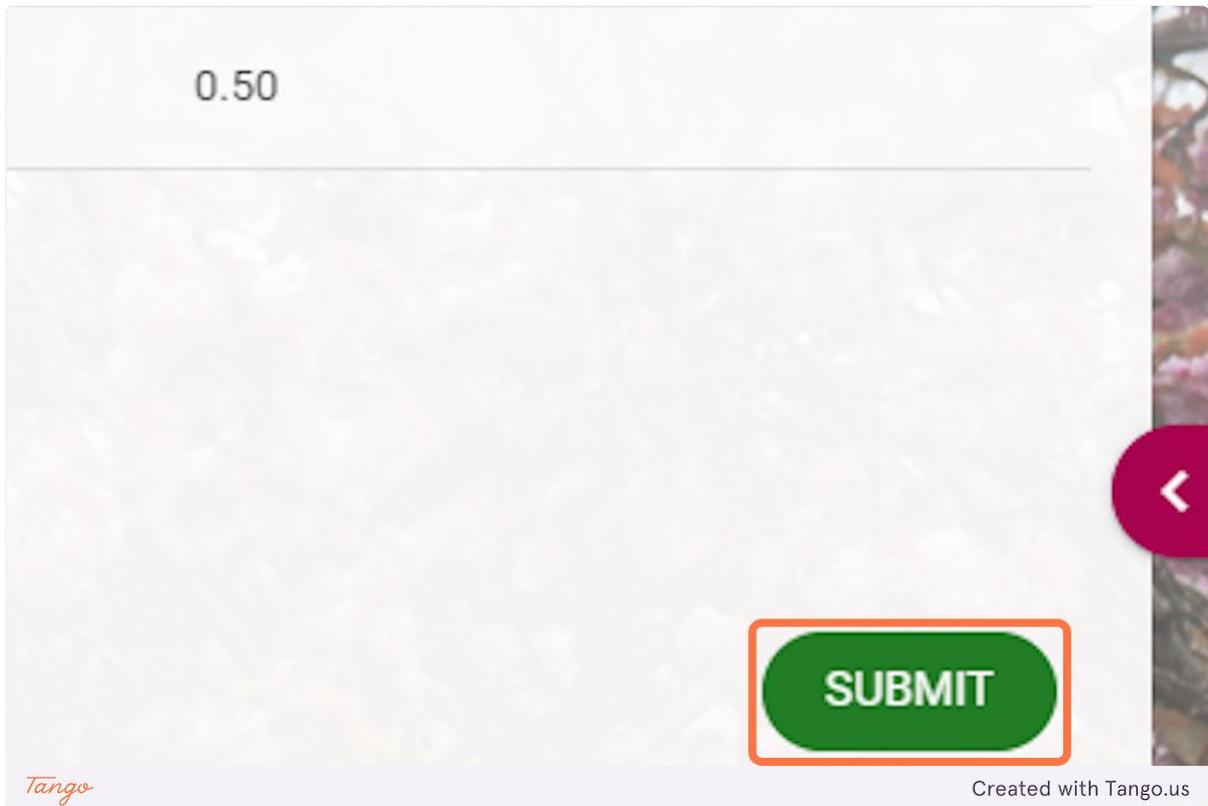
- Leave Type***: A dropdown menu with "Flexi Leave" selected.
- Part Day**: A toggle switch that is currently turned on.
- Start Date***: A text input field containing "26-May-2023" with a calendar icon to its right.
- End Date***: A text input field containing "26-May-2023" with a calendar icon to its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

The form is set against a background of pink cherry blossoms. The "Tango" logo is visible in the bottom left corner, and "Created with Tango.us" is in the bottom right corner.

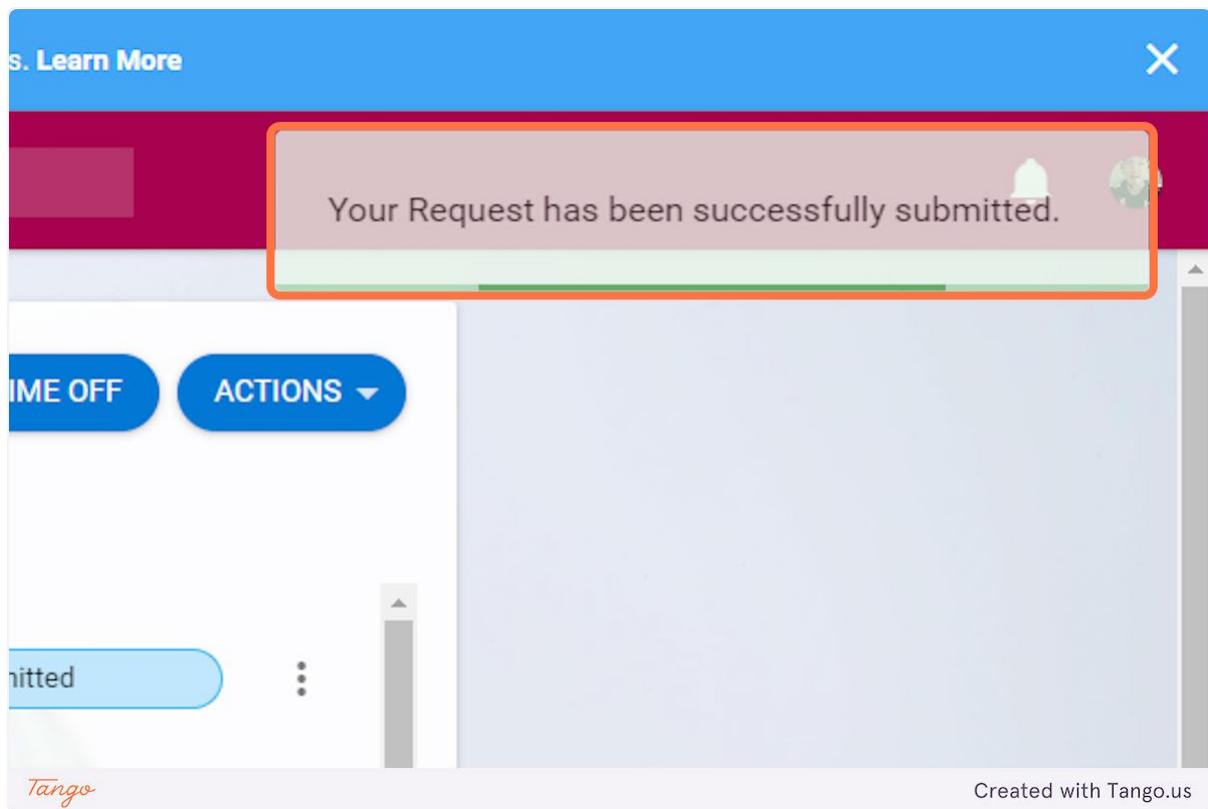
8. Choose the end date of the leave



9. Click on SUBMIT



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

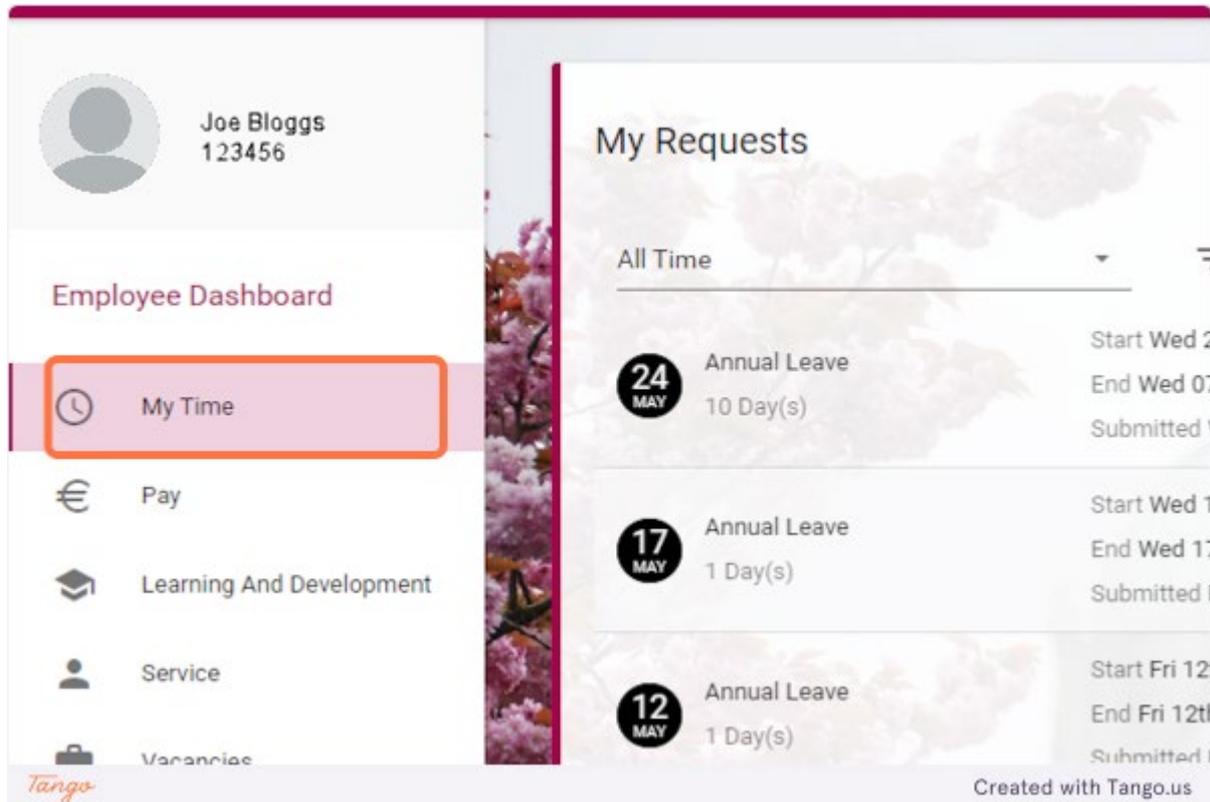


Created with [Tango.us](https://tango.us)

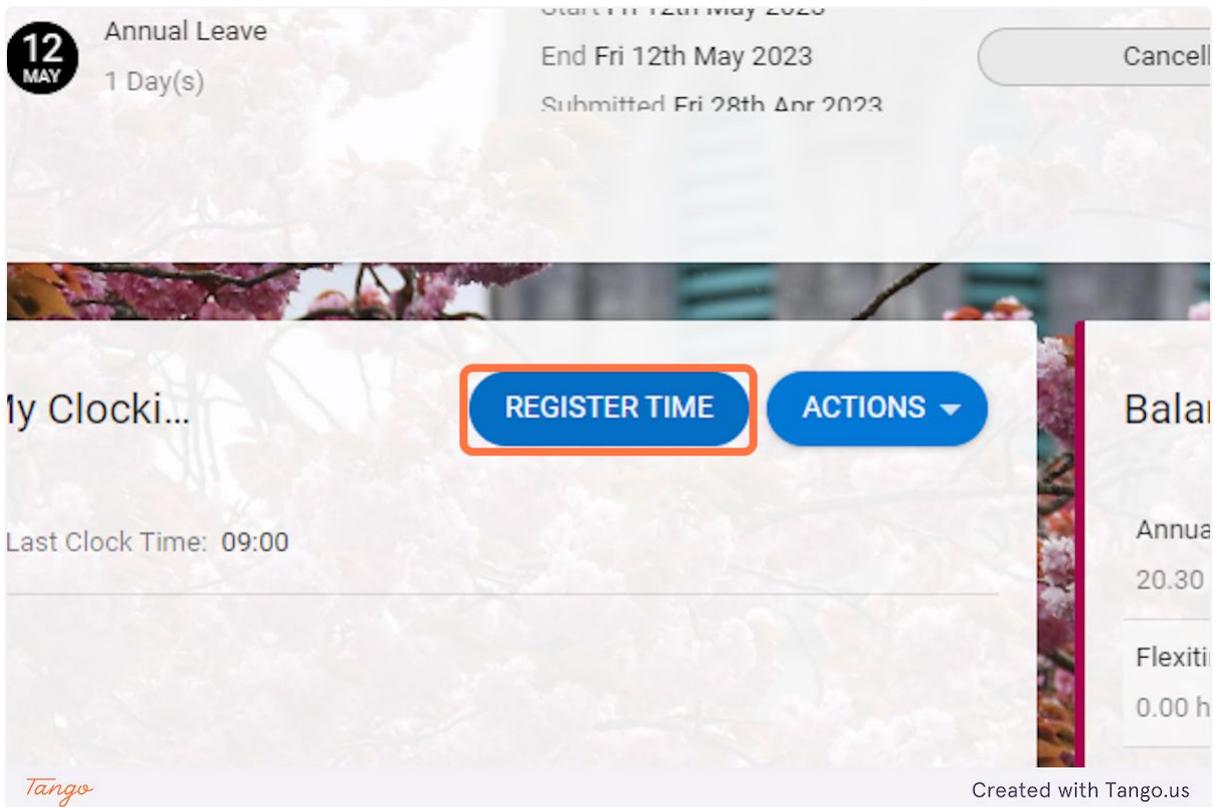
How to Clock Time in Core Portal

Go to https://my.corehr.com/pls/coreportal_nuigp/i#EmpMain/mytime

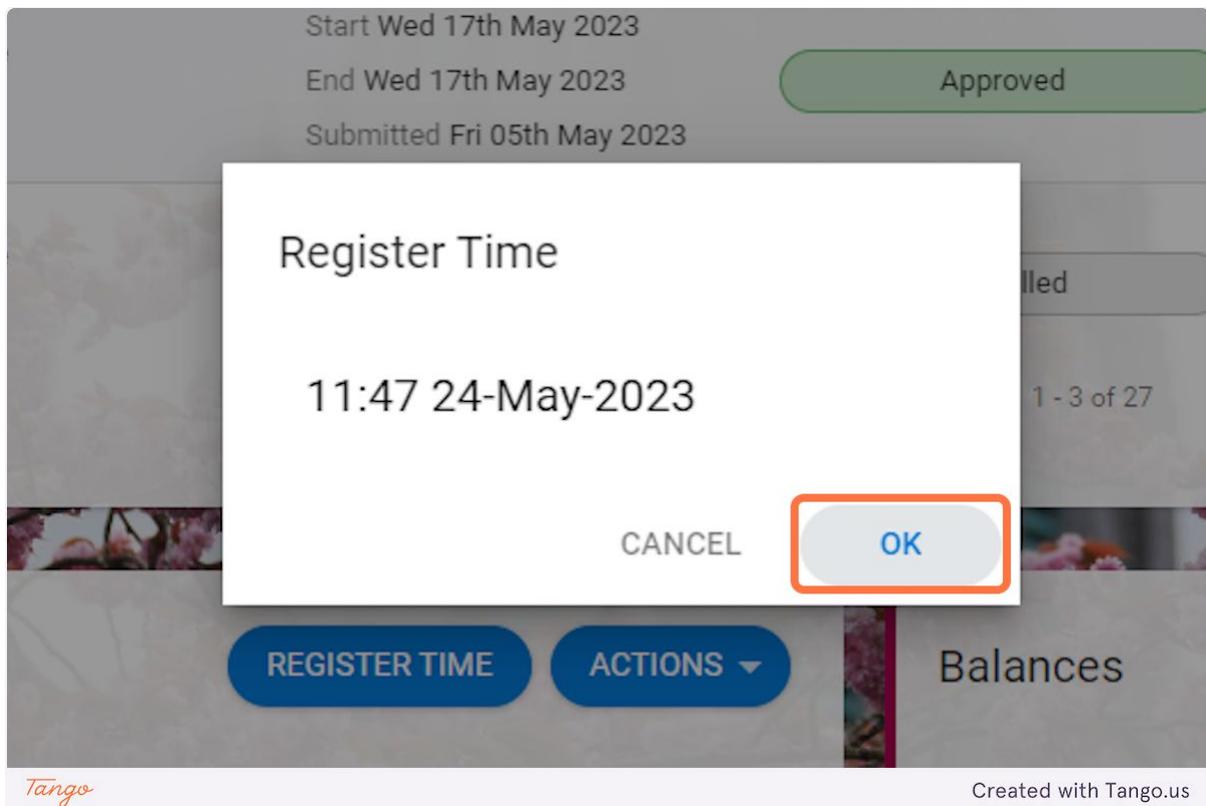
1. Click on My Time



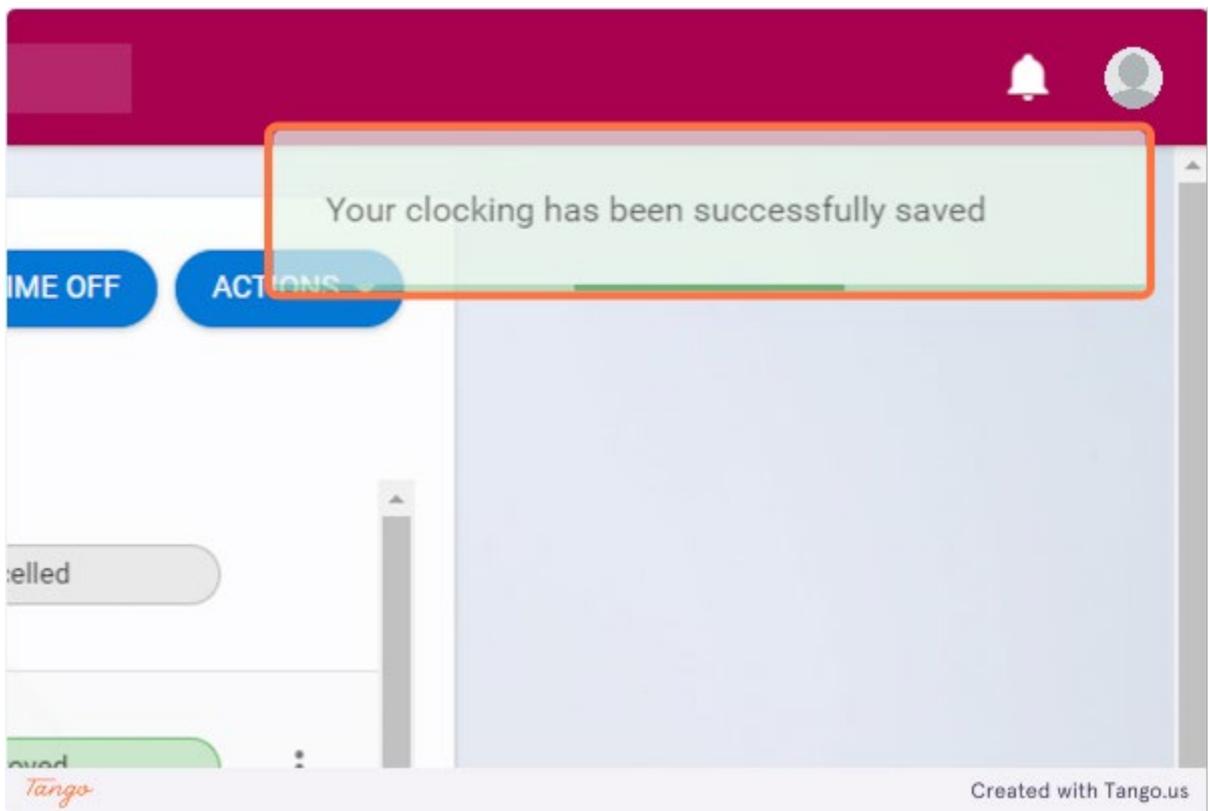
2. Under My Clocking, click on REGISTER TIME



3. Click on OK



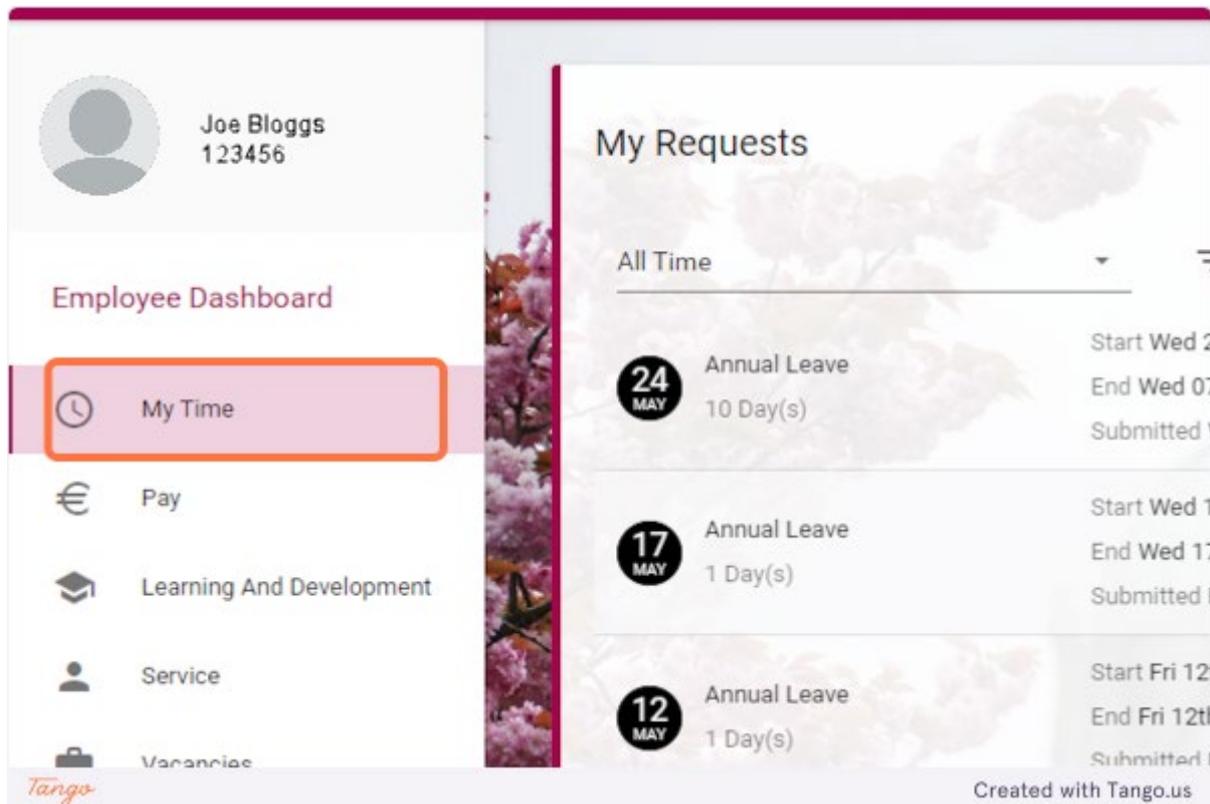
4. A notification will appear saying "Your clocking has been successfully saved."



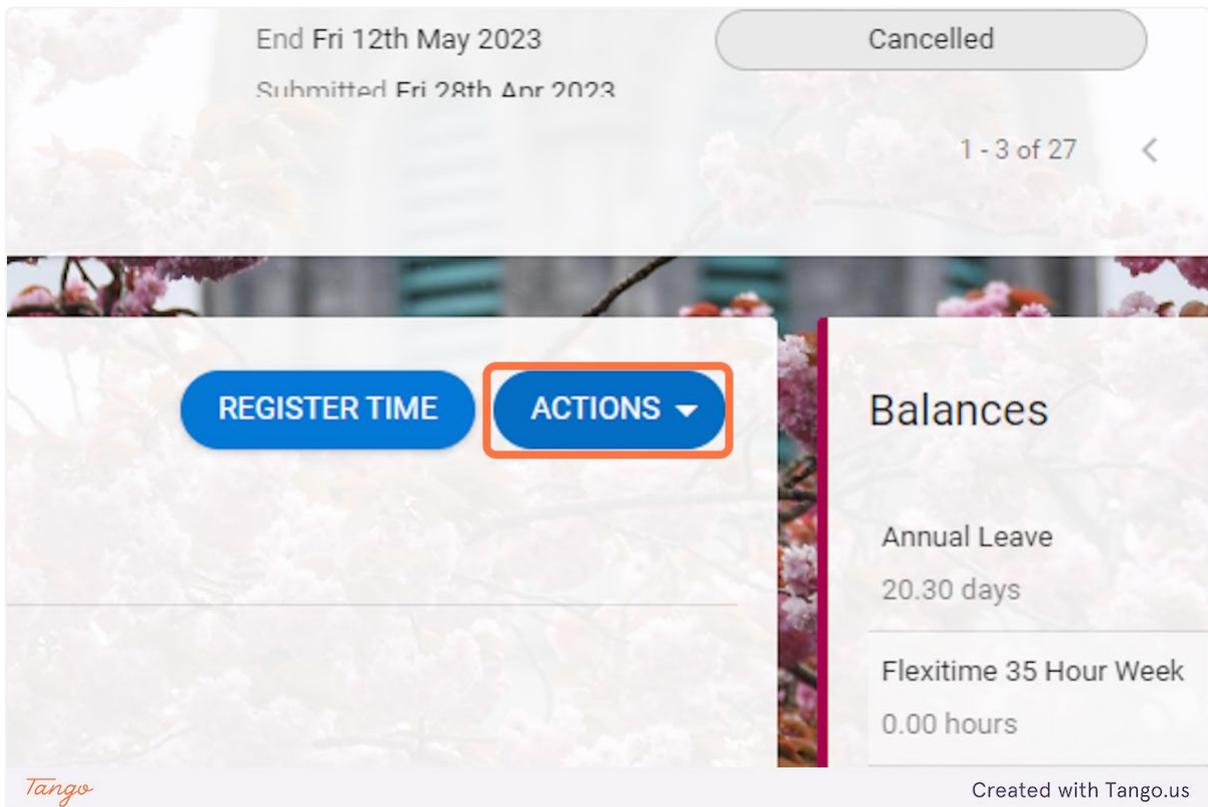
Submitting a Missed Clocking Request in Core Portal

Go to https://my.corehr.com/pls/coreportal_nuigp/i#EmpMain/mytime

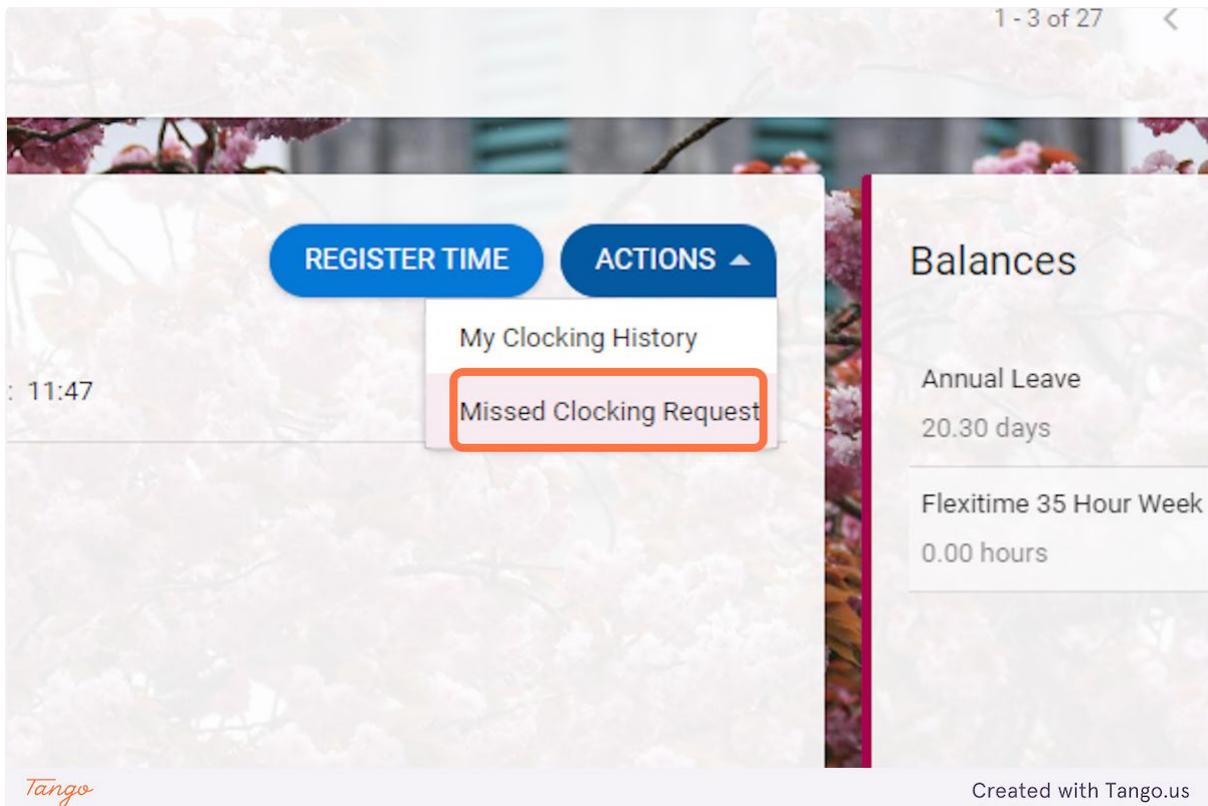
1. Click on My Time



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

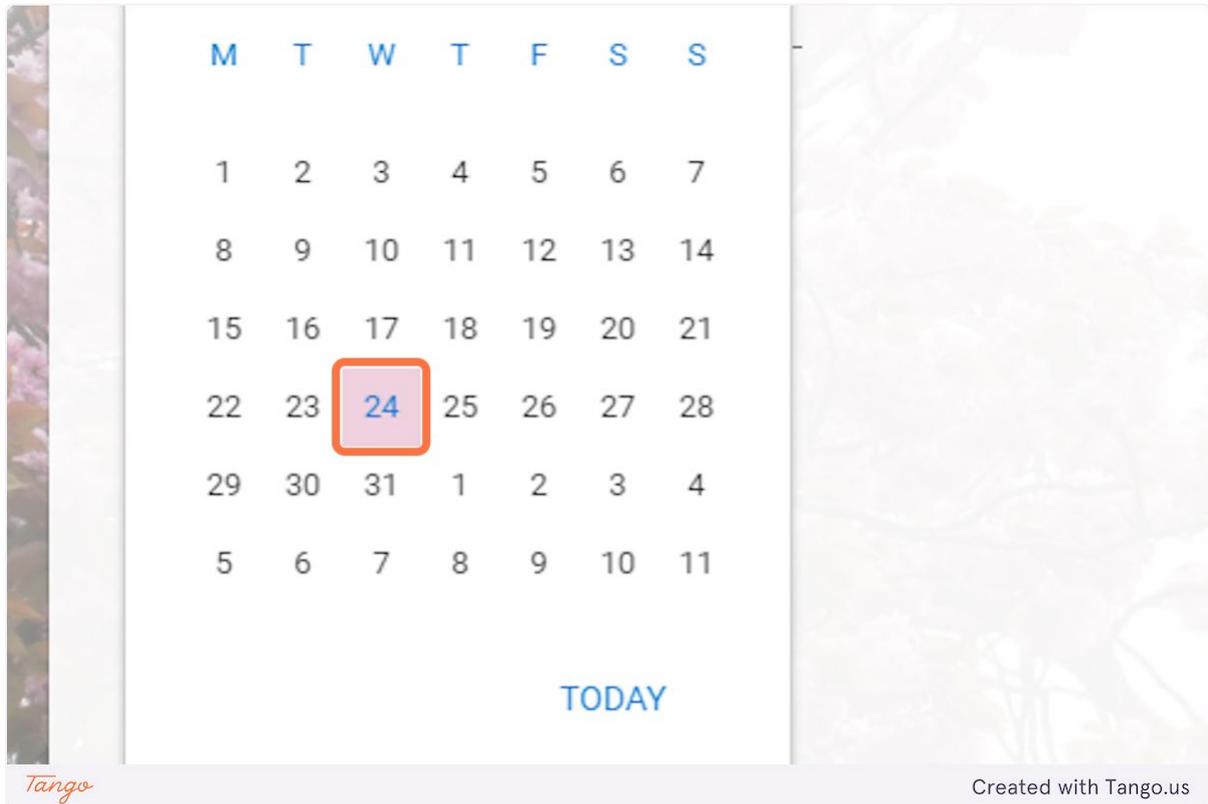
Date*  Time*

Comments*

Tango Created with Tango.us

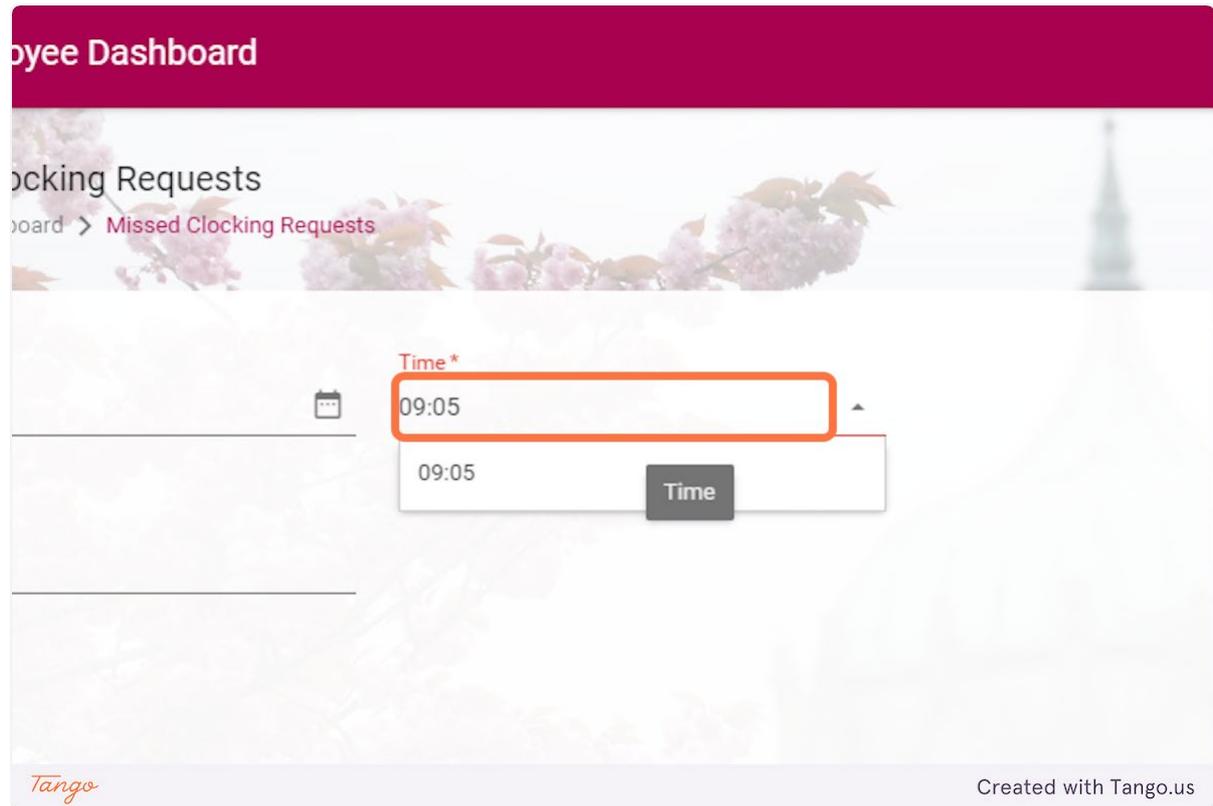
5. Choose the date of the missed clock

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

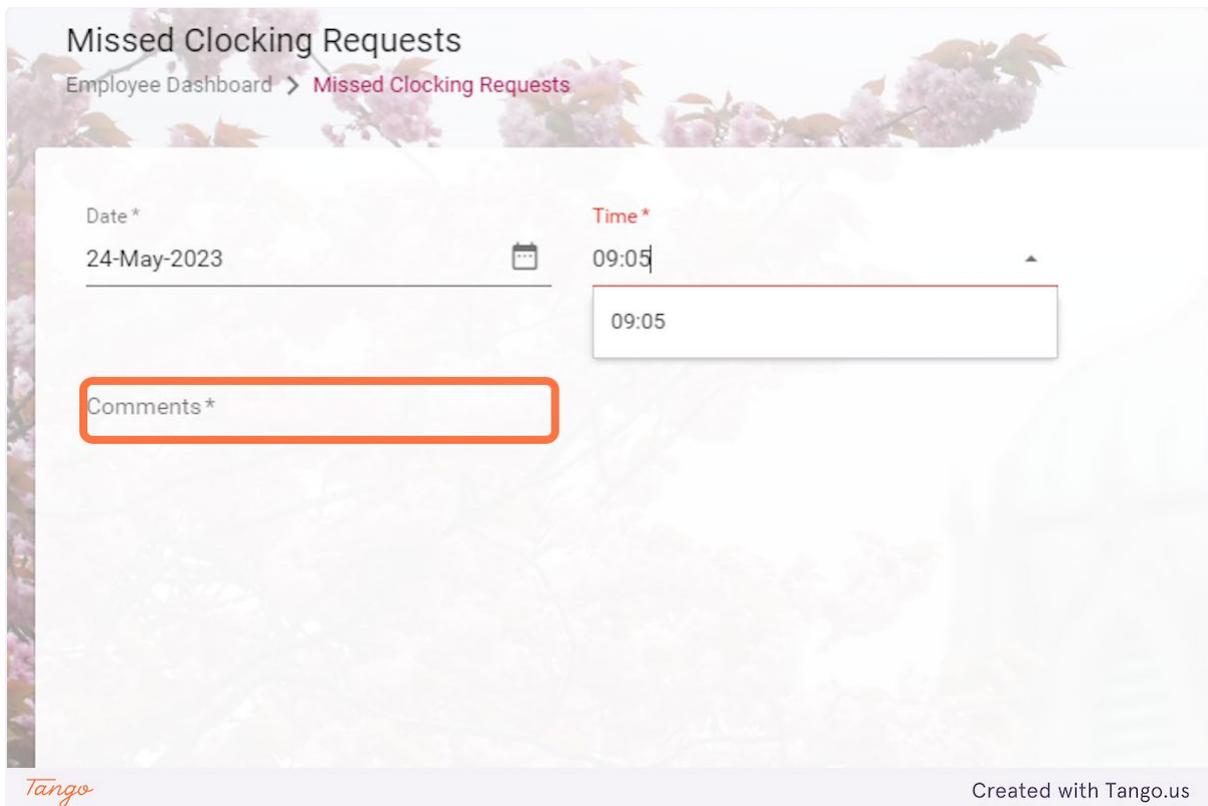


6. Type in the time of the clock that was missed

Note that this time is in 24-hour format.

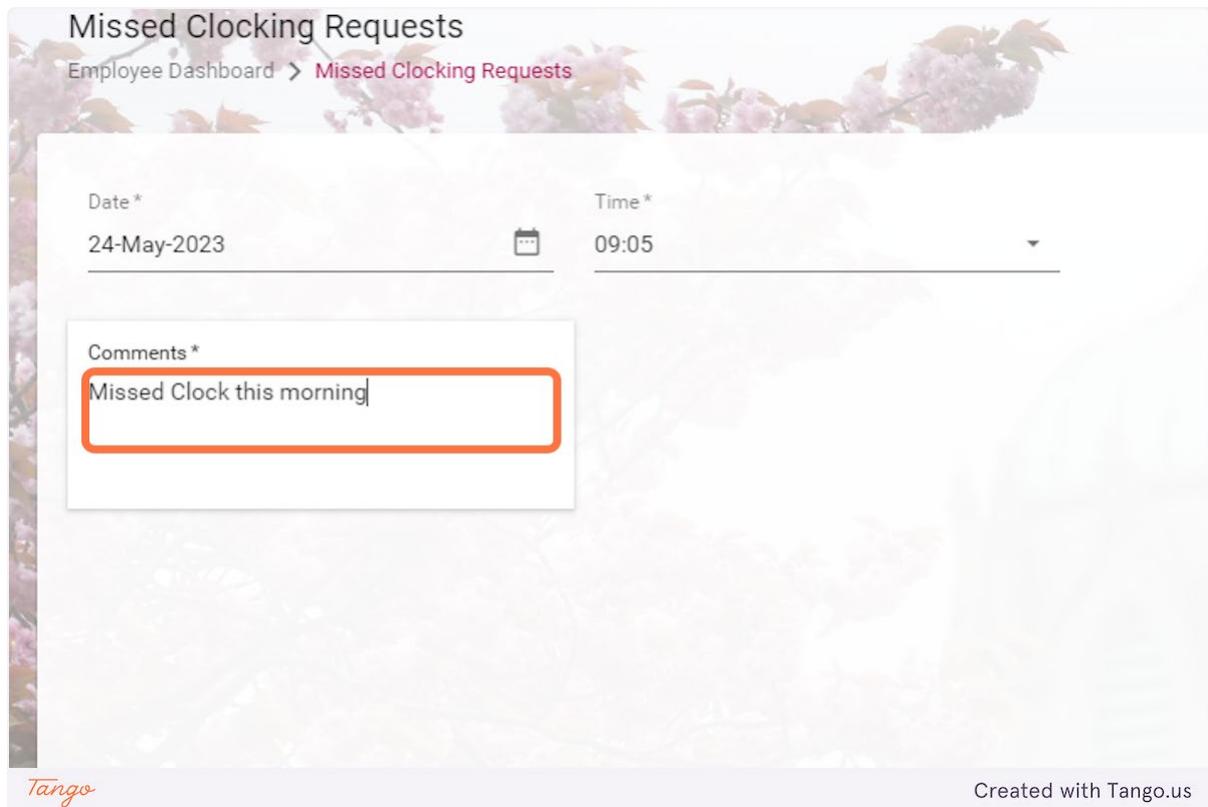


7. Click on Comments



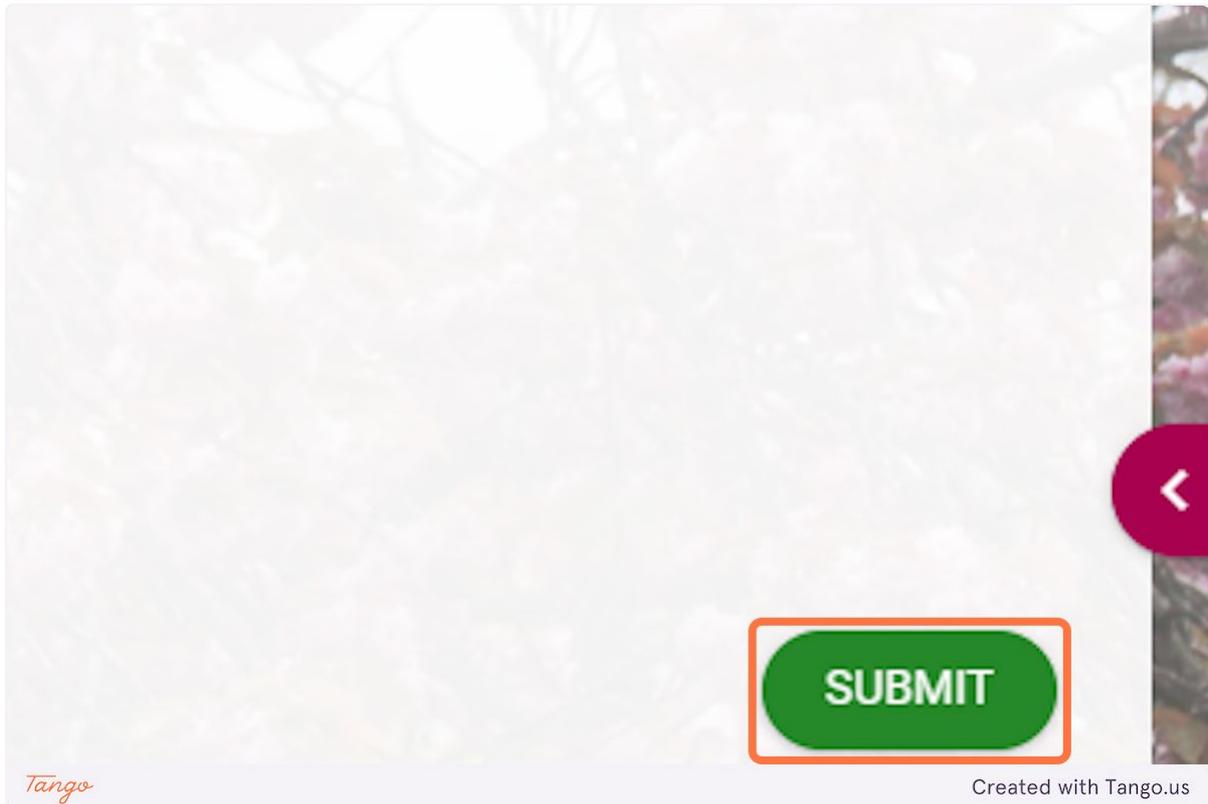
8. Type in a comment for the missed clock

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



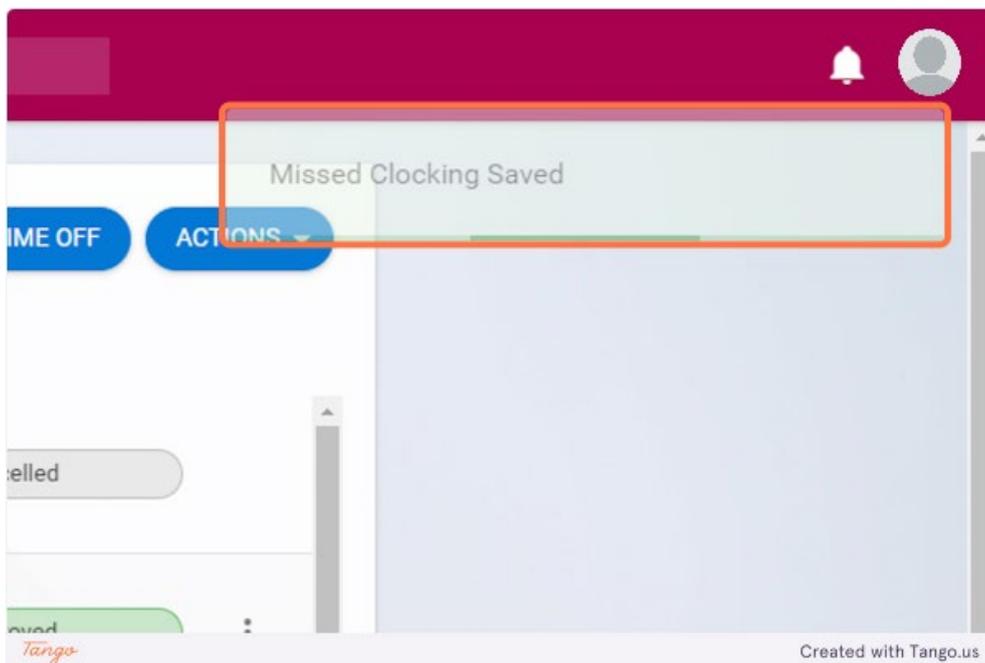
The screenshot shows a web form titled "Missed Clocking Requests" with a breadcrumb "Employee Dashboard > Missed Clocking Requests". The form contains three fields: "Date *" with the value "24-May-2023" and a calendar icon, "Time *" with the value "09:05" and a dropdown arrow, and "Comments *" with the text "Missed Clock this morning". The "Comments" field is highlighted with a red border. The background of the form is a light pink 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.

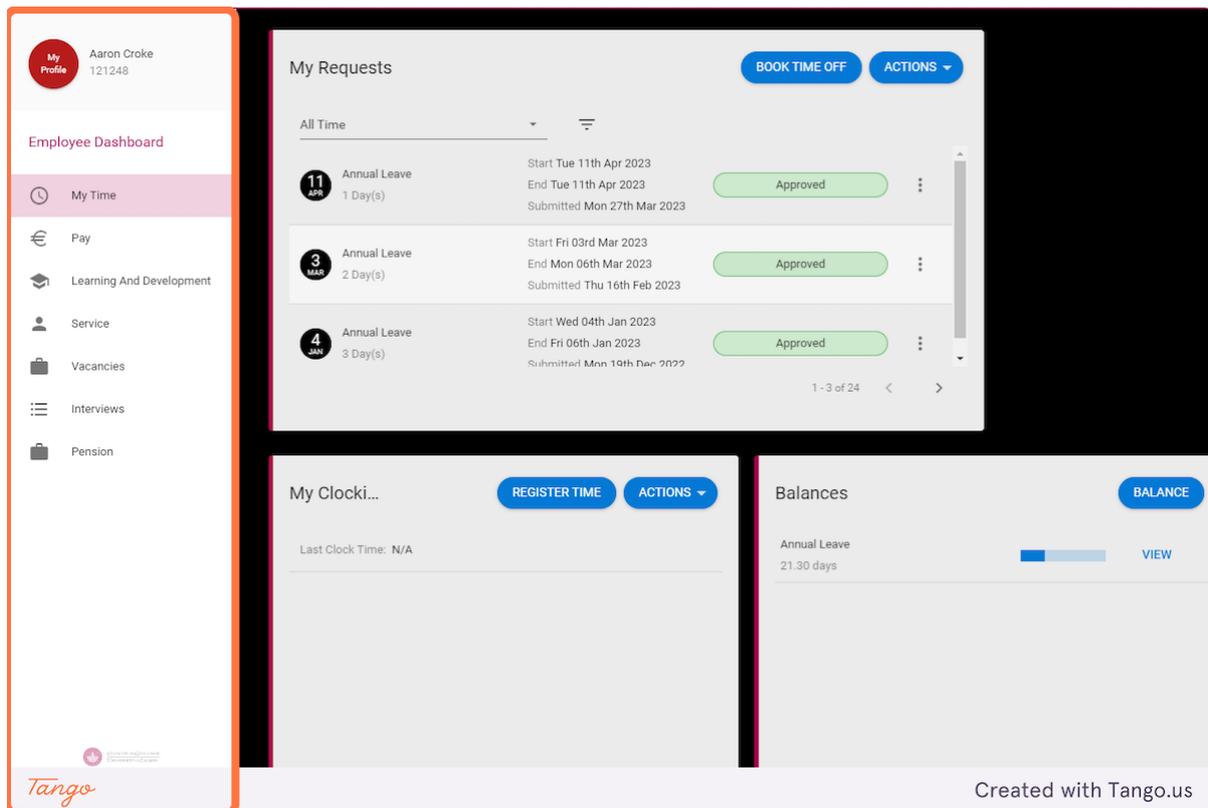


Core Portal Personal Details

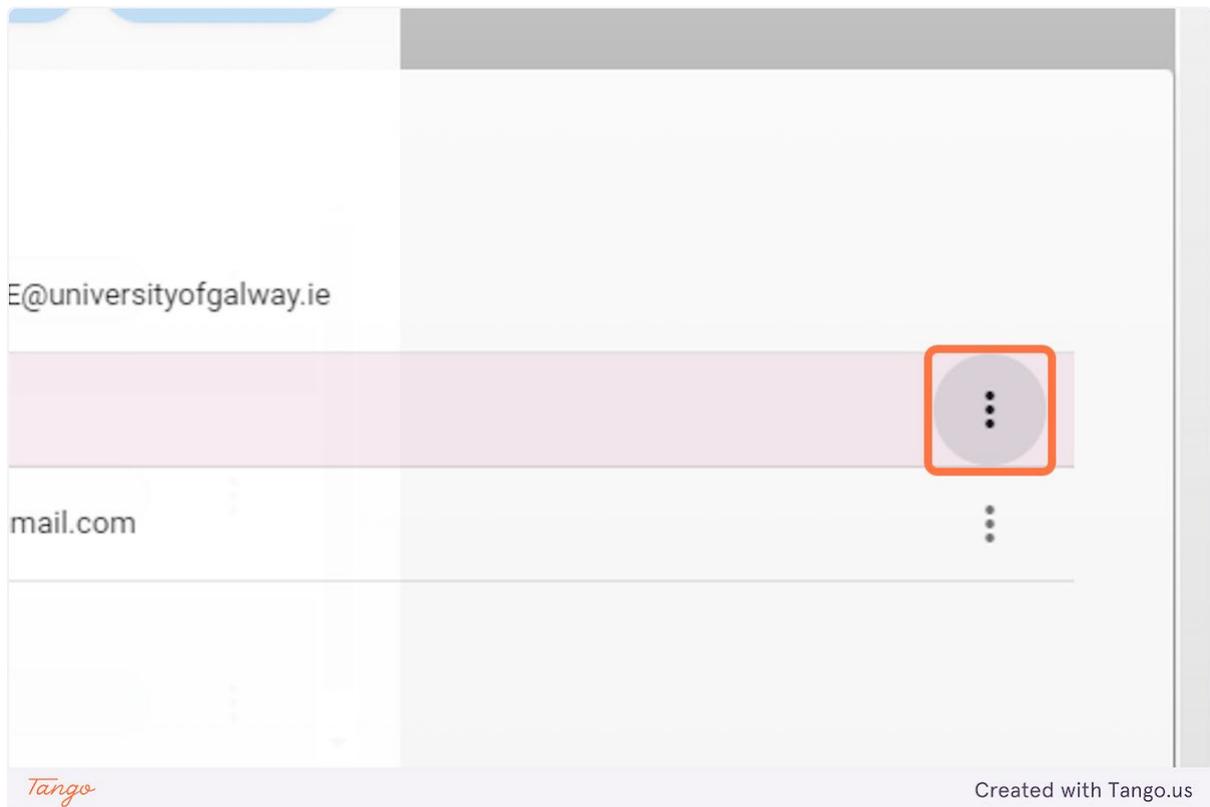
Update Contact Details

Go to https://uatmy.corehr.com/pls/coreportal_nuigu/i#EmpMain/mytime

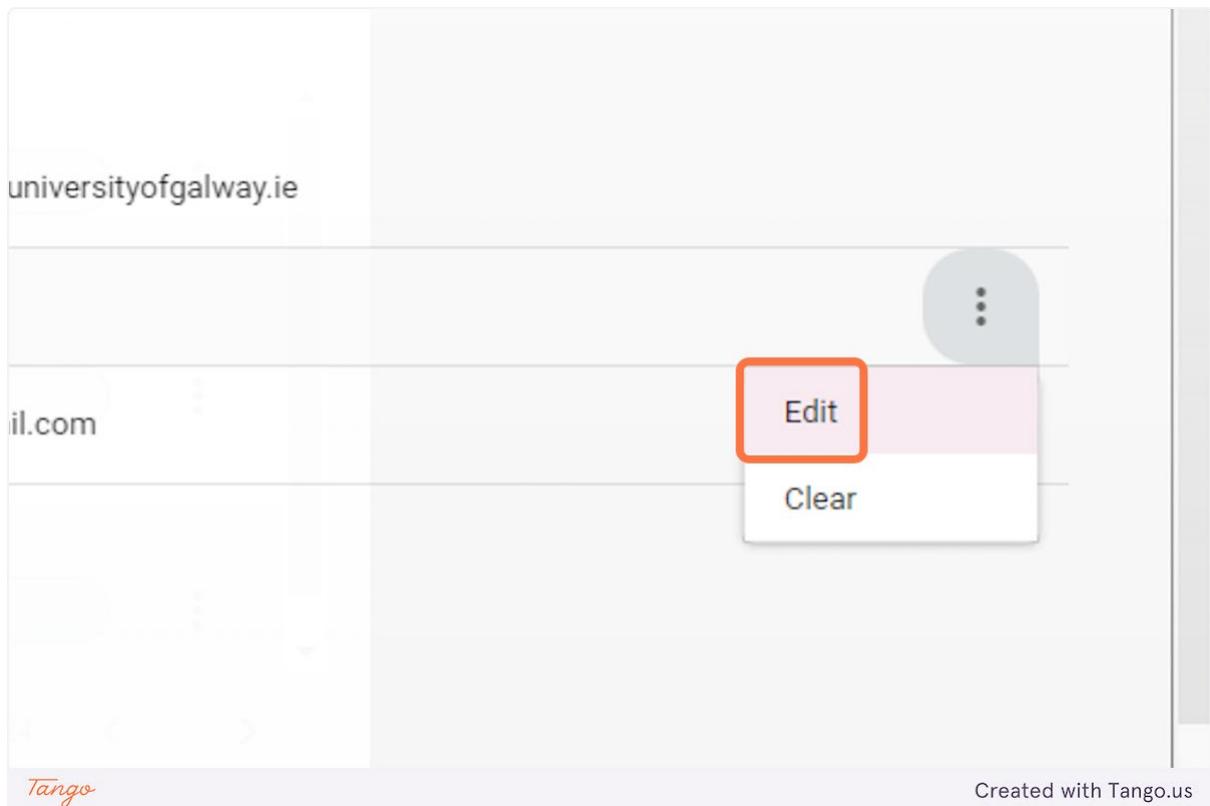
1. Click on Side Navigation Profile Picture



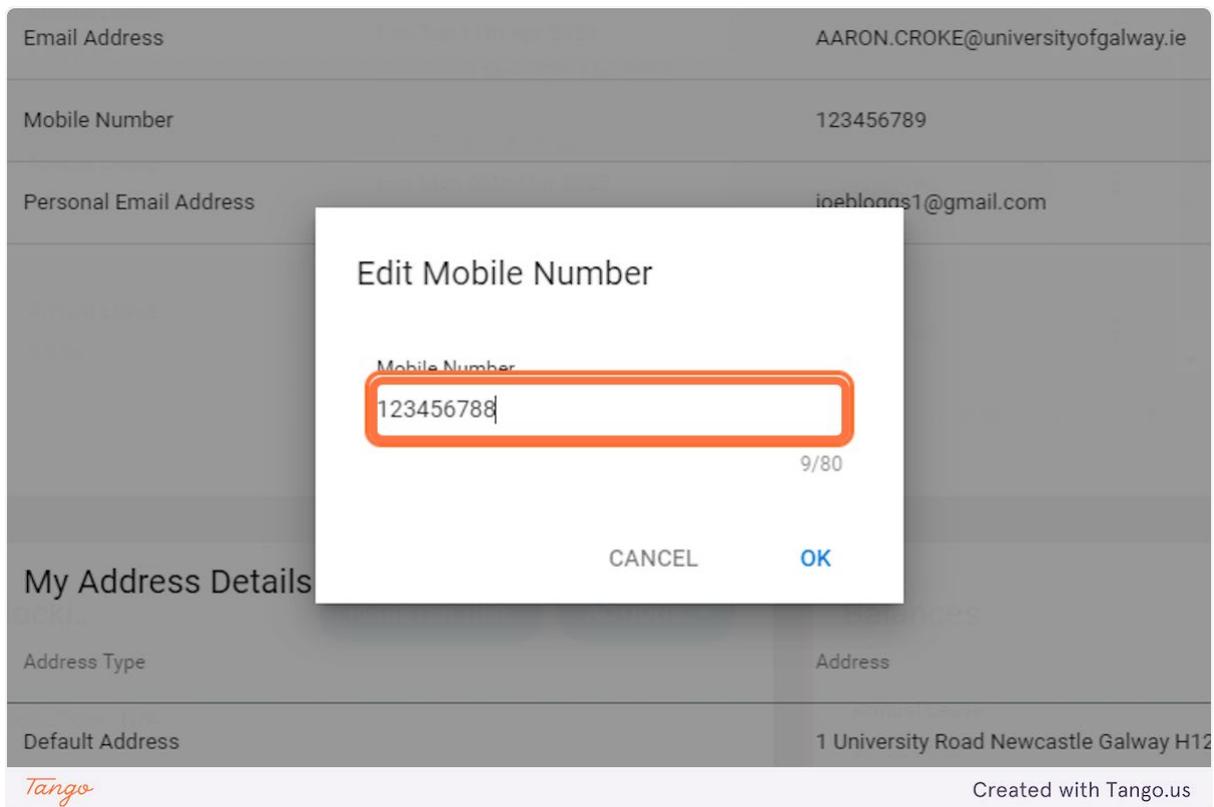
2. To update Mobile Number, click on dots-vertical



3. Click on Edit



4. Type in mobile number



The screenshot shows a mobile application interface with a modal dialog box titled "Edit Mobile Number". The dialog box contains a text input field with the value "123456789" and a character count "9/80". The input field is highlighted with an orange border. Below the input field are two buttons: "CANCEL" and "OK". The background shows a list of contact details including "Email Address", "Mobile Number", "Personal Email Address", and "My Address Details".

Email Address	AARON.CROKE@universityofgalway.ie
Mobile Number	123456789
Personal Email Address	ioeblooms1@gmail.com

Edit Mobile Number

Mobile Number

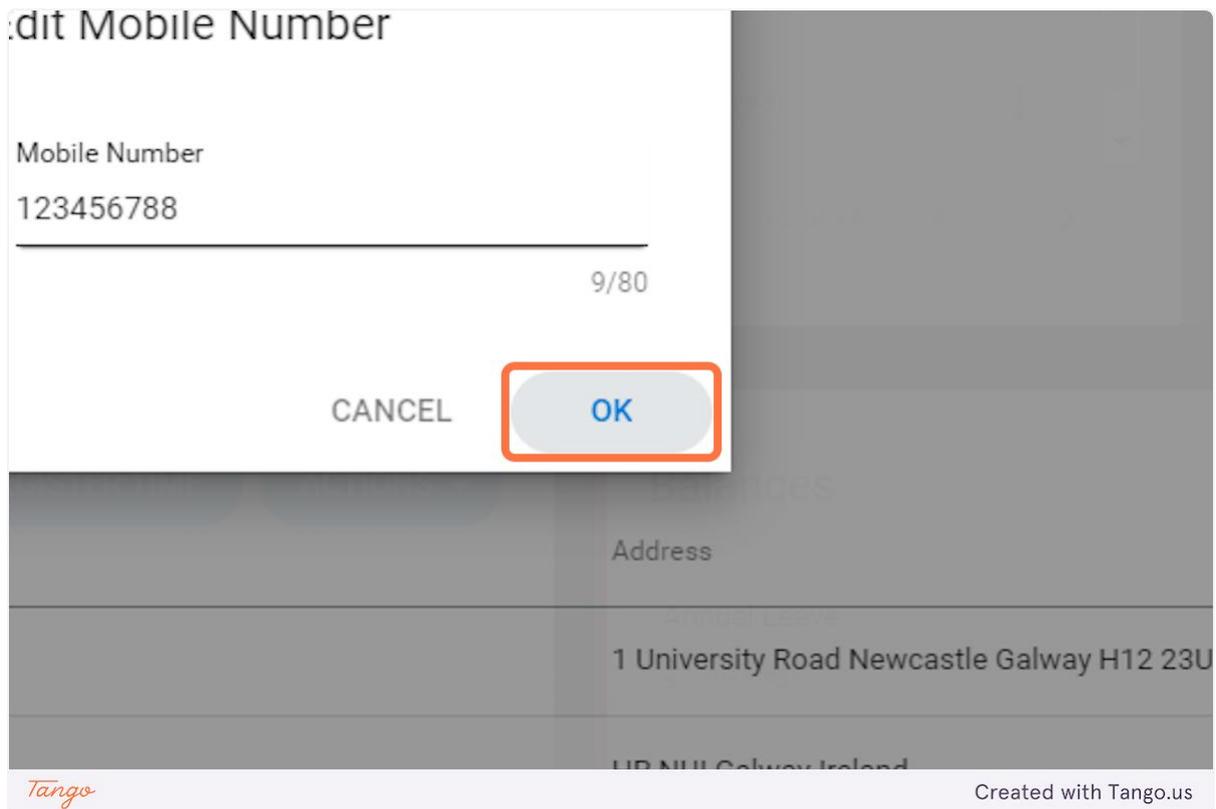
9/80

CANCEL OK

Address Type	Address
Default Address	1 University Road Newcastle Galway H12

Tango Created with Tango.us

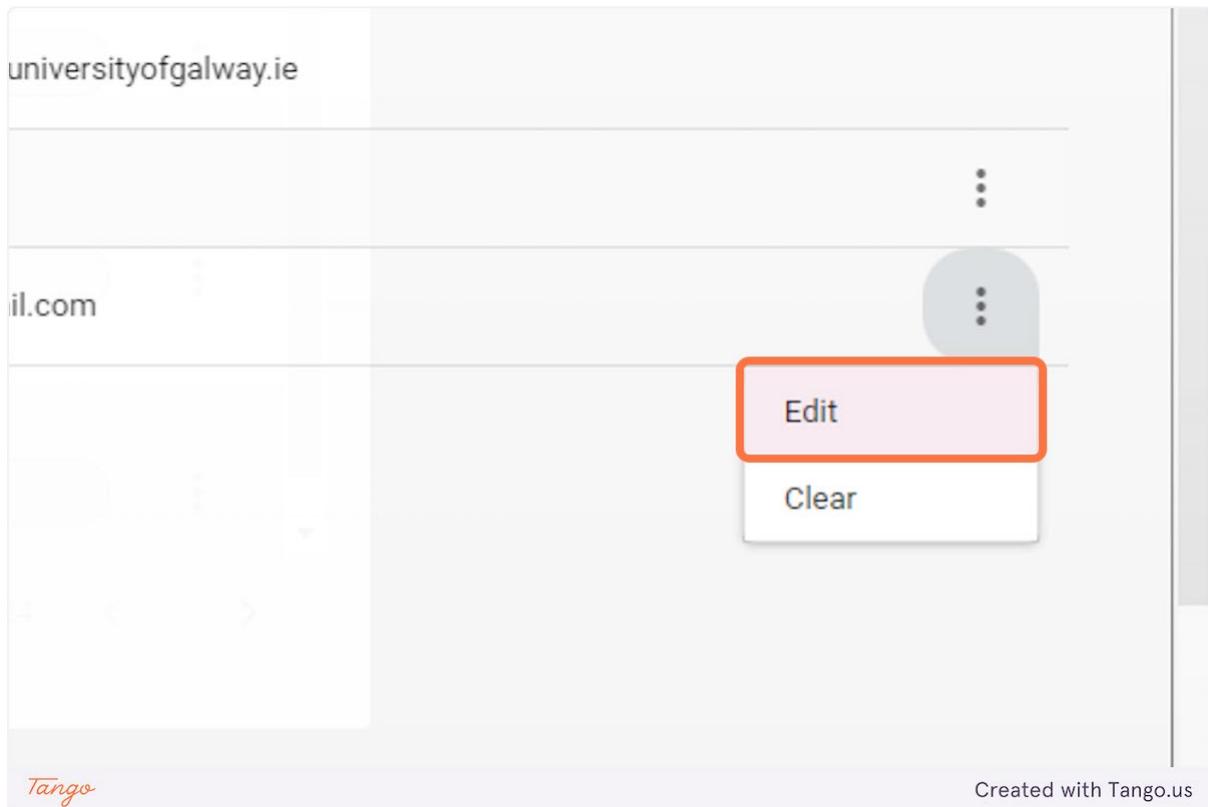
5. Click on OK



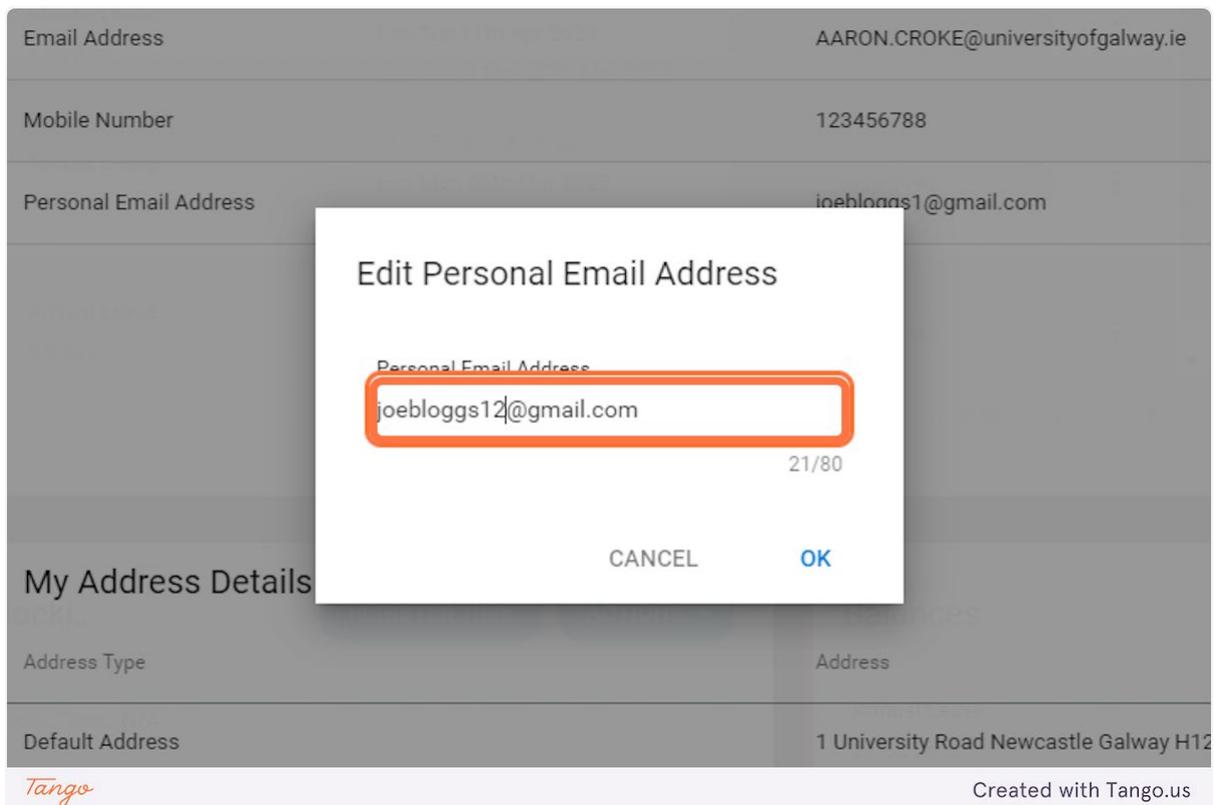
6. To update personal email address, click on dots-vertical



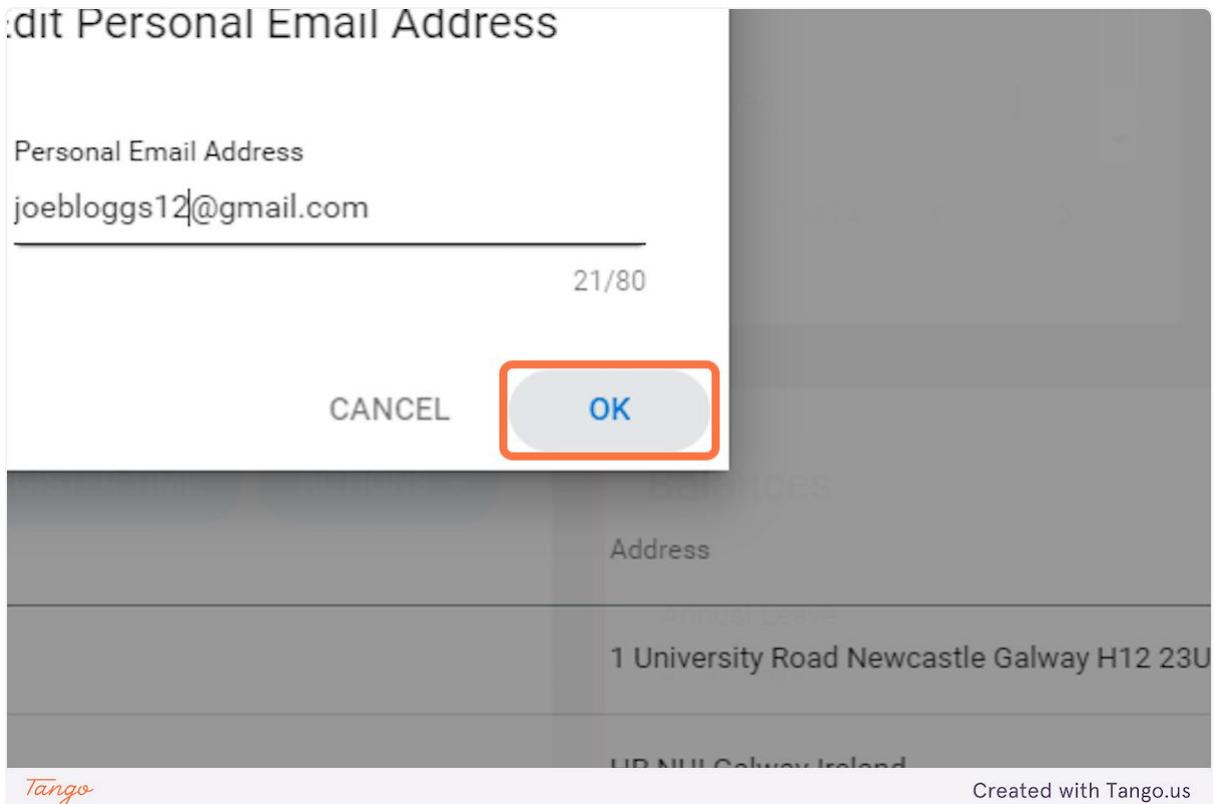
7. Click on Edit



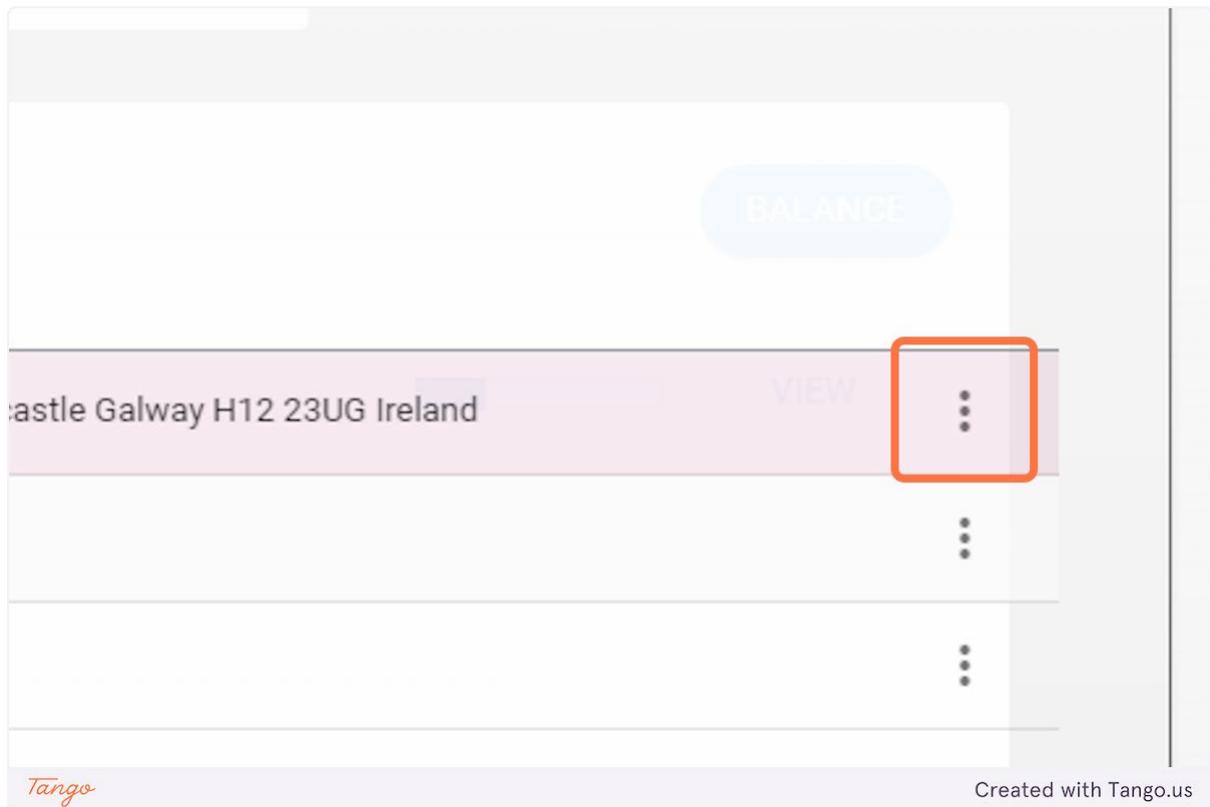
8. Type in email address



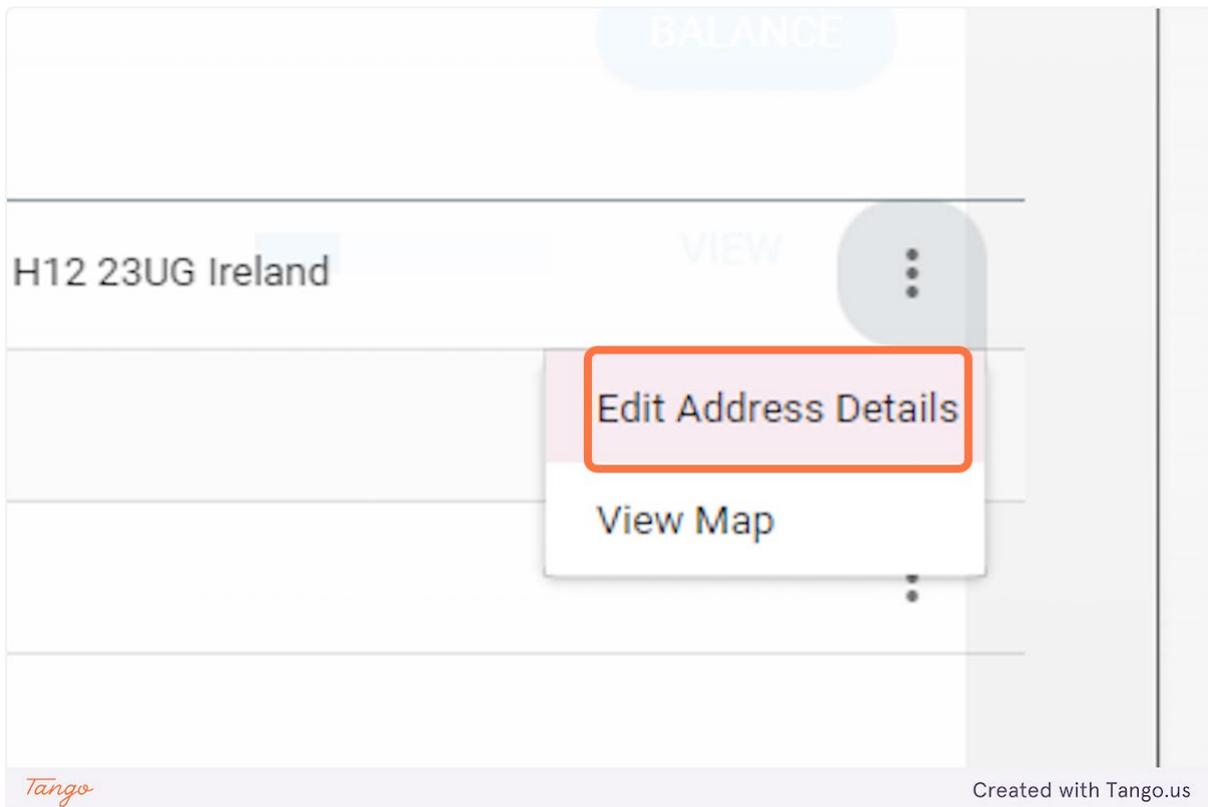
9. Click on OK



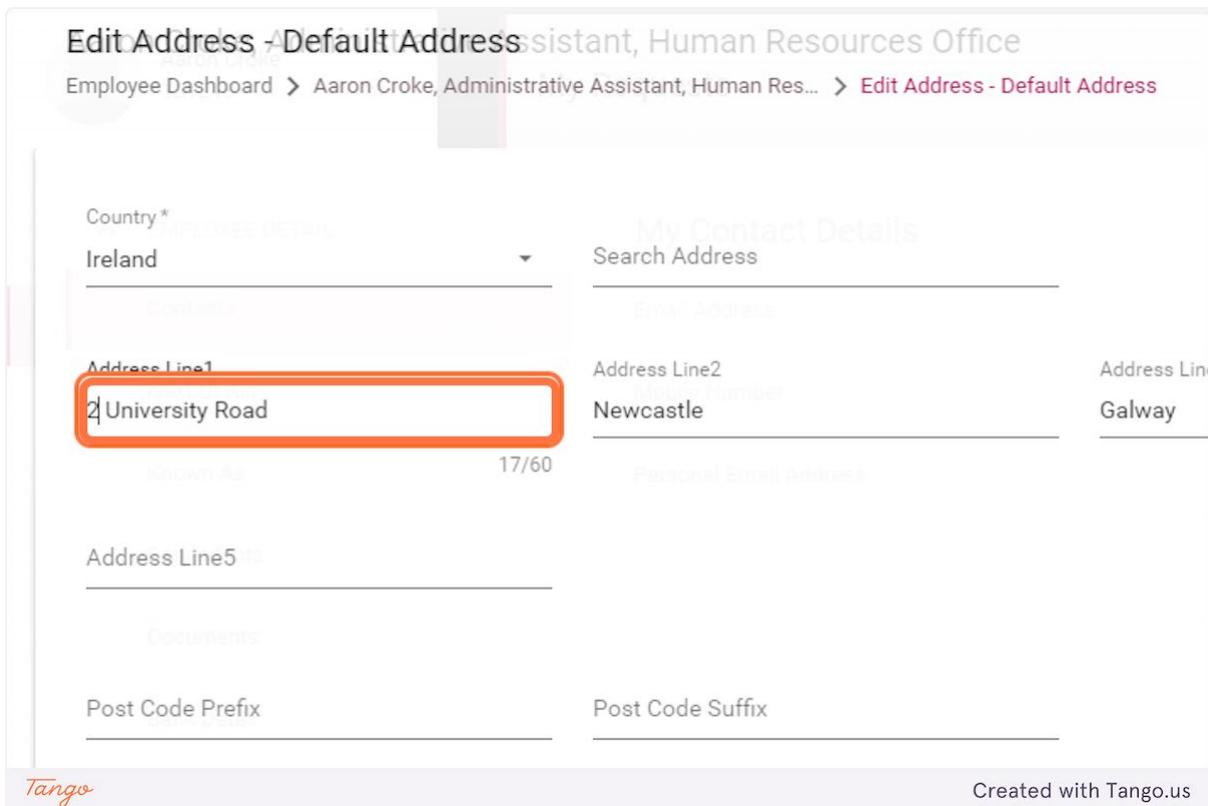
10. To update Home Address, click on dots-vertical



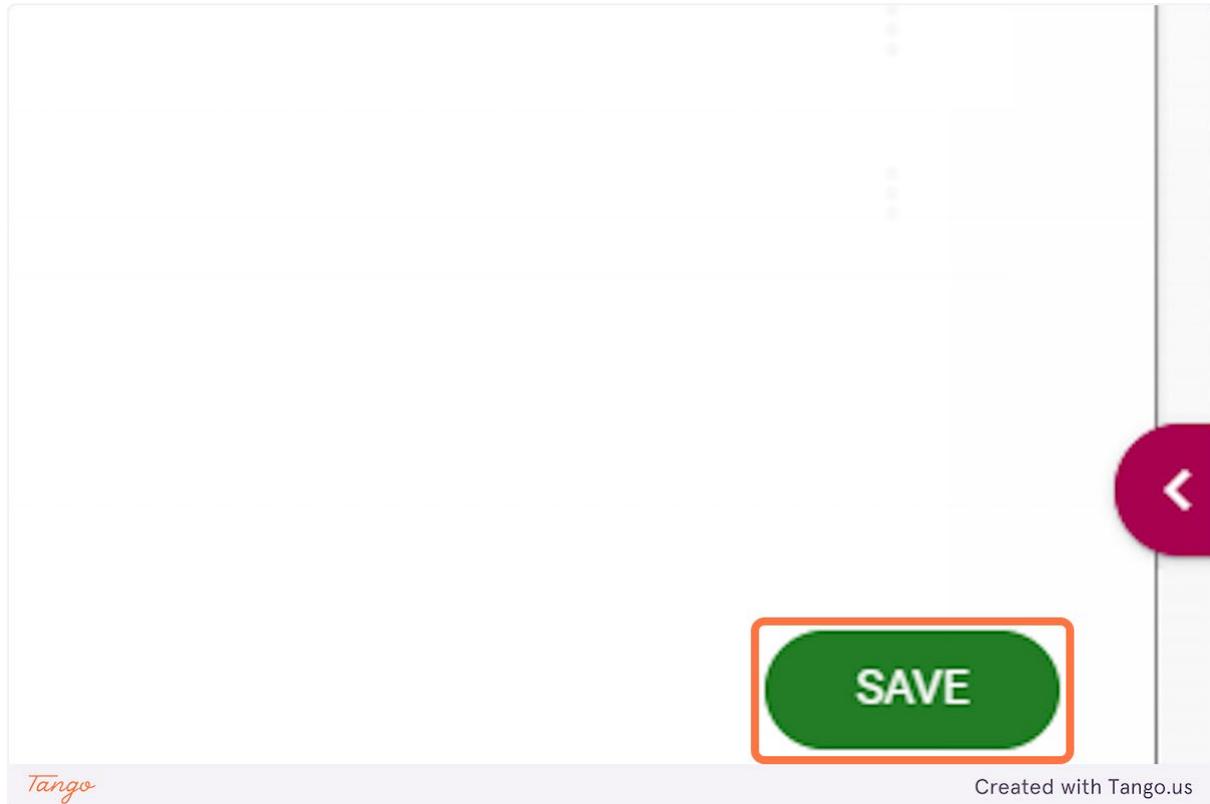
11. Click on Edit Address Details



12. Type "2 University Road"



13. Click on SAVE



Update Next of Kin Details

Go to https://uatmy.corehr.com/pls/coreportal_nuigu/i#EmpMain/mytime

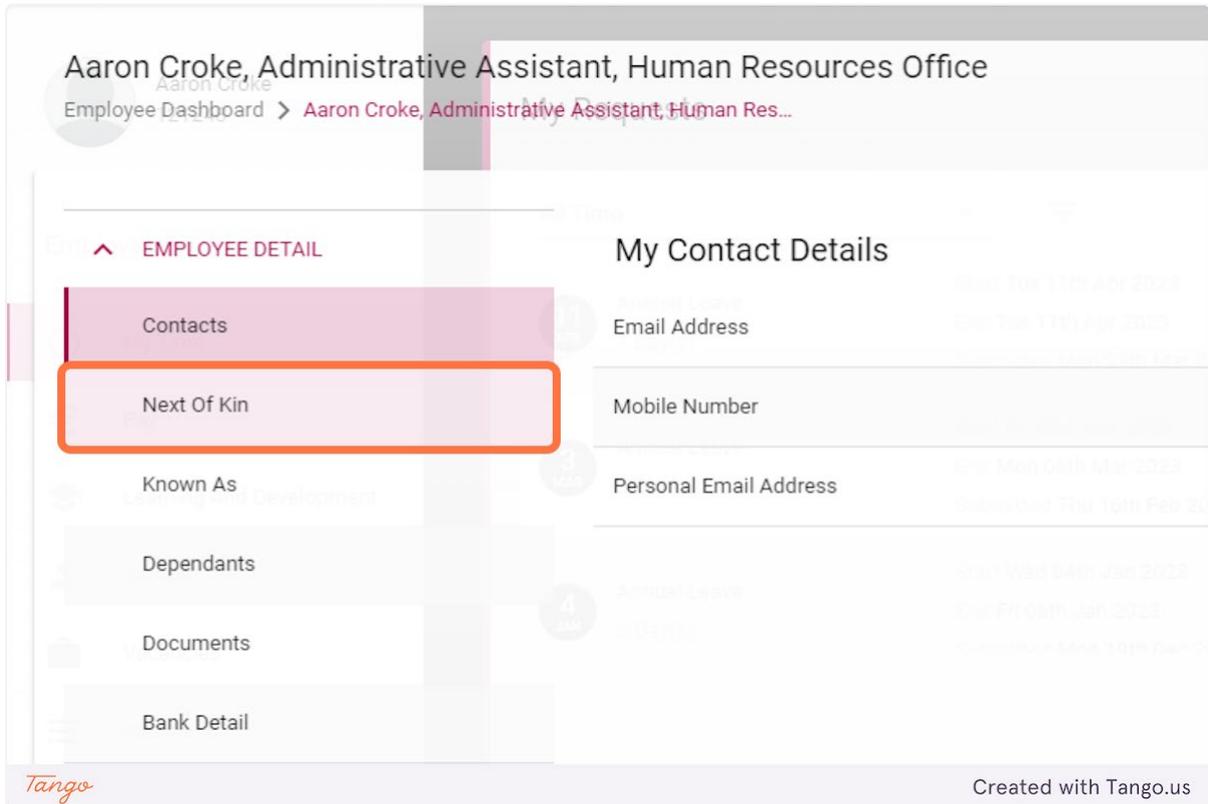
1. Click on Side Navigation

The screenshot displays the HR system interface. On the left is a side navigation menu with the following items: My Profile (Aaron Croke, 121248), Employee Dashboard, My Time (highlighted), Pay, Learning And Development, Service, Vacancies, Interviews, and Pension. The main content area is titled 'My Requests' and features a 'BOOK TIME OFF' button and an 'ACTIONS' dropdown. Below this is a table of requests:

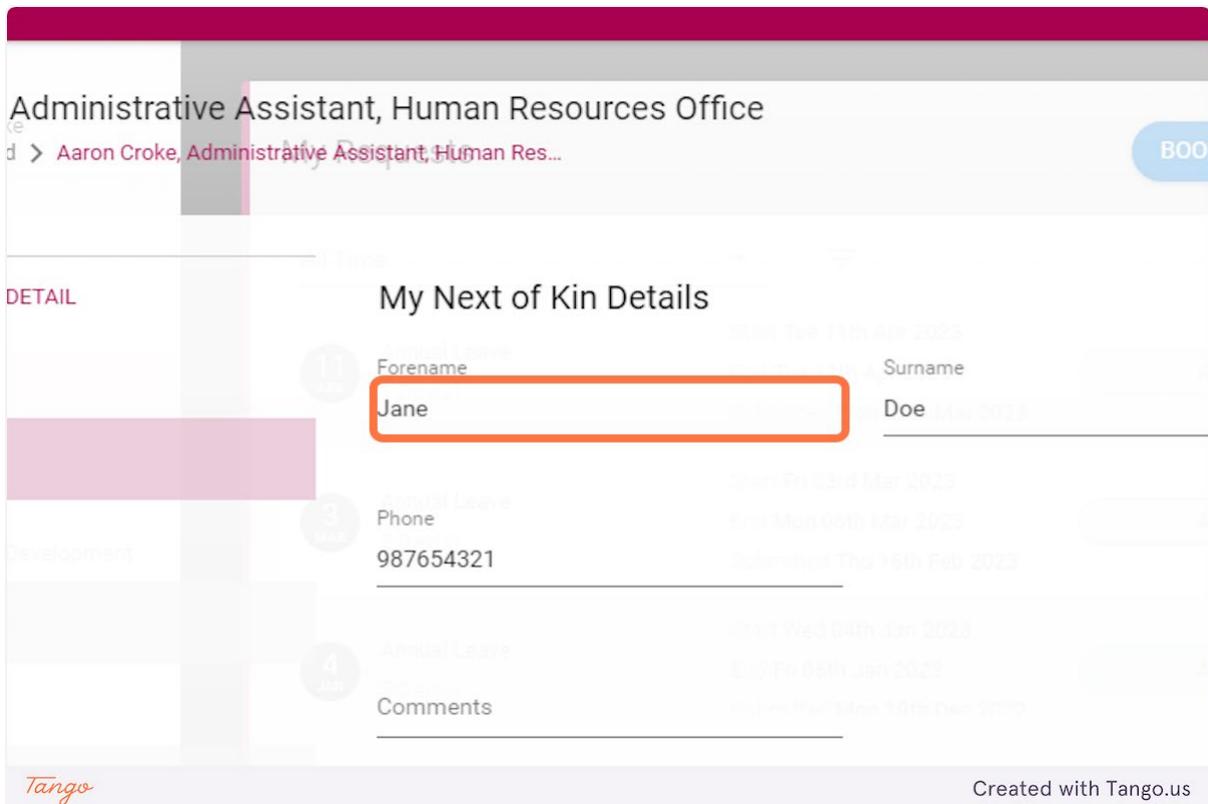
Date	Type	Duration	Start	End	Submitted	Status
11 APR	Annual Leave	1 Day(s)	Start Tue 11th Apr 2023	End Tue 11th Apr 2023	Submitted Mon 27th Mar 2023	Approved
3 MAR	Annual Leave	2 Day(s)	Start Fri 03rd Mar 2023	End Mon 06th Mar 2023	Submitted Thu 16th Feb 2023	Approved
4 JAN	Annual Leave	3 Day(s)	Start Wed 04th Jan 2023	End Fri 06th Jan 2023	Submitted Mon 19th Dec 2022	Approved

Below the requests table are three sections: 'My Clocki...' with a 'REGISTER TIME' button and 'Last Clock Time: N/A'; 'Balances' with a 'BALANCE' button and 'Annual Leave 21.30 days'; and a 'VIEW' button. The footer includes the 'Tango' logo and 'Created with Tango.us'.

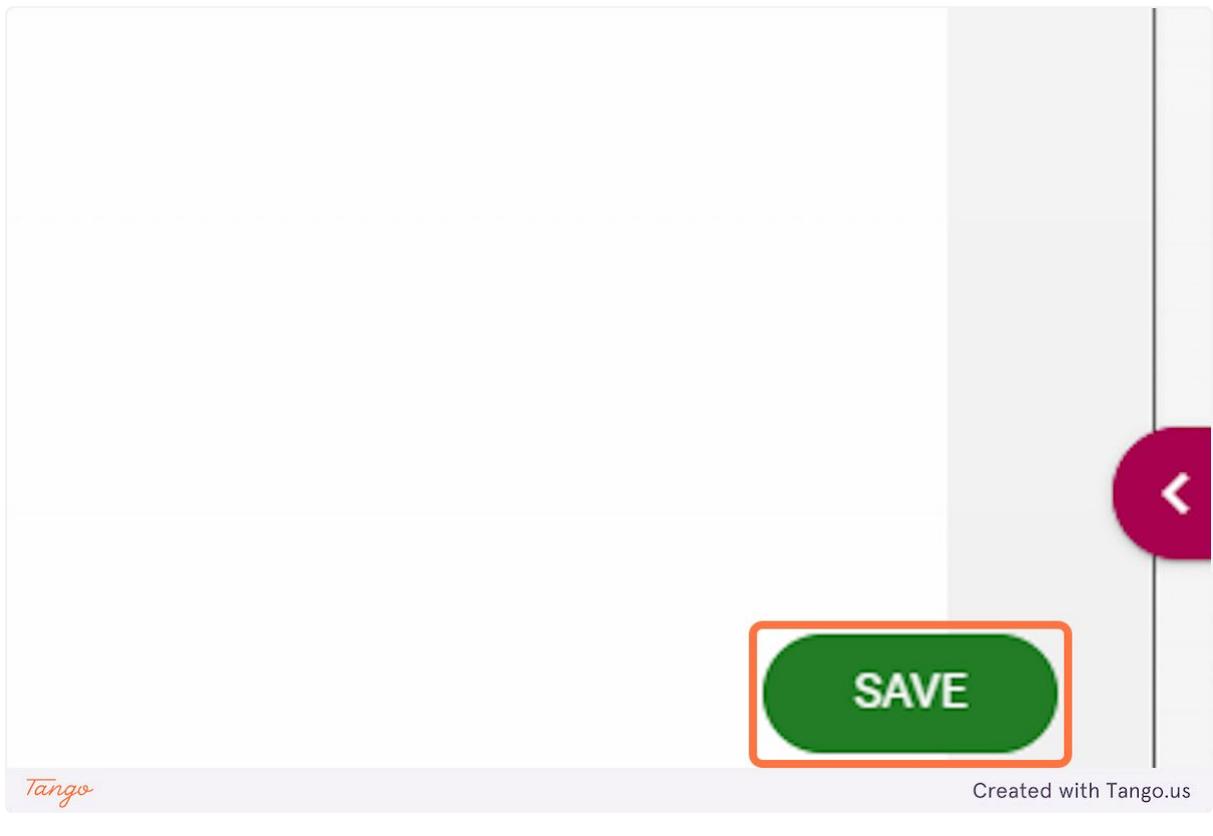
2. Click on Next Of Kin



3. Click on Forename



4. Click on SAVE



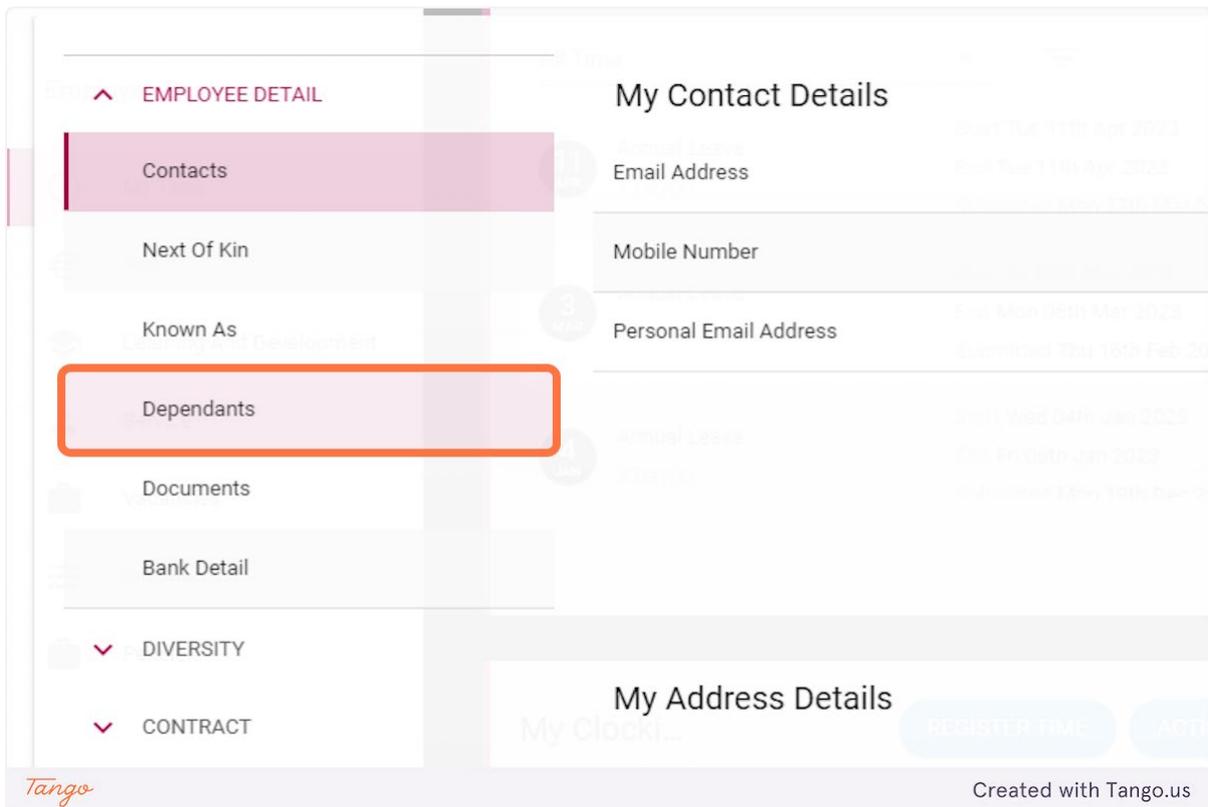
Update Dependent Details

Go to https://uatmy.corehr.com/pls/coreportal_nuigu/i#EmpMain/mytime

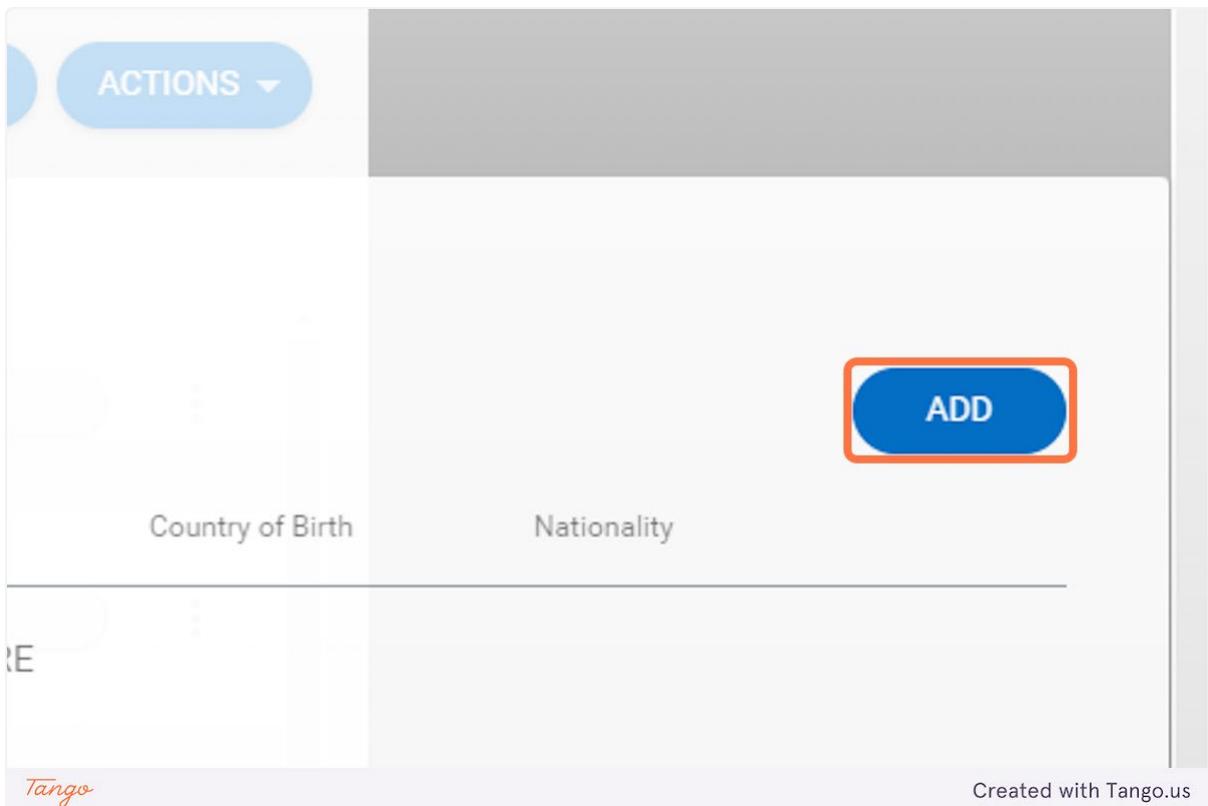
1. Click on Side Navigation

The screenshot displays the HR system interface. On the left is a side navigation menu with the following items: My Profile (Aaron Croke, 121248), Employee Dashboard, My Time (highlighted), Pay, Learning And Development, Service, Vacancies, Interviews, and Pension. The main content area is divided into three sections: 'My Requests' (top), 'My Clocki...' (middle), and 'Balances' (right). The 'My Requests' section shows a list of three Annual Leave requests, all marked as 'Approved'. The 'Balances' section shows 'Annual Leave' with a balance of 21.30 days. The interface includes buttons for 'BOOK TIME OFF', 'ACTIONS', 'REGISTER TIME', and 'BALANCE'. The bottom right corner of the screenshot contains the text 'Created with Tango.us'.

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

Tango Created with Tango.us

5. Click on SAVE

Tango Created with Tango.us

SAVE

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 \(office.com\)](#)