



OLLSCOIL NA GAILLIMHÉ  

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UNIVERSITY OF GALWAY

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

Human Resources Office

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## Context

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

This user guide will focus on:

- Approving Annual Leave Requests
- Rejecting Annual Leave Requests
- Approving Flexi Leave Requests
- Rejecting Flexi Leave Requests
- Approving missed clocks
- View a team's schedule
- Assigning Delegates for sign off approval

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.

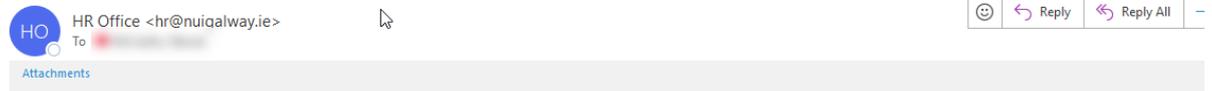
It is the employees' responsibility to ensure that their annual leave balance is accurate in accordance with the annual leave policy.

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.

# Approving Annual Leave Requests

## 1. You will receive an email to advise you of an annual leave request on behalf of your direct reporting staff member

Annual Leave request submitted. Action Required.



Dear CoreTime Supervisor,

[Redacted] has submitted the following leave request:

Leave Type: Annual Leave  
Start Date: 24-MAY-23  
End Date: 31-MAY-23

Please log into CorePortal at <https://ess.universityofgalway.ie>, go to Manager Dashboard and navigate to the 'Approvals' section and update the status of this request as appropriate.

This is a system generated e-mail please do not reply. All CoreTime support queries to be directed to [hress@universityofgalway.ie](mailto:hress@universityofgalway.ie)

Regards,

HR Employee Self Service

2. [Go to my.corehr.com](https://my.corehr.com)
3. Go to Manager Dashboard
4. Click on APPROVALS...

There is a new release available for XD, please go to the XD hub to see the details.

Search Dashboards or Widgets

Approv...

APPROVALS <sup>1</sup>

ACTIONS ▾

Nevan McCartin  
Annual Leave

22 May

VIEW

Tango

Created with Tango.us

**5. Check I confirm that the above details are correct**

Leave Type  
Annual Leave

Duration  
1 Day(s)



I confirm that the above details are c

Tango

Created with Tango.us

6. Click on APPROVE



## Rejecting Annual Leave Requests

- 1. You will receive an email to advise you of an annual leave request on behalf of your direct reporting staff member**

Annual Leave request submitted. Action Required.



Dear CoreTime Supervisor,

[redacted] has submitted the following leave request:

Leave Type: Annual Leave  
Start Date: 24-MAY-23  
End Date: 31-MAY-23

Please log into CorePortal at <https://ess.universityofgalway.ie>, go to Manager Dashboard and navigate to the 'Approvals' section and update the status of this request as appropriate.

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Approv...

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ACTIONS ▾

Nevan McCartin  
Annual Leave

22 May

VIEW

Tango

Created with Tango.us

**5. Check I confirm that the above details are correct**

Leave Type  
Annual Leave

Duration  
1 Day(s)

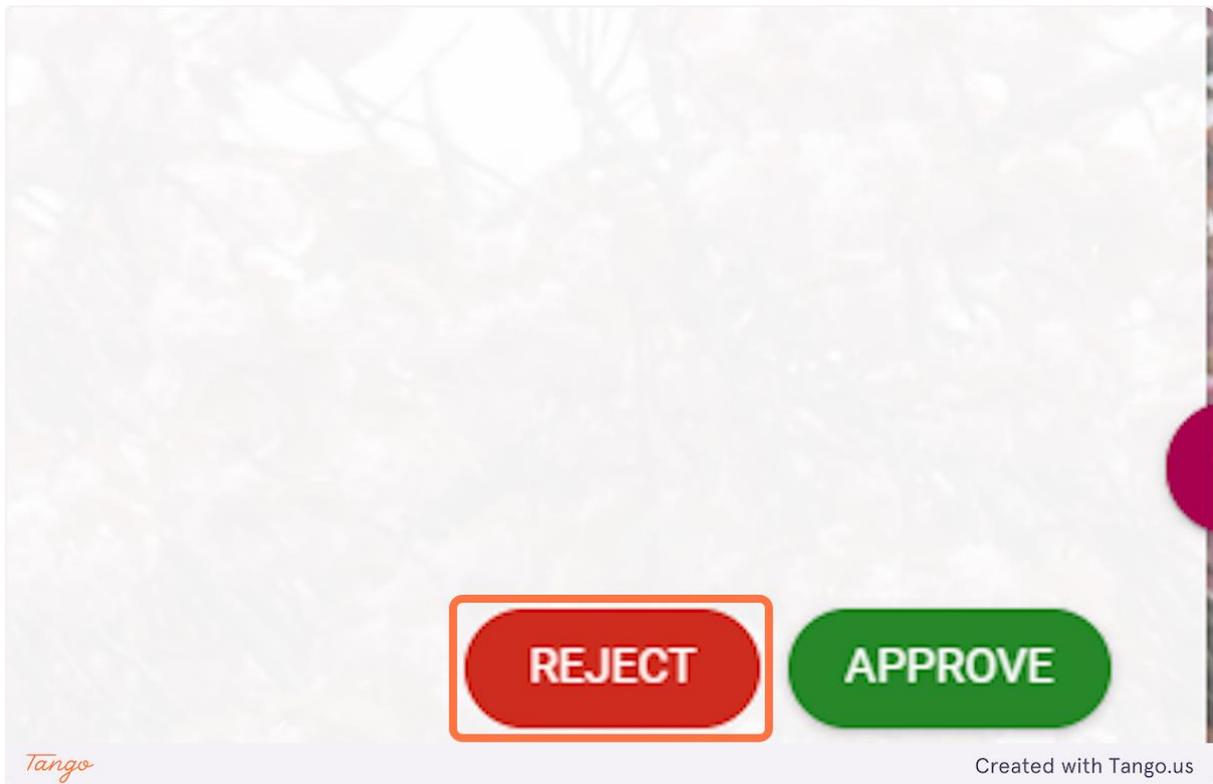


I confirm that the above details are c

Tango

Created with Tango.us

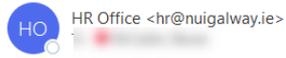
6. Click on REJECT



## Rejecting Flexi Leave Requests

### 1. You will receive an email to advise you of a flexi leave request on behalf of your direct reporting staff member

Flexi Leave request submitted. Action Required.



Attachments

Dear CoreTime Supervisor,

[Redacted] has submitted the following leave request:

Leave Type: Flexi Leave  
Start Date: 26-MAY-23  
End Date: 26-MAY-23

Please log into CorePortal at <https://ess.universityofgalway.ie>, go to Manager Dashboard and navigate to the 'Approvals' section and update the status of this request as appropriate.

This is a system generated e-mail please do not reply. All CoreTime support queries to be directed to [hress@universityofgalway.ie](mailto:hress@universityofgalway.ie)

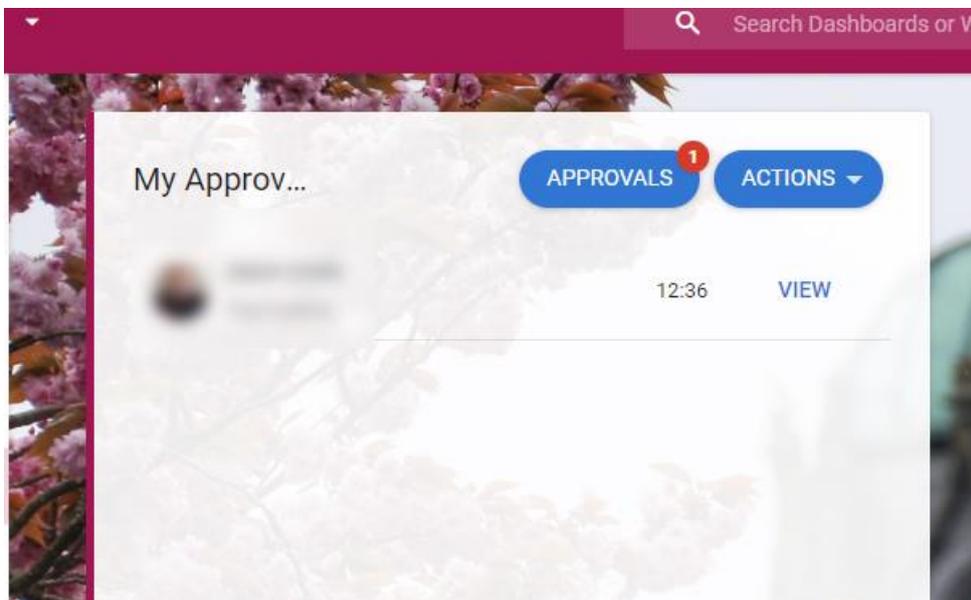
Regards,

HR Employee Self Service

### 2. [Go to my.corehr.com](https://my.corehr.com)

### 3. Go to Manager Dashboard

### 4. Click on APPROVALS...



### 5. Check I confirm that the above details are correct

Leave Type	Duration	Date From
Flexi Leave	1 Day(s)	Wednesday, 31 May 2023

I confirm that the above details are correct

## 6. Click on Approve

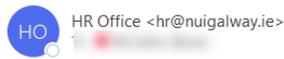


**REJECT** **APPROVE**

## Rejecting Flexi Leave Requests

### 1. You will receive an email to advise you of a flexi leave request on behalf of your direct reporting staff member

Flexi Leave request submitted. Action Required.



Attachments

Dear CoreTime Supervisor,

has submitted the following leave request:

Leave Type: Flexi Leave  
Start Date: 26-MAY-23  
End Date: 26-MAY-23

Please log into CorePortal at <https://ess.universityofgalway.ie>, go to Manager Dashboard and navigate to the 'Approvals' section and update the status of this request as appropriate.

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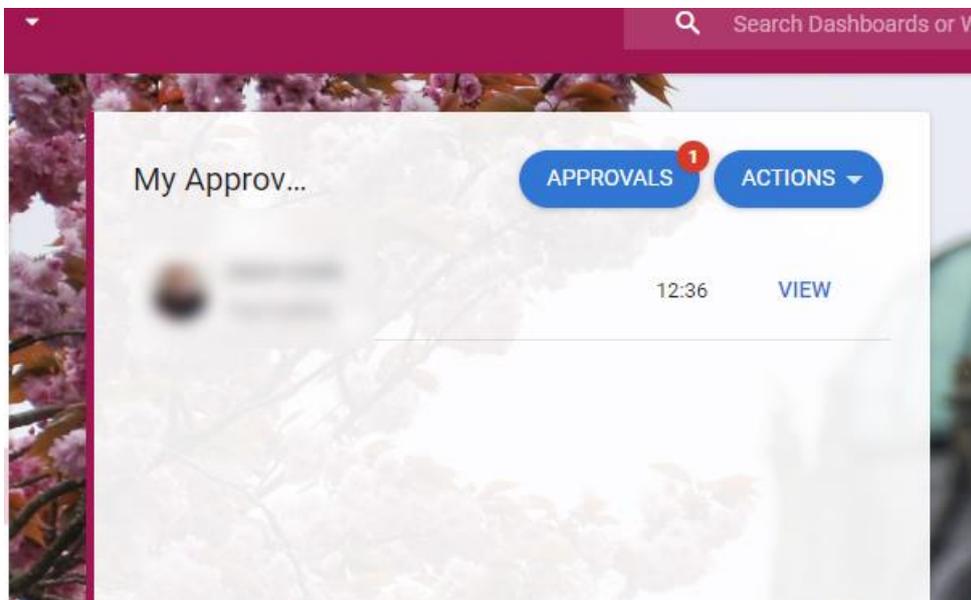
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HR Employee Self Service

### 2. [Go to my.corehr.com](https://my.corehr.com)

### 3. Go to Manager Dashboard

### 4. Click on APPROVALS...

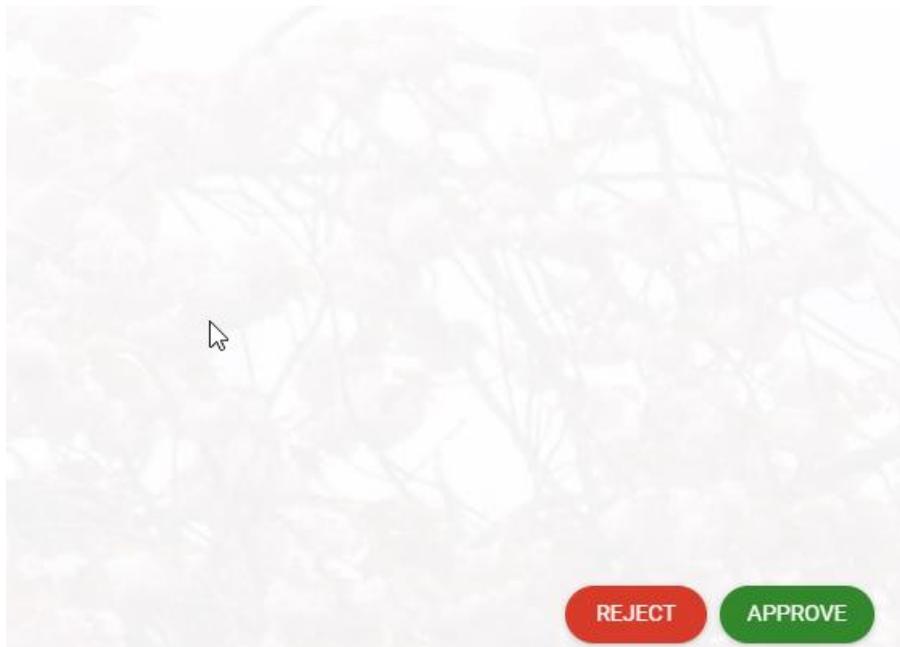


### 5. Check I confirm that the above details are correct

Leave Type	Duration	Date From
Flexi Leave	1 Day(s)	Wednesday, 31 May 2023

I confirm that the above details are correct

## 6. Click on Approve



REJECT APPROVE



## Viewing Your Team's Schedule

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

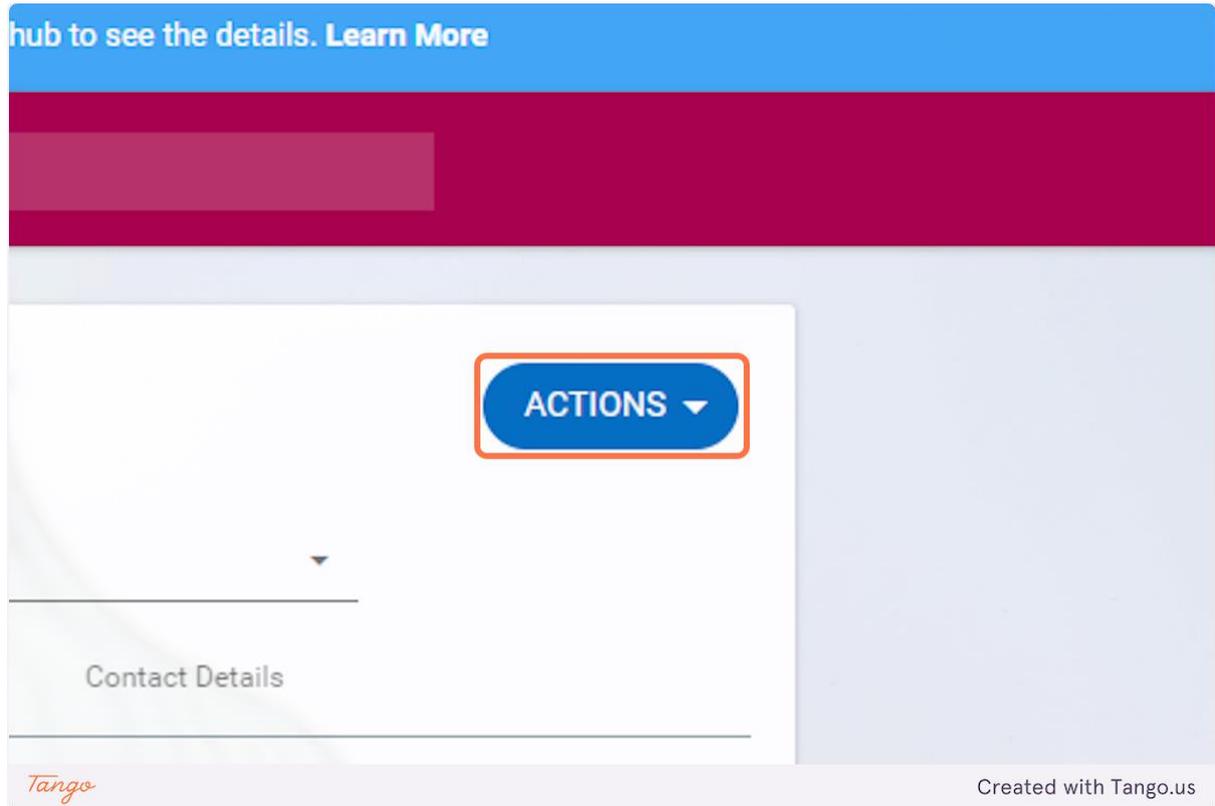
### 1. Click on My Team

The screenshot displays a user interface for viewing a team's schedule. On the left, a sidebar shows the user profile for Aaron Croke (ID 121248) and a 'Manager Dashboard' with three menu items: 'My Team' (highlighted with an orange box), 'Approvals', and 'Delegation'. The main content area is titled 'My Team' and features a search bar and a table of team members. The table has columns for 'Employee' and 'Position'. Three team members are listed:

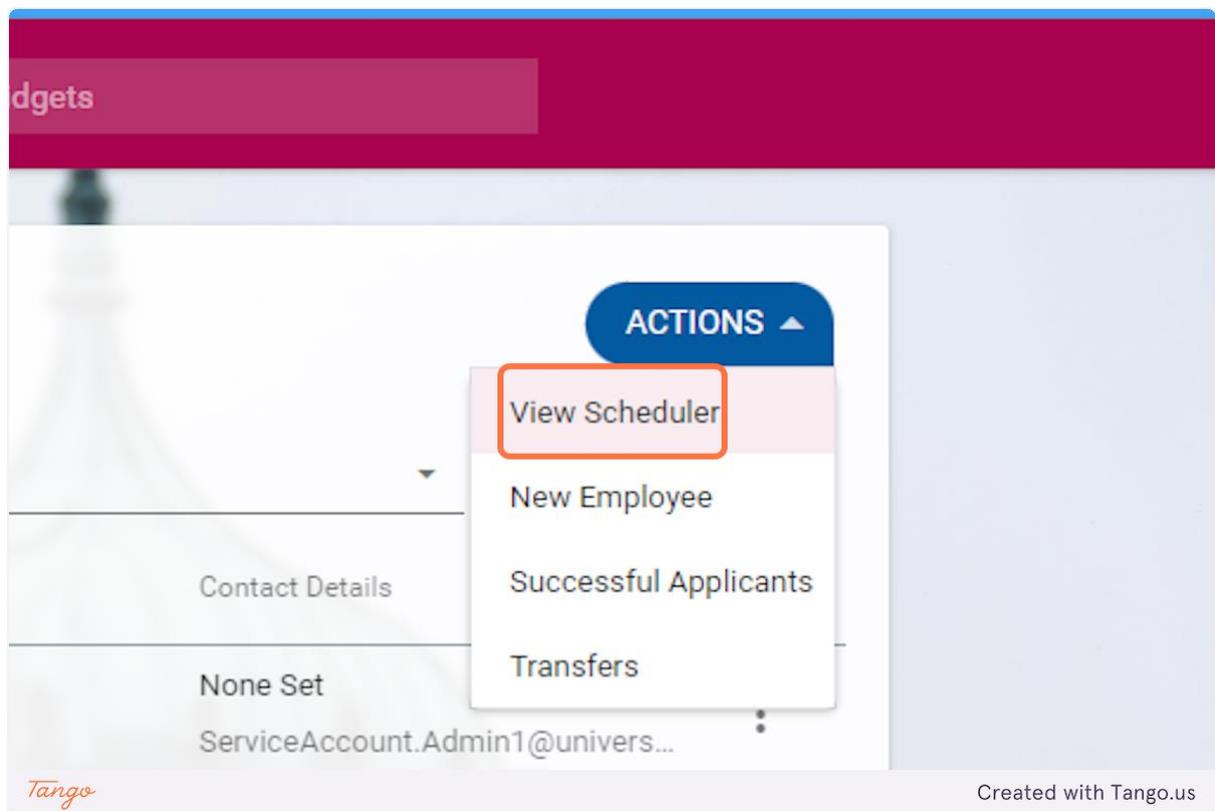
Employee	Position
S1 Service Account Admin 1 130378	No Department Service Account
S2 Service Account Admin 2 130379	No Department Service Account
S1 Service Account Employee 1 130376	No Department Service Account

The interface includes a 'Tango' logo in the bottom left and 'Created with Tango.us' in the bottom right.

### 2. Click on Actions



### 3. Click on View Scheduler



#### 4. View your team's schedule here

**Manager Dashboard**

**Team Scheduler**  
 Manager Dashboard > Team Scheduler

Search Employees

Date: 26-Jun-2023 **WEEK** MONTH

Period: 202326

Team Member	Mon 26th	Tue 27th	Wed 28th	Thu 29th	Fri 30th	Sat 1st	Sun 2nd
<b>S1</b> Service Account Admin 1 Service Account TEST No Department	08:00 - 19:00 FLEXIH - 07:00	08:00 - 19:00	Resting	Resting			
<b>S2</b> Service Account Admin 2 Service Account TEST No Department	08:00 - 19:00 FLEXIH - 07:00	08:00 - 19:00	Resting	Resting			
<b>S1</b> Service Account Employee 1 Service Account TEST No Department	08:00 - 19:00 FLEXIH - 07:00	08:00 - 19:00	Resting	Resting			
<b>S2</b> Service Account Employee 2 Service Account TEST No Department	08:00 - 19:00 FLEXIH - 07:00	08:00 - 19:00	Resting	Resting			
<b>S1</b> Service Account Security 1 Service Account TEST No Department	08:00 - 19:00 FLEXIH - 07:00	08:00 - 19:00	Resting	Resting			
<b>S2</b> Service Account Security 2 Service Account TEST No Department	08:00 - 19:00 FLEXIH - 07:00	08:00 - 19:00	Resting	Resting			

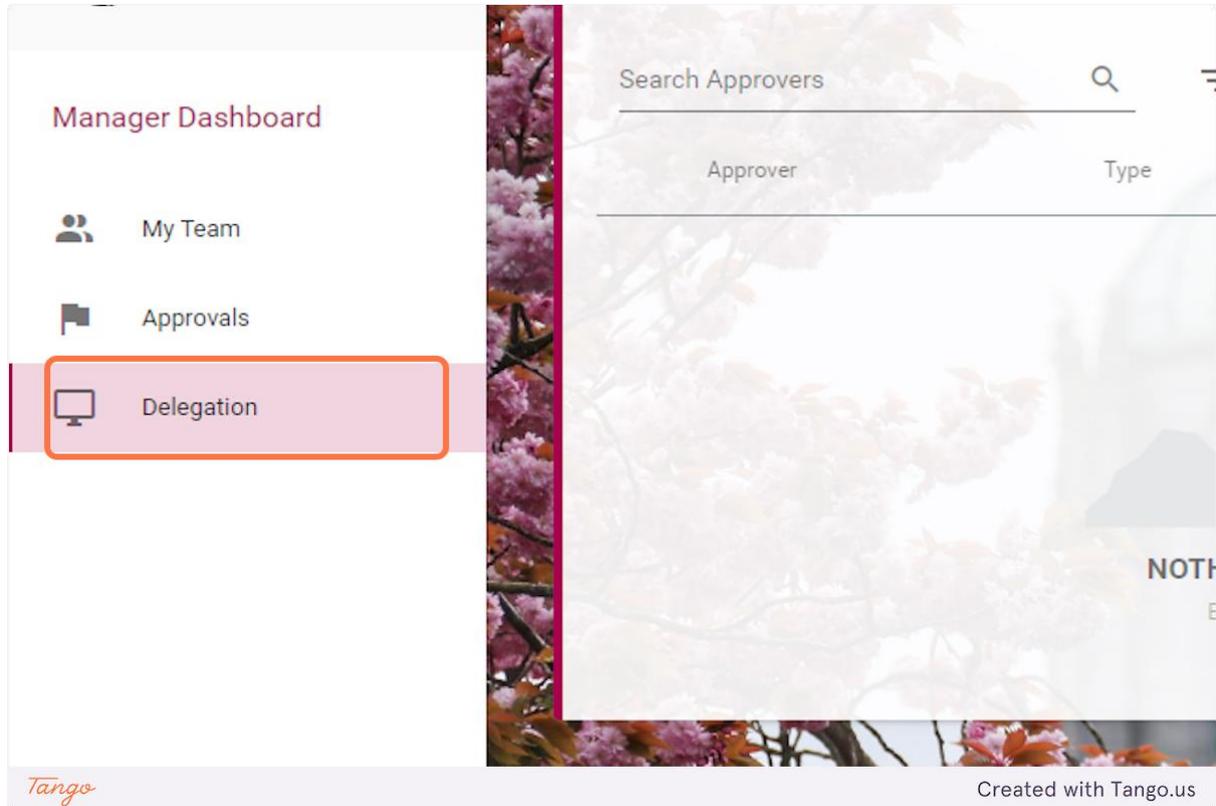
1 - 7 of 7

*Tango* Created with Tango.us

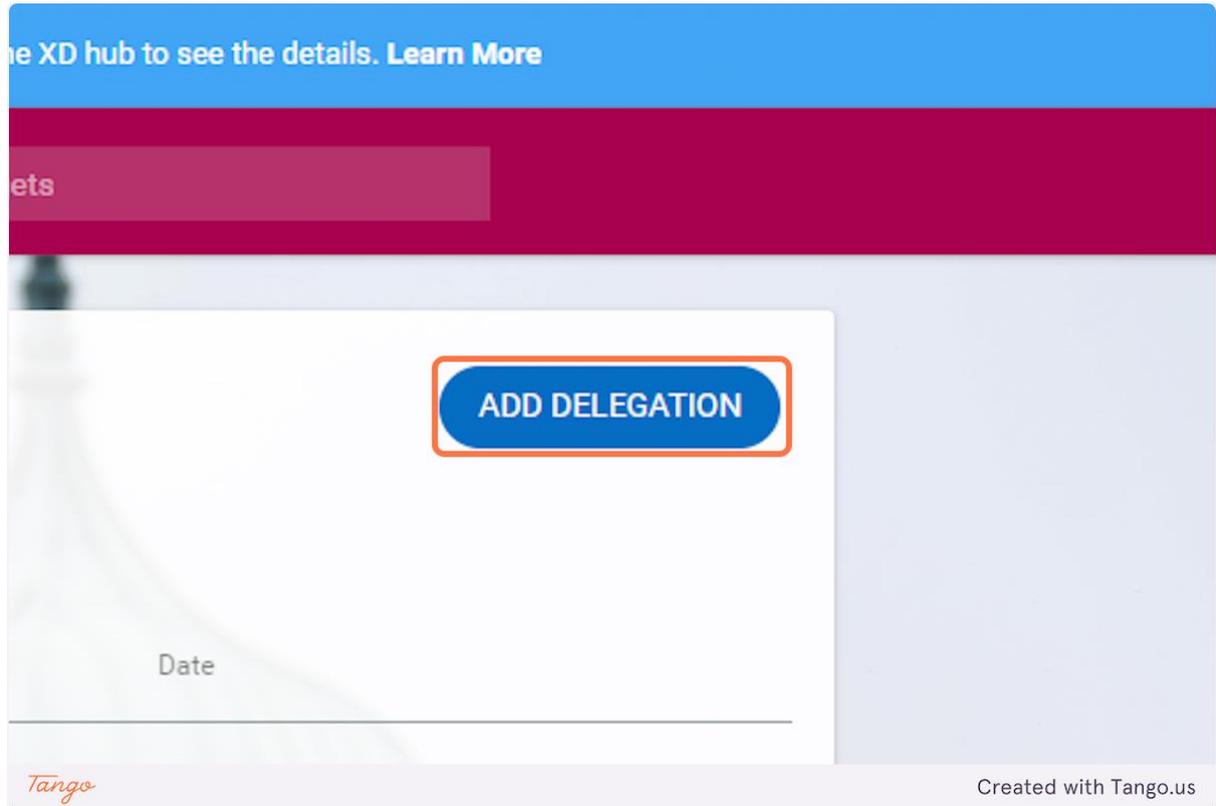
## Setting Delegate Approver

Go to [https://my.corehr.com/pls/coreportal\\_nuigp/i#MgrMain/3](https://my.corehr.com/pls/coreportal_nuigp/i#MgrMain/3)

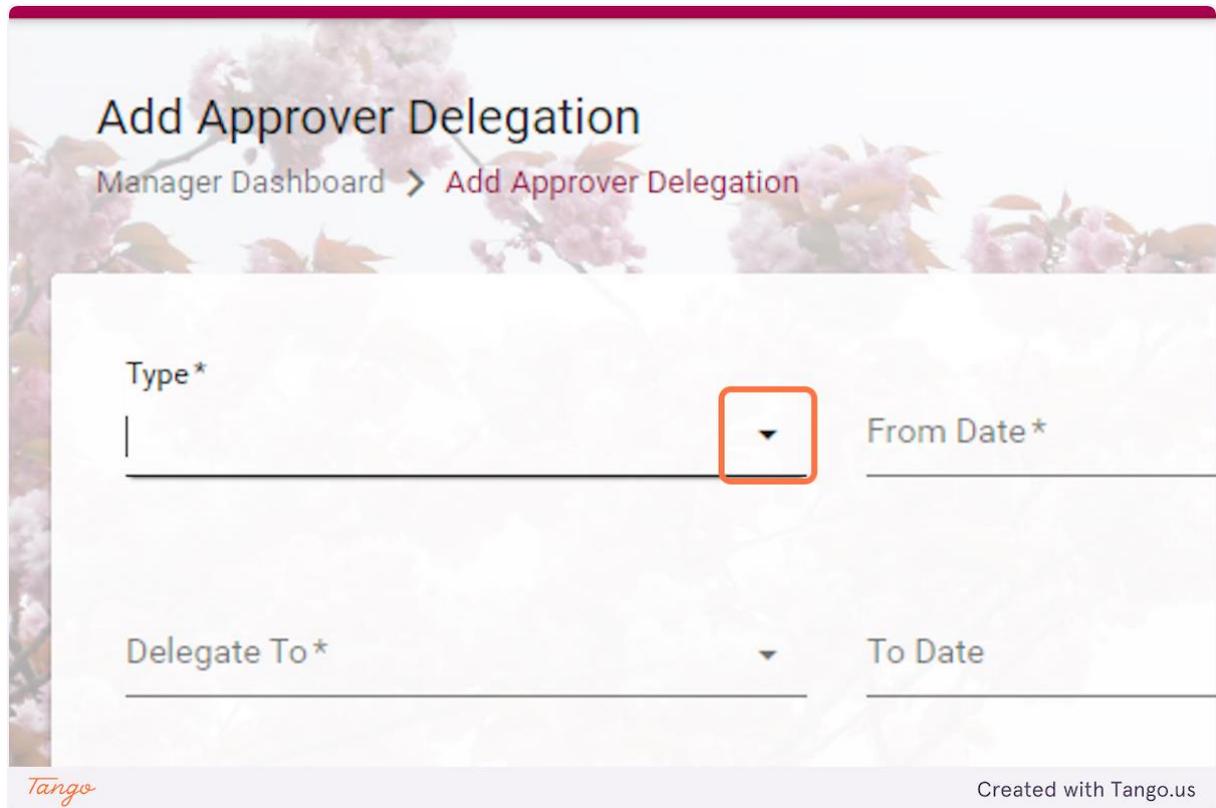
### 1. Click on Delegation



### 2. Click on ADD DELEGATION



### 3. Click on "Type"



#### 4. Click on Org Role

**Add Approver Delegation**  
Manager Dashboard > Add Approver Delegation

Type\*  
Expense  
**Org Role**

From Date\*  
To Date

Reason

*Tango* Created with Tango.us

#### 5. Type in the From Date

**Manager Dashboard**

**Add Approver Delegation**  
Manager Dashboard > Add Approver Delegation

From Date\*  
30-Jun-2023

To Date

*Tango* Created with Tango.us

## 6. Click on Delegate To

**Add Approver Delegation**  
Manager Dashboard > Add Approver Delegation

Type\*  
Org Role

From Date\*  
30-Jun-2023

**Delegate To\***

To Date

Reason

Tango Created with Tango.us

**7. Type of other manager that will be signing off on approvals. Note: They must already be a manager on Core Time to be chosen from this menu.**

**Add Approver Delegation**  
Manager Dashboard > Add Approver Delegation

Type\*  
Org Role

From Date\*  
30-Jun-2023

**Delegate To\***

To Date

Delegate To  
1 - 1 of 1 < >

Tango Created with Tango.us

## 8. Type in To Date:

Approval Delegation

board > Add Approver Delegation

From Date \*  
30-Jun-2023

To Date  
07-Jul-2023

To Date

Tango Created with Tango.us

## 9. Click on Reason

Type \*  
Org Role

From Date \*  
30-Jun-2023

Delegate To \*  
Nevan Mccartin

To Date  
07-Jul-2023

Reason

I authorise this individual to approve on my behalf

Org Role Name

Number Of Employees

Tango Created with Tango.us

## 10. Type in reason for delegation

**Add Approver Delegation**  
Manager Dashboard > Add Approver Delegation

Delegate To\*  
Nevan McCartin

To Date  
07-Jul-2023

Reason  
Covering while on leave  
23/500

I authorise this individual to approve on my behalf

Org Role Name      Number Of Employees

*Tango* Created with Tango.us

## 11. Check I authorise this individual to approve on my behalf

Reason  
Covering while on leave

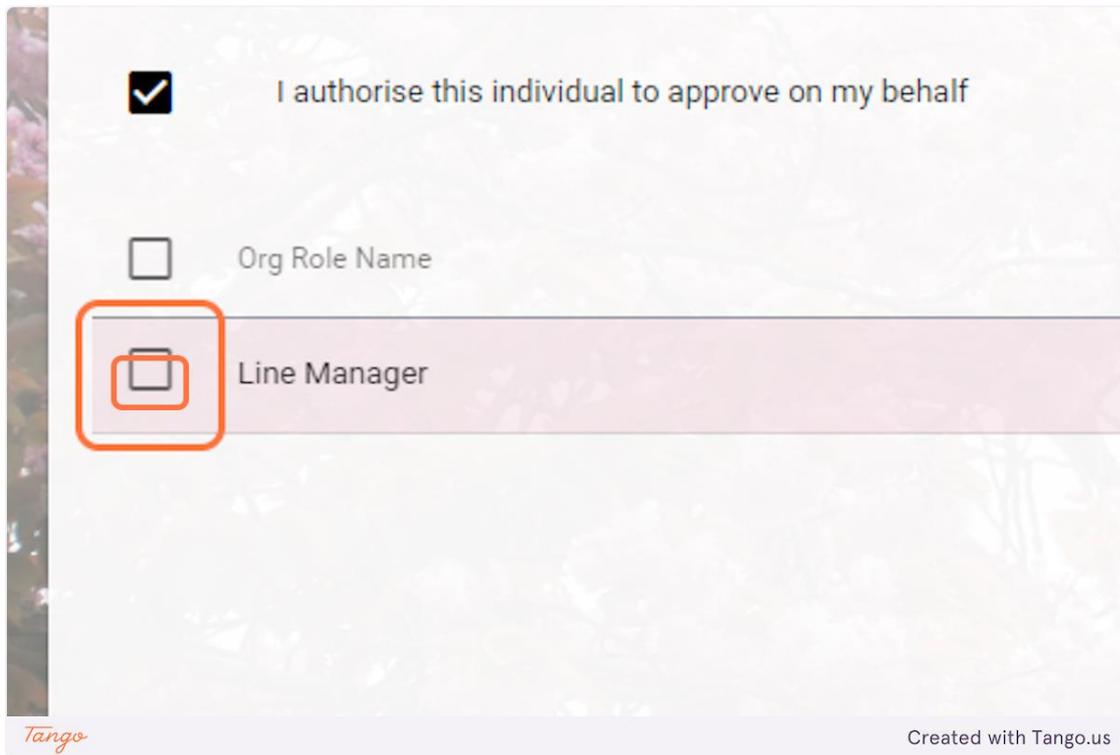
I authorise this individual to approve on my behalf

Org Role Name      Number O

Line Manager      7

*Tango* Created with Tango.us

**12. Click on Line Manger checkbox**



**13. Click on SAVE**

