



NUI Galway

ESS Manager Dashboard

User Guide

V1.0

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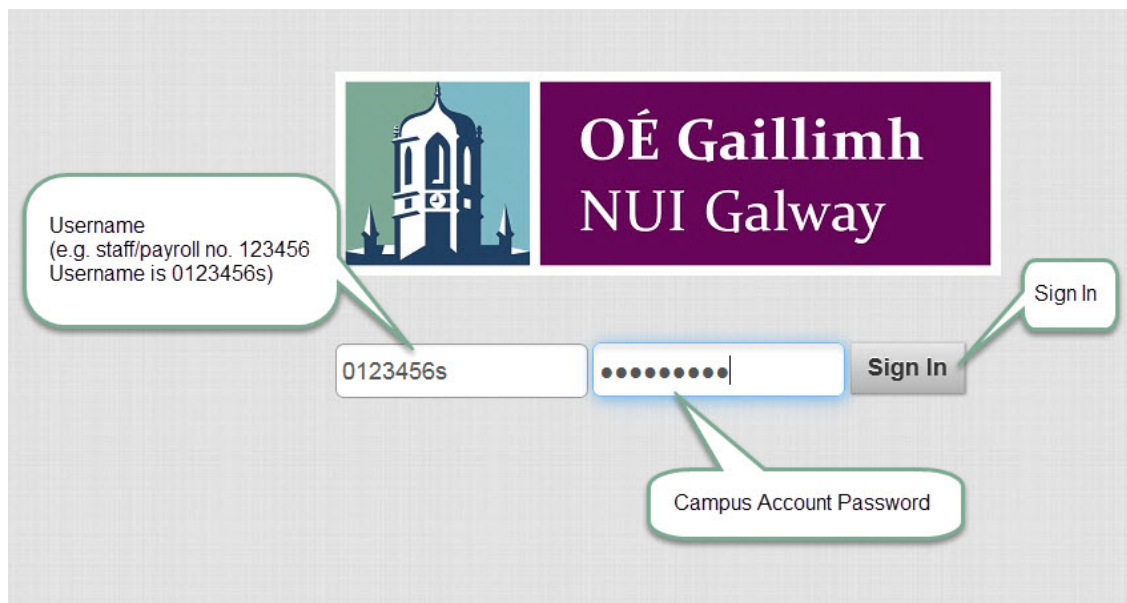
## Access

### How to Access ESS Manager Dashboard


You can access **ESS Manager Dashboard** by logging into your **Employee Self Service (ESS)** Core Portal account.

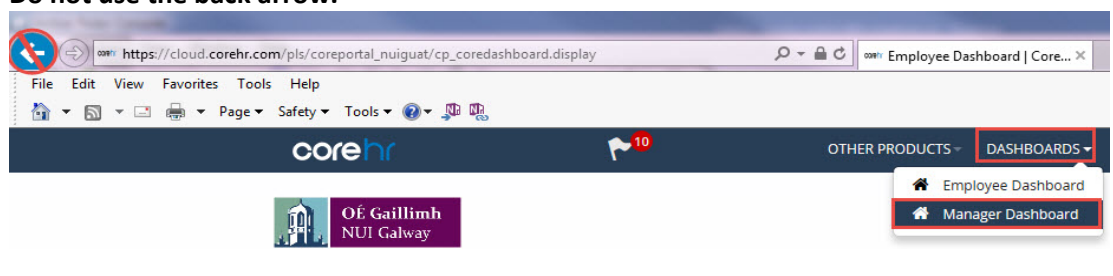
1. Go online to:  
<http://ess.nuigalway.ie>  
 OR  
[https://cloud.corehr.com/pls/coreportal\\_nuiguat/cp\\_por\\_public\\_main\\_page.display\\_login\\_page](https://cloud.corehr.com/pls/coreportal_nuiguat/cp_por_public_main_page.display_login_page)
2. Login using your [Campus Account](#) / PC login credentials, and click **Sign In**.

 Your Campus Account Username is derived by preceding your six digit staff/payroll number with a leading zero '0' and add a trailing 's'. (e.g. staff/payroll no. 123456 is Username 0123456s).

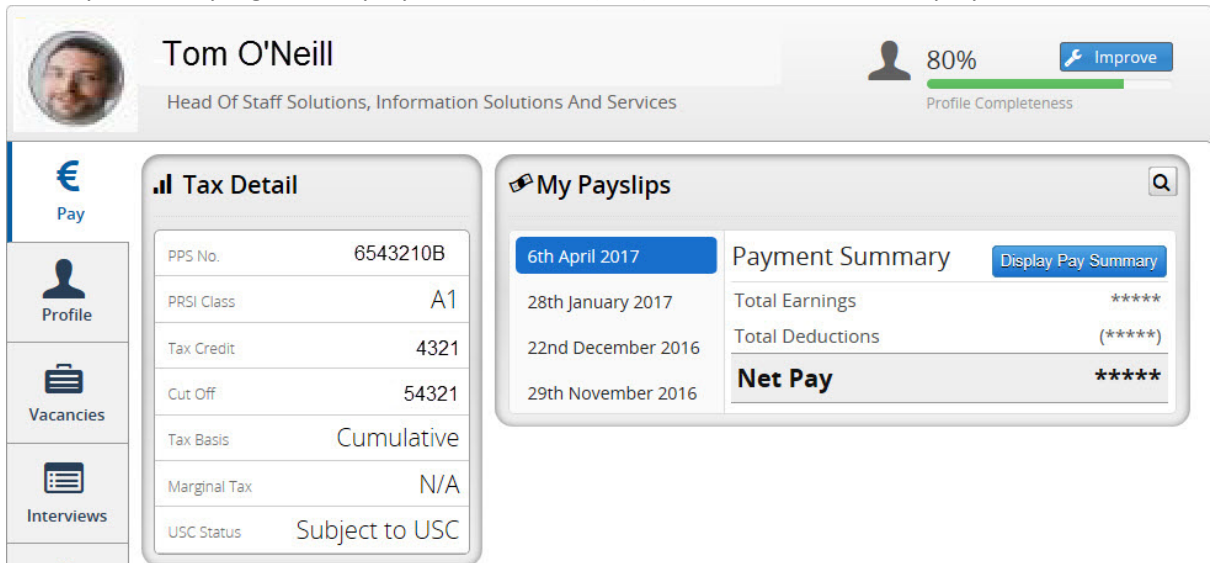


**When you click login please allow a few seconds for the application to login. Do not re-enter your password.**

 To return to the main Manager Dashboard screen, go to the tool bar along the top of the page and click on **DASHBOARD** from the drop down menu, select **Manager Dashboard**. **Do not use the back arrow.**



3. When you initially login to Employee Self Service (ESS), the **Home** screen is displayed.

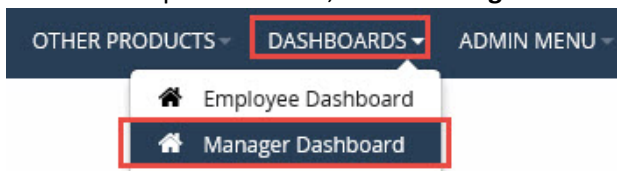


The screenshot shows the Home screen for Tom O'Neill, Head of Staff Solutions, Information Solutions And Services. The profile completion is at 80%. The main content area is divided into three sections: a left sidebar with navigation options (Pay, Profile, Vacancies, Interviews), a 'Tax Detail' section, and a 'My Payslips' section.

PPS No.	6543210B
PRSI Class	A1
Tax Credit	4321
Cut Off	54321
Tax Basis	Cumulative
Marginal Tax	N/A
USC Status	Subject to USC

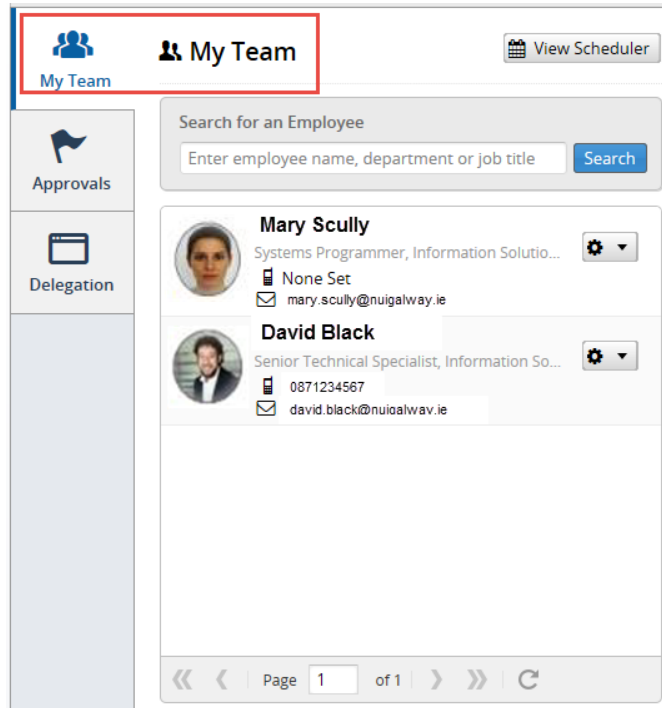
Date	Payment Summary
6th April 2017	Display Pay Summary
28th January 2017	Total Earnings *****
22nd December 2016	Total Deductions (*****)
29th November 2016	<b>Net Pay *****</b>

4. Go to the tool bar along the top of the page and click on **DASHBOARDS**. From the drop down menu, select **Manager Dashboard**.



The screenshot shows the top navigation bar with three main items: OTHER PRODUCTS, DASHBOARDS, and ADMIN MENU. The DASHBOARDS dropdown menu is open, showing two options: Employee Dashboard and Manager Dashboard. The Manager Dashboard option is highlighted with a red box.

5. The **My Team** screen is now available to you. Your Team members are listed here.



The screenshot shows the My Team screen. The 'My Team' header is highlighted with a red box. Below the header is a search bar for employees and a list of team members. The team members listed are Mary Scully and David Black.

Name	Role	Contact Info
Mary Scully	Systems Programmer, Information Solutio...	None Set mary.scully@nuigalway.ie
David Black	Senior Technical Specialist, Information So...	0871234567 david.black@nuigalway.ie

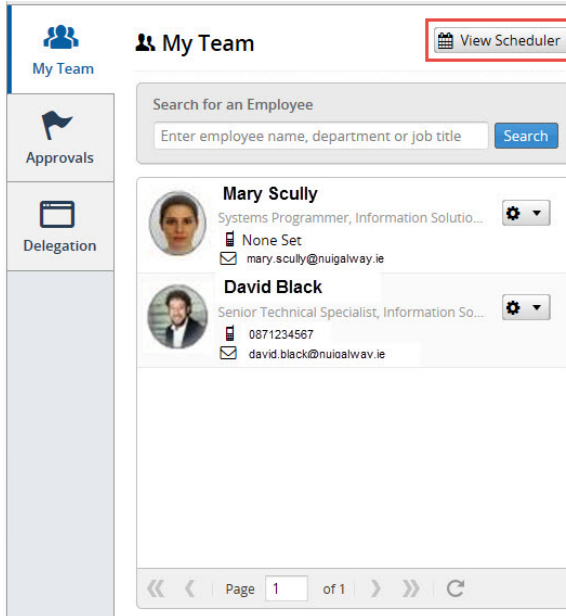
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## Approve/Sign Off


### Approve My Team's Weekly Hours

**My Team** gives you access to View your Team's profiles, including contact details, training record and job specifications.

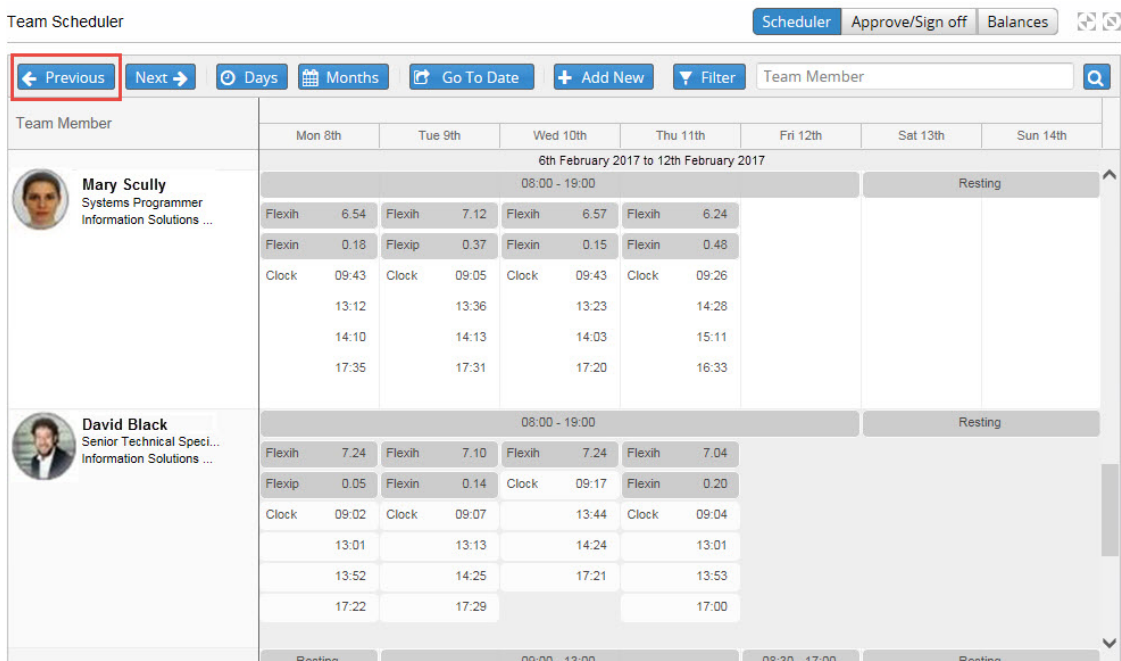
- To Approve/Sign off weekly hours, from the My Team screen click **View Scheduler**.





- The Team Scheduler screen will open.


 Your Team's attendance details for the **current** working week will automatically be displayed.

To view hours for the week just past, using the blue button click **Previous**.





Team Member	Mon 8th	Tue 9th	Wed 10th	Thu 11th	Fri 12th	Sat 13th	Sun 14th
6th February 2017 to 12th February 2017							
 <b>Mary Scully</b> Systems Programmer Information Solutions ...	08:00 - 19:00					Resting	
	Flexih 6.54	Flexih 7.12	Flexih 6.57	Flexih 6.24			
	Flexin 0.18	Flexin 0.37	Flexin 0.15	Flexin 0.48			
	Clock 09:43 13:12 14:10 17:35	Clock 09:05 13:36 14:13 17:31	Clock 09:43 13:23 14:03 17:20	Clock 09:26 14:28 15:11 16:33			
 <b>David Black</b> Senior Technical Speci... Information Solutions ...	08:00 - 19:00					Resting	
	Flexih 7.24	Flexih 7.10	Flexih 7.24	Flexih 7.04			
	Flexin 0.05	Flexin 0.14	Clock 09:17	Flexin 0.20			
	Clock 09:02 13:01 13:52 17:22	Clock 09:07 13:13 14:25 17:29	Clock 09:17 14:24 17:21	Clock 09:04 13:01 13:53 17:00			
	Resting	09:00 - 13:00		08:30 - 17:00		Resting	

3. Your Team's calculated weekly hours will now be displayed.



 Your Team's calculated hours for this week will automatically be displayed.  
 Note: Calculations are now automatically processed nightly.

To Approve/Sign off hours for the week just past, using the blue button click **Previous**.  
 Click **Approve/Sign Off**.

Team Scheduler Scheduler **Approve/Sign off** Balances 


Team Member Team Member  

30th January 2017 to 5th February 2017





Team Member	Mon 30th	Tue 31st	Wed 1st	Thu 2nd	Fri 3rd	Sat 4th	Sun 5th
 <b>Mary Scully</b> Systems Programmer Information Solutions ...	08:00 - 19:00					Resting	
	Flexih 7.12	Flexih 7.12	Flexih 7.12	Flexih 7.12	Flexih 7.12		
	Flexip 2.04	Flexip 0.52	Flexip 0.41	Flexip 1.14	Flexip 1.03		
	Clock 08:21	Clock 08:49	Clock 09:54	Clock 08:51	Clock 08:52		
	13:21	13:39	13:39	13:02	13:02		
13:49	14:18	14:13	13:53	14:10			
18:07	17:32	18:21	18:08	18:15			
 <b>David Black</b> Senior Technical Speci... Information Solutions ...	08:00 - 19:00					Resting	
	Flexih 7.24	Flexih 7.24	Flexih 7.24	Flexih 7.24	Flexih 7.24		
	Flexip 1.35	Flexip 1.00	Flexip 0.14	Flexip 0.08	Flexip 0.19		
	Clock 08:52	Clock 09:03	Clock 08:58	Clock 09:14	Clock 09:02		
	13:10	12:25	13:34	13:35	13:41		
14:01	13:58	14:17	14:13	14:13			
18:42	19:00	17:19	17:24	17:17			

Page 1 of 1 Displaying 1 - 2 of 2

4. a) To approve a single member of your Team. Click on the individual Team member. Once your Team member is selected, scroll to the bottom of the screen and click **Approve**.

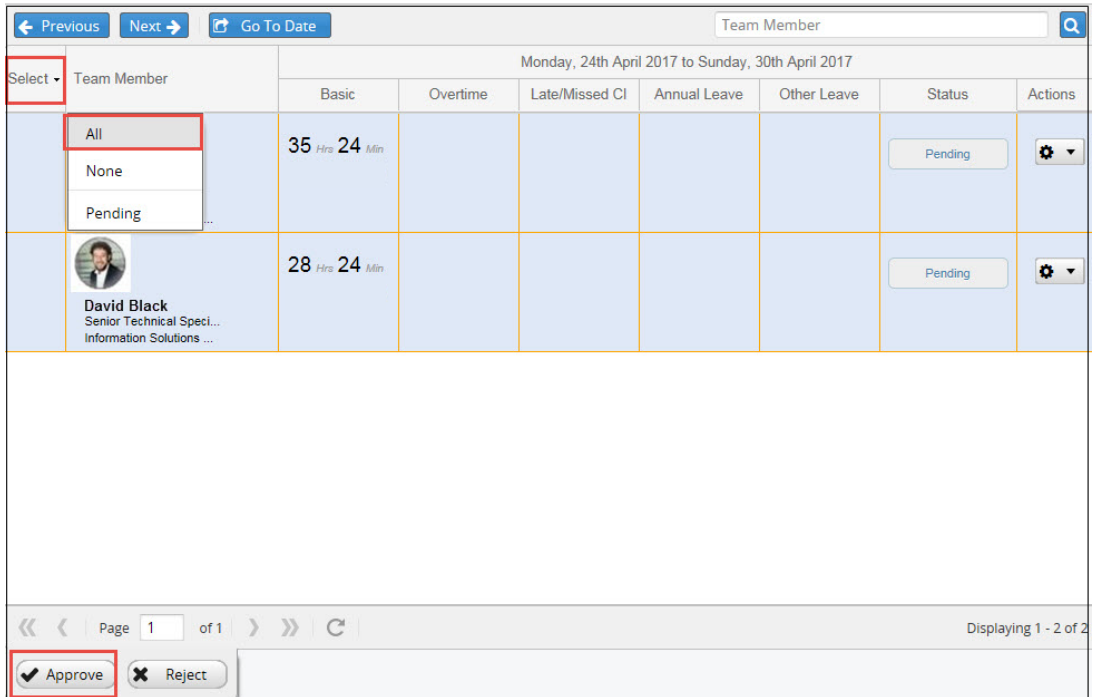
Team Member Team Member  

Monday, 24th April 2017 to Sunday, 30th April 2017

Select	Team Member	Basic	Overtime	Late/Missed Cl	Annual Leave	Other Leave	Status	Actions
<input type="checkbox"/>	 <b>Mary Scully</b> Systems Programmer Information Solutions ...	35 Hrs 24 Min					Pending	
<input type="checkbox"/>	 <b>David Black</b> Senior Technical Speci... Information Solutions ...	37 Hrs					Pending	

Page 1 of 1 Displaying 1 - 2 of 2

b) To approve **All your Team members** weekly hours, go to the left of the screen click **Select** and **All**. Once all your Team is selected, scroll to the bottom of the screen and click **Approve**.

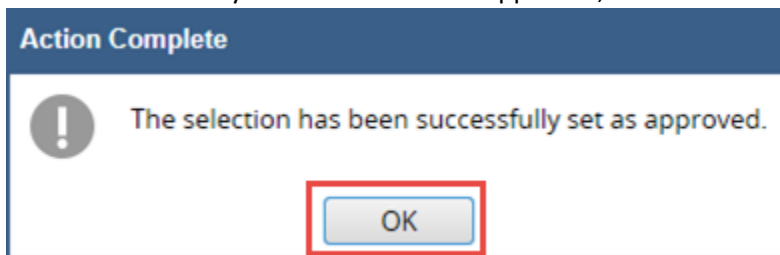


Team Member		Monday, 24th April 2017 to Sunday, 30th April 2017					Status	Actions
Basic	Overtime	Late/Missed CI	Annual Leave	Other Leave				
35 <i>Hrs</i> 24 <i>Min</i>						Pending	⚙️	
28 <i>Hrs</i> 24 <i>Min</i>						Pending	⚙️	

Page 1 of 1 | Displaying 1 - 2 of 2

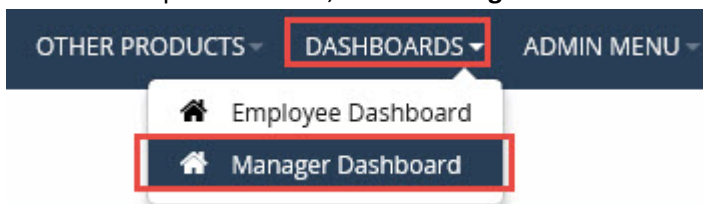
Approve | Reject

5. Your Team’s weekly time has now been approved, click **OK**.



You can now return to the Manager Dashboard or Logout.

Go to the CoreHR tool bar along the top of the page and click on **DASHBOARDS**. From the drop down menu, select **Manager Dashboard**.




# Clocking

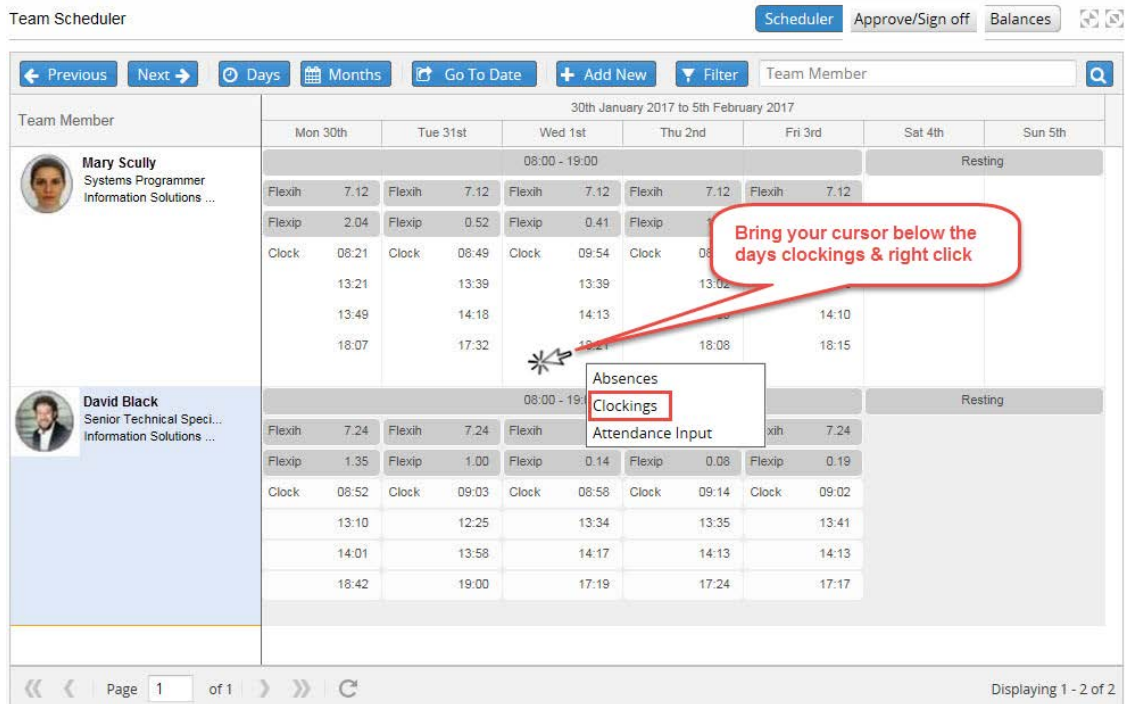
## Automatic & Manual Clocking

To view and if a clocking is automatic or manual, on the **Team Scheduler** screen.

1. Move your cursor to that particular **Day**.

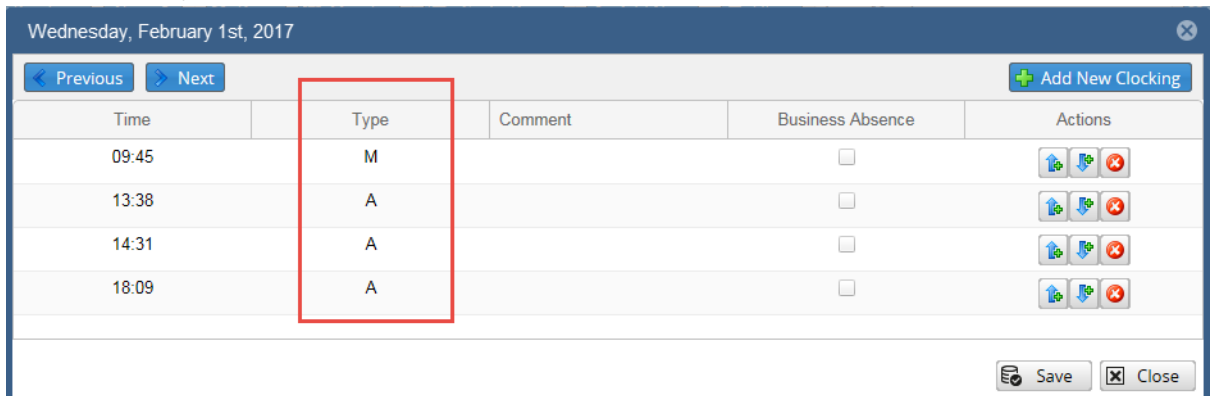
 **Important:** Your cursor must **right click** below the day's clockings.

You can now right click, and the clocking menu will open. Click on **Clockings**.















The screenshot shows the 'Team Scheduler' interface. On the left, two team members are listed: Mary Scully (Systems Programmer) and David Black (Senior Technical Specialist). The main area is a calendar grid for the period from 30th January 2017 to 5th February 2017. A red callout bubble with the text 'Bring your cursor below the days clockings & right click' points to a clocking entry on Wednesday, 1st February. A right-click menu is open over this entry, with 'Clockings' highlighted in a red box.

2. The day's clockings window will open. Under **Type** the clockings will be listed as **A** or **M**.  
**A = automatic / M = manual**



The screenshot shows the 'Wednesday, February 1st, 2017' clockings window. It features a table with the following columns: Time, Type, Comment, Business Absence, and Actions. The 'Type' column is highlighted with a red box, showing 'M' for the 09:45 clocking and 'A' for the 13:38, 14:31, and 18:09 clockings. The 'Business Absence' column has checkboxes that are currently unchecked. The 'Actions' column contains icons for up/down arrows and a delete icon. At the bottom right, there are 'Save' and 'Close' buttons.

Time	Type	Comment	Business Absence	Actions
09:45	M		<input type="checkbox"/>	  
13:38	A		<input type="checkbox"/>	  
14:31	A		<input type="checkbox"/>	  
18:09	A		<input type="checkbox"/>	  





## Unapproved Absence (Absence)

1. Unapproved Absence will be highlighted in the Team Scheduler screen.

Team Scheduler Scheduler Approve/Sign off Balances

← Previous Next → Days Months Go To Date + Add New Filter Team Member

Team Member		8th May 2017 to 14th May 2017										
		Mon 8th	Tue 9th	Wed 10th	Thu 11th	Fri 12th	Sat 13th	Sun 14th				
 <b>Mary Scully</b> Systems Programmer Information Solutions ...	08:00 - 19:00											
	Unappr	7.12	Flexih	7.12	Flexih	7.12	Flexih	7.12	Flexih	7.12	Resting	
			Flexip	0.52	Flexip	0.37	Flexip	0.23	Flexip	1.08		
	Clock	08:45	Clock	09:04	Clock	08:55	Clock	08:30				
		13:10		12:45		13:30		12:50				
 <b>David Black</b> Senior Technical Speci... Information Solutions ...	08:00 - 19:00											
	Flexih	7.24	Flexih	7.24	Flexih	7.24	Flexih	7.24	Flexih	7.24	Resting	
	Flexip	0.21	Flexip	0.31	Flexip	0.31	Flexip	0.10	Flexip	0.40		
	Clock	08:45	Clock	08:35	Clock	09:05	Clock	08:55	Clock	08:30		
		13:20		13:15		13:02		13:01		12:50		



2. Move your cursor to that particular Day.

**Important:** Your cursor must **right click** below the Unapproved Absence and **not** the “Unapproved” error itself.

You can now right click, and the clocking menu will open. Click on **Absences**.

Team Scheduler Scheduler Approve/Sign off Balances

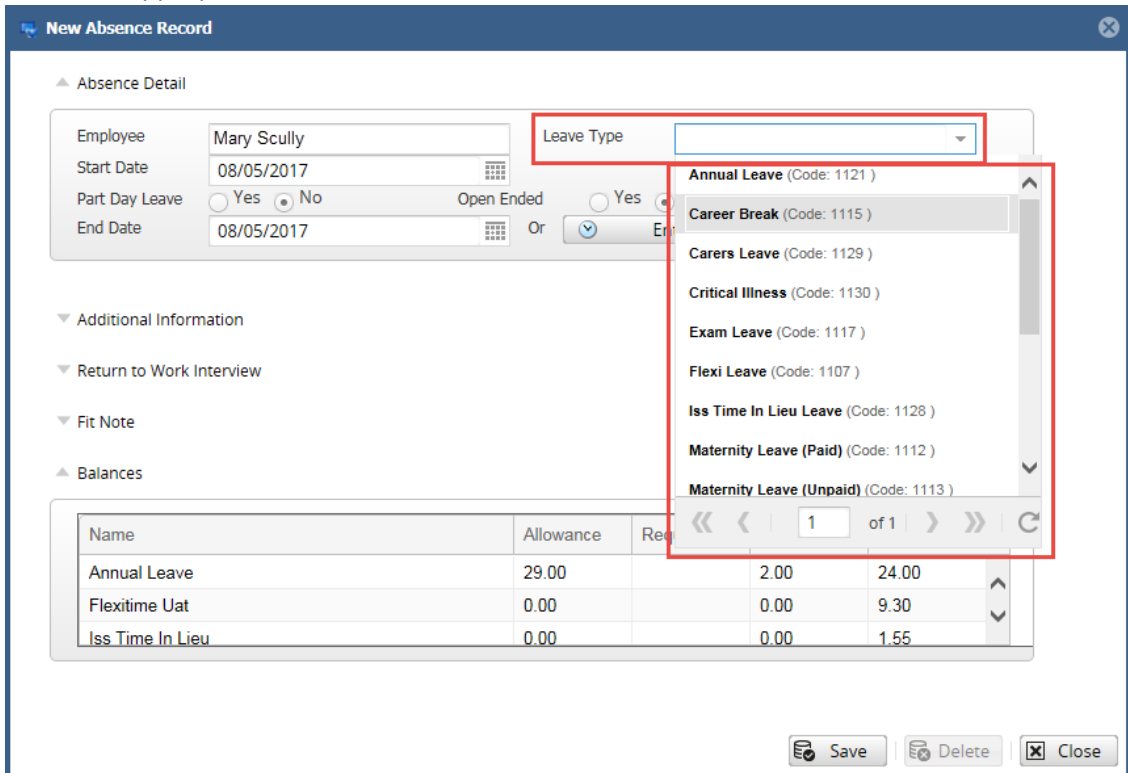
← Previous Next → Days Months Go To Date + Add New Filter Team Member

Team Member		8th May 2017 to 14th May 2017										
		Mon 8th	Tue 9th	Wed 10th	Thu 11th	Fri 12th	Sat 13th	Sun 14th				
 <b>Mary Scully</b> Systems Programmer Information Solutions ...	08:00 - 19:00											
	Unappr	7.12	Flexih	7.12	Flexih	7.12	Flexih	7.12	Flexih	7.12	Resting	
			Flexip		Flexip		Flexip		Flexip	1.08		
	Clock	08:45	Clock	08:35	Clock	09:05	Clock	08:55	Clock	08:30		
		13:20		13:15		13:02		13:01		12:50		
 <b>David Black</b> Senior Technical Speci... Information Solutions ...	08:00 - 19:00											
	Flexih	7.24	Flexih	7.24	Flexih	7.24	Flexih	7.24	Flexih	7.24	Resting	
	Flexip	0.21	Flexip	0.31	Flexip	0.31	Flexip	0.10	Flexip	0.40		
	Clock	08:45	Clock	08:35	Clock	09:05	Clock	08:55	Clock	08:30		
		13:20		13:15		13:02		13:01		12:50		

*Bring your cursor below the unapproved absence & right click*

**Absences**  
Clockings  
Attendance Input

- The **New Absence Record** window will open. Click the **Leave Type** down arrow and scroll to select the appropriate absence.

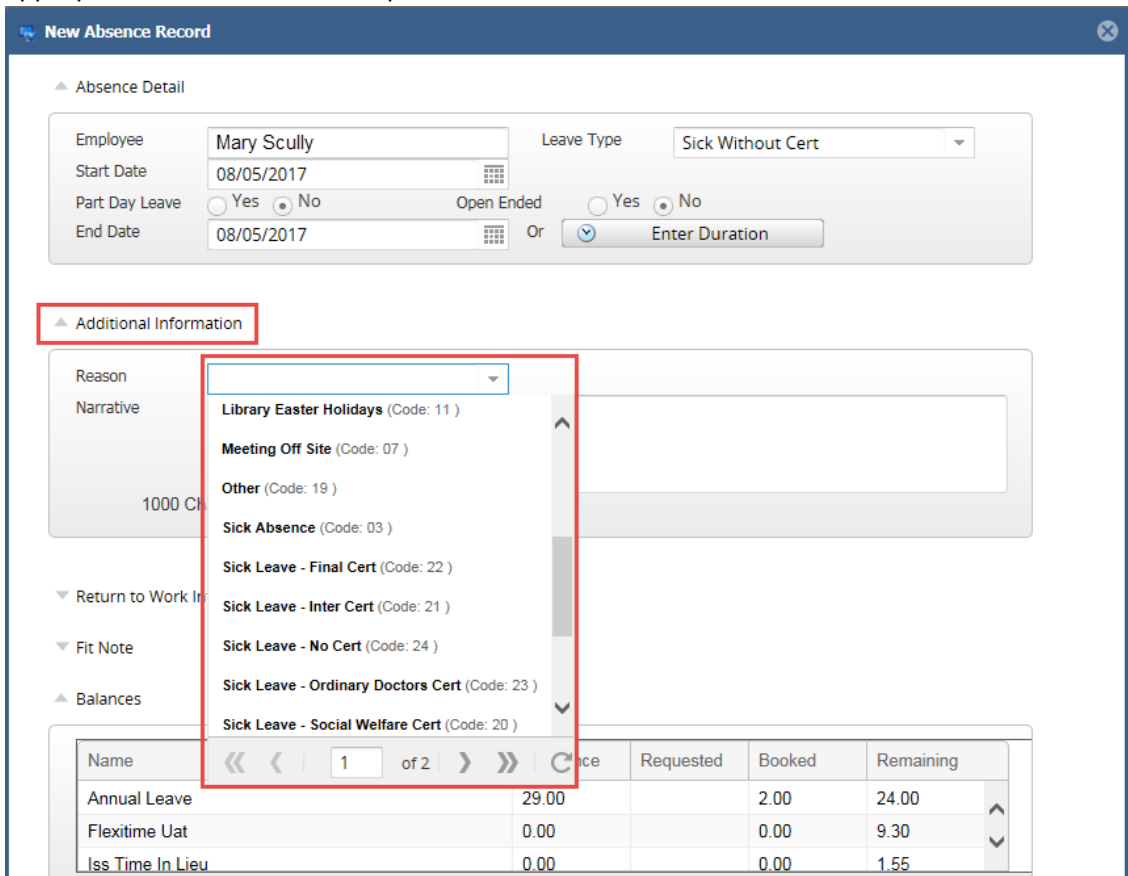


The screenshot shows the 'New Absence Record' window with the following details:

- Absence Detail:** Employee: Mary Scully, Start Date: 08/05/2017, End Date: 08/05/2017. Leave Type dropdown is open, showing options like Annual Leave (Code: 1121), Career Break (Code: 1115), etc.
- Additional Information:** Collapsed.
- Return to Work Interview:** Collapsed.
- Fit Note:** Collapsed.
- Balances:**

Name	Allowance	Requested	Booked	Remaining
Annual Leave	29.00		2.00	24.00
Flexitime Uat	0.00		0.00	9.30
Iss Time In Lieu	0.00		0.00	1.55

- Click the **Additional Information** down arrow. Click the **Reason** down arrow and select the appropriate absence for the list provided.



The screenshot shows the 'New Absence Record' window with the following details:

- Absence Detail:** Employee: Mary Scully, Start Date: 08/05/2017, End Date: 08/05/2017. Leave Type: Sick Without Cert. Reason dropdown is open, showing options like Library Easter Holidays (Code: 11), Meeting Off Site (Code: 07), etc.
- Additional Information:** Expanded, showing Reason and Narrative fields.
- Return to Work Interview:** Collapsed.
- Fit Note:** Collapsed.
- Balances:**

Name	Allowance	Requested	Booked	Remaining
Annual Leave	29.00		2.00	24.00
Flexitime Uat	0.00		0.00	9.30
Iss Time In Lieu	0.00		0.00	1.55

5. Within the **Narrative** window, you can enter more free text information. Go to the bottom of the screen and click **Save**.

New Absence Record
✕

▲ Absence Detail

Employee	Mary Scully	Leave Type	Sick Without Cert
Start Date	08/05/2017	Open Ended	<input type="radio"/> Yes <input checked="" type="radio"/> No
Part Day Leave	<input type="radio"/> Yes <input checked="" type="radio"/> No	Or	<input type="button" value="Enter Duration"/>
End Date	08/05/2017		

▲ Additional Information

Reason: Sick Leave - No Cert

Narrative: Sick

996 Characters Remaining

▼ Return to Work Interview

▼ Fit Note

▼ Balances

6. The Unapproved Absence has now been categorised, you can now continue to **Approve/Sign Off** your Team's weekly hours.

Team Scheduler Scheduler **Approve/Sign off** Balances

← Previous
Next →
🕒 Days
📅 Months
📅 Go To Date
+ Add New
⏚ Filter
Team Member
🔍

	8th May 2017 to 14th May 2017						
Team Member	Mon 8th	Tue 9th	Wed 10th	Thu 11th	Fri 12th	Sat 13th	Sun 14th
<b>Mary Scully</b> Systems Programmer Information Solutions ...	08:00 - 19:00						Resting
	Siwoc 7.12	Flexih 7.12	Flexih 7.12	Flexih 7.12	Flexih 7.12	Flexih 7.12	
		Flexip 0.52	Flexip 0.37	Flexip 0.23	Flexip 1.08		
		Clock 08:45	Clock 09:04	Clock 08:55	Clock 08:30		
		13:10	12:45	13:30	12:50		
		13:41	13:15	14:00	13:30		
<b>David Black</b> Senior Technical Speci... Information Solutions ...	08:00 - 19:00						Resting
	Flexih 7.24	Flexih 7.24	Flexih 7.24	Flexih 7.24	Flexih 7.24		
	Flexip 0.21	Flexip 0.31	Flexip 0.31	Flexip 0.10	Flexip 0.40		
	Clock 08:45	Clock 08:35	Clock 09:05	Clock 08:55	Clock 08:30		
	13:20	13:15	13:02	13:01	12:50		
	14:00	13:45	13:30	13:33	13:25		
	17:10	17:00	17:30	17:01	17:09		



## Unapproved Absence (Attendance Input)

1. Unapproved Absence will be highlighted in the Team Scheduler screen.


Team Scheduler Scheduler Approve/Sign off Balances

← Previous Next → Days Months Go To Date + Add New Filter Team Member

24th April 2017 to 30th April 2017

Team Member	Mon 24th	Tue 25th	Wed 26th	Thu 27th	Fri 28th	Sat 29th	Sun 30th
 <b>Mary Scully</b> Systems Programmer Information Solutions ...	08:00 - 19:00					Resting	
	Flexih 7.12	Flexih 7.12	Flexih 7.00	Flexih 7.00	Flexih 7.00		
	Flexip 0.18	Flexip 0.48	Flexin 0.12	Flexin 0.12	Flexin 0.12		
	Clock 09:00	Clock 08:00	Clock 09:00	Clock 09:30	Clock 09:00		
	13:00	13:00	13:00	13:00	13:00		
	14:00	14:00	14:00	14:00	14:00		
17:30	17:00	17:00	17:30	17:00			
 <b>David Black</b> Senior Technical Speci... Information Solutions ...	08:00 - 19:00					Resting	
	Flexih 7.24	Flexih 7.00	Flexih 7.00	Flexih 7.00	Unappr 7.24		
	Flexip 0.06	Flexin 0.24	Flexin 0.24	Flexin 0.24			
	Clock 09:00	Clock 09:00	Clock 09:00	Clock 09:00			
	13:00	13:00	13:00	13:00			
	14:00	14:00	14:00	14:00			
17:30	17:00	17:00	17:00				

2. Move your cursor to that particular Day.



 **Important:** Your cursor must **right click** below the Unapproved Absence and **not** the “Unapproved” error itself.

You can now right click, and the clocking menu will open. Click on **Attendance Input**.

Team Scheduler Scheduler Approve/Sign off Balances

← Previous Next → Days Months Go To Date + Add New Filter Team Member

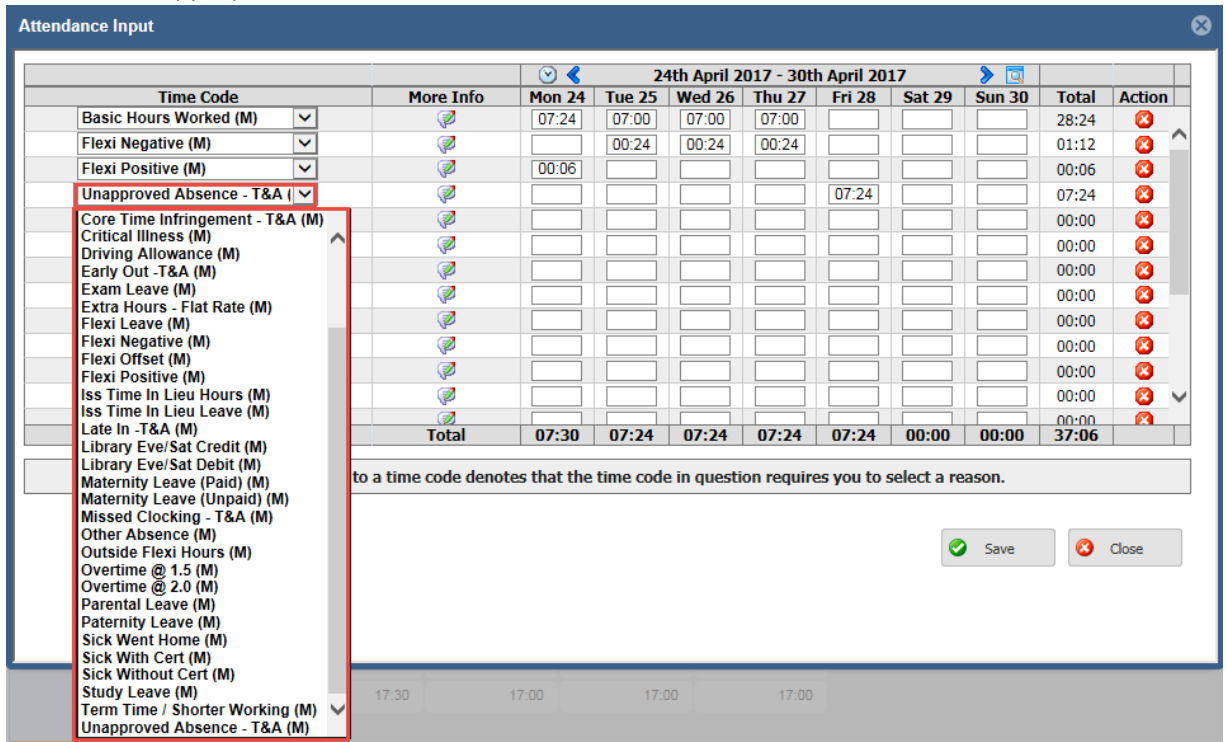
8th May 2017 to 14th May 2017

Team Member	Mon 8th	Tue 9th	Wed 10th	Thu 11th	Fri 12th	Sat 13th	Sun 14th
 <b>Mary Scully</b> Systems Programmer Information Solutions ...	08:00 - 19:00					Resting	
	Unappr 7.12	Flexih 7.12			Flexih 7.12		
		Flexip 1.08					
		Clock 08:30					
		13:41	12:45	13:30	12:50		
		17:20	13:15	14:00	13:30		
 <b>David Black</b> Senior Technical Speci... Information Solutions ...	08:00 - 19:00					Resting	
	Flexih 7.24	Flexih 7.24	Flexih 7.24	Flexih 7.24	Flexih 7.24		
	Flexip 0.21	Flexip 0.31	Flexip 0.31	Flexip 0.10	Flexip 0.40		
	Clock 08:45	Clock 08:35	Clock 09:05	Clock 08:55	Clock 08:30		
	13:20	13:15	13:02	13:01	12:50		
	14:00	13:45	13:30	13:33	13:25		
17:10	17:00	17:30	17:01	17:09			

*Bring your cursor below the unapproved absence & right click*

Absences  
Clockings  
Attendance Input

- The **Absence Input** window will open. Click the **Unapproved Absence** down arrow and scroll to select the appropriate absence.



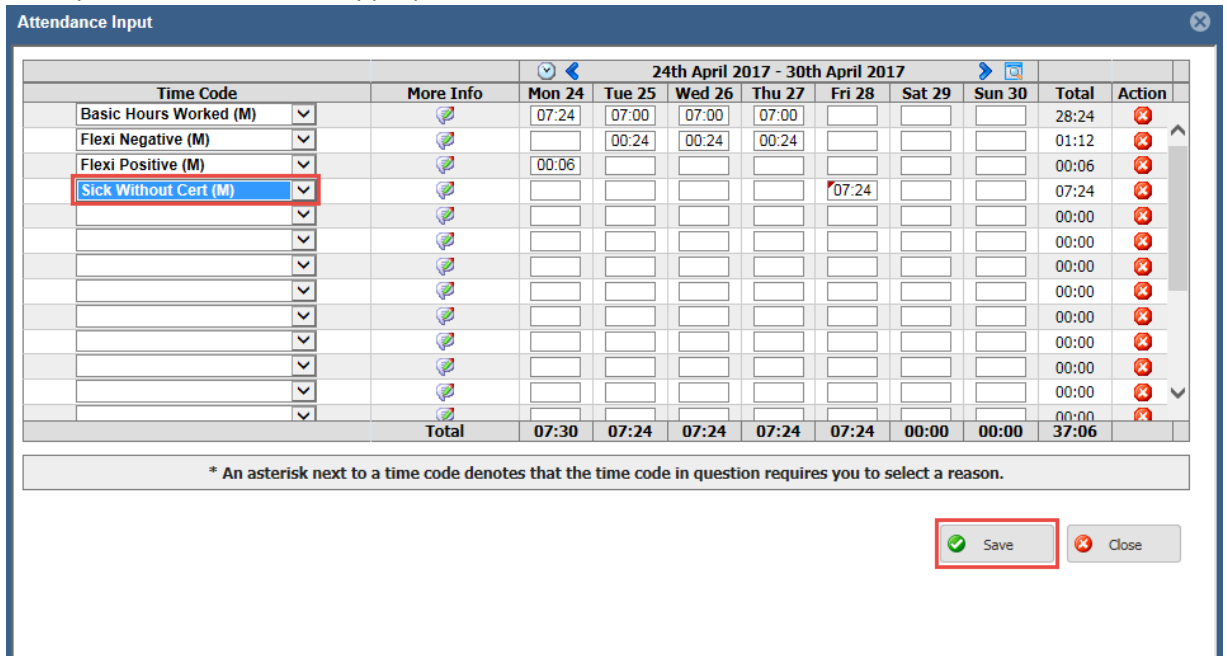
The screenshot shows the 'Attendance Input' window for the period 24th April 2017 to 30th April 2017. A dropdown menu is open, listing various absence types. 'Unapproved Absence - T&A (M)' is highlighted. The table below shows the current data for each day.

Time Code	More Info	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29	Sun 30	Total	Action
Basic Hours Worked (M)		07:24	07:00	07:00	07:00				28:24	✖
Flexi Negative (M)			00:24	00:24	00:24				01:12	✖
Flexi Positive (M)		00:06							00:06	✖
Unapproved Absence - T&A (M)						07:24			07:24	✖
Core Time Infringement - T&A (M)									00:00	✖
Critical Illness (M)									00:00	✖
Driving Allowance (M)									00:00	✖
Early Out -T&A (M)									00:00	✖
Exam Leave (M)									00:00	✖
Extra Hours - Flat Rate (M)									00:00	✖
Flexi Leave (M)									00:00	✖
Flexi Negative (M)									00:00	✖
Flexi Offset (M)									00:00	✖
Flexi Positive (M)									00:00	✖
Iss Time In Lieu Hours (M)									00:00	✖
Iss Time In Lieu Leave (M)									00:00	✖
Late In -T&A (M)									00:00	✖
<b>Total</b>		<b>07:30</b>	<b>07:24</b>	<b>07:24</b>	<b>07:24</b>	<b>07:24</b>	<b>00:00</b>	<b>00:00</b>	<b>37:06</b>	

to a time code denotes that the time code in question requires you to select a reason.

Buttons: Save, Close

- Once you have selected the appropriate absence, click the **Save**.



The screenshot shows the 'Attendance Input' window with 'Sick Without Cert (M)' selected in the dropdown menu. The table below shows the updated data.

Time Code	More Info	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29	Sun 30	Total	Action
Basic Hours Worked (M)		07:24	07:00	07:00	07:00				28:24	✖
Flexi Negative (M)			00:24	00:24	00:24				01:12	✖
Flexi Positive (M)		00:06							00:06	✖
Sick Without Cert (M)						07:24			07:24	✖
									00:00	✖
									00:00	✖
									00:00	✖
									00:00	✖
									00:00	✖
									00:00	✖
									00:00	✖
									00:00	✖
									00:00	✖
									00:00	✖
									00:00	✖
<b>Total</b>		<b>07:30</b>	<b>07:24</b>	<b>07:24</b>	<b>07:24</b>	<b>07:24</b>	<b>00:00</b>	<b>00:00</b>	<b>37:06</b>	

\* An asterisk next to a time code denotes that the time code in question requires you to select a reason.



Buttons: Save, Close



7. The Unapproved Absence has now been categorised, you can now continue to **Approve/Sign Off** your Team's weekly hours.

Team Scheduler

Scheduler **Approve/Sign off** Balances  

		24th April 2017 to 30th April 2017								
Team Member		Mon 24th	Tue 25th	Wed 26th	Thu 27th	Fri 28th	Sat 29th	Sun 30th		
 <b>Mary Scully</b> Systems Programmer Information Solutions ...	08:00 - 19:00						Resting			
	Flexih	7.12	Flexih	7.12	Flexih	7.00	Flexih	7.00	Flexih	7.00
	Flexip	0.18	Flexip	0.48	Flexin	0.12	Flexin	0.12	Flexin	0.12
	Clock	09:00	Clock	08:00	Clock	09:00	Clock	09:30	Clock	09:00
		13:00		13:00		13:00		13:00		13:00
	14:00		14:00		14:00		14:00		14:00	
	17:30		17:00		17:30		17:00		17:00	
 <b>David Black</b> Senior Technical Speci... Information Solutions ...	08:00 - 19:00						Resting			
	Flexih	7.24	Flexih	7.00	Flexih	7.00	Flexih	7.00	Siwoc	7.24
	Flexip	0.06	Flexin	0.24	Flexin	0.24	Flexin	0.24		
	Clock	09:00	Clock	09:00	Clock	09:00	Clock	09:00		
		13:00		13:00		13:00		13:00		
	14:00		14:00		14:00		14:00			
	17:30		17:00		17:00		17:00			





## Missed Clocking

1. If a Team member missed a clocking, you can manually add a clocking. The missed clocking will be highlighted in the Team Scheduler screen.

Team Scheduler Scheduler Approve/Sign off Balances

← Previous Next → Days Months Go To Date + Add New Filter Team Member

Team Member	30th January 2017 to 5th February 2017						
	Mon 30th	Tue 31st	Wed 1st	Thu 2nd	Fri 3rd	Sat 4th	Sun 5th
 <b>Mary Scully</b> Systems Programmer Information Solutions ...	08:00 - 19:00					Resting	
	Flexih 7.12	Flexih 7.12	Flexih 7.12	Flexih 7.12	Flexih 7.12		
	Flexip 2.04	Flexip 0.52	Flexip 0.41	Flexip 1.14	Flexip 1.03		
	Clock 08:21	Clock 08:49	Clock 09:54	Clock 08:51	Clock 08:52		
	13:21	13:39	13:39	13:02	13:02		
	13:49	14:18	14:13	13:53	14:10		
18:07	17:32	18:21	18:08	18:15			
 <b>David Black</b> Senior Technical Speci... Information Solutions ...	08:00 - 19:00					Resting	
	Flexih 7.24	Flexih 7.24	Flexih 7.24	Flexih 7.24	<b>Missed 7.24</b>		
	Flexip 1.35	Flexip 1.00	Flexip 0.14	Flexip 0.08	Clock 09:02		
	Clock 08:52	Clock 09:03	Clock 08:58	Clock 09:14	13:41		
	13:10	12:25	13:34	13:35	17:17		
	14:01	13:58	14:17	14:13			
18:42	19:00	17:19	17:24				



2. To add a clocking, move your cursor to that particular **Day**.

**Important:** Your cursor must **right click** below the daily clocking times and **not** the **"Missed"** error itself.

You can now right click, and the clocking menu will open. Click on **Clockings**.

Team Scheduler Scheduler Approve/Sign off Balances

← Previous Next → Days Months Go To Date + Add New Filter Team Member

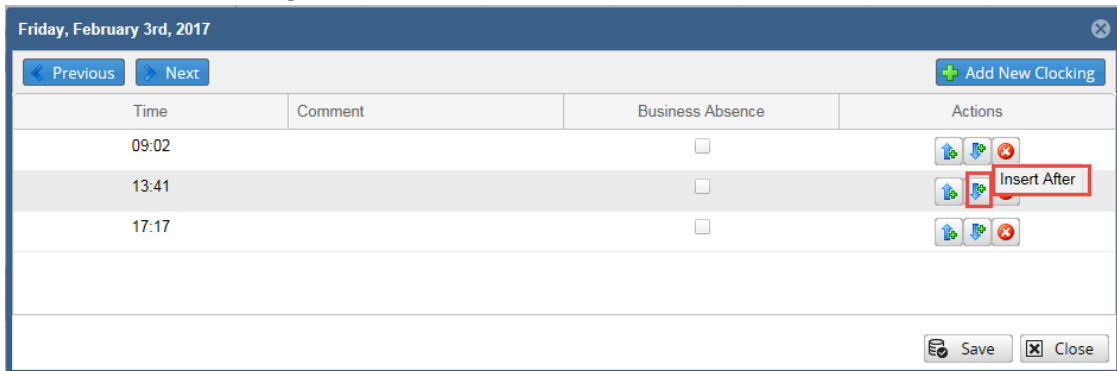
Team Member	30th January 2017 to 5th February 2017						
	Mon 30th	Tue 31st	Wed 1st	Thu 2nd	Fri 3rd	Sat 4th	Sun 5th
 <b>Mary Scully</b> Systems Programmer Information Solutions ...	08:00 - 19:00					Resting	
	Flexih 7.12	Flexih 7.12	Flexih 7.12	Flexih 7.12	Flexih 7.12		
	Flexip 2.04	Flexip 0.52	Flexip 0.41	Flexip 1.14	Flexip 1.03		
	Clock 08:21	Clock 08:49	Clock 09:54	Clock 08:51	Clock 08:52		
	13:21	13:39	13:39	13:02	13:02		
	13:49	14:18	14:13	13:53	14:10		
18:07	17:32	18:21	18:08	18:15			
 <b>David Black</b> Senior Technical Speci... Information Solutions ...	08:00 - 19:00					Resting	
	Flexih 7.24	Flexih 7.24	Flexih 7.24	Flexih 7.24	<b>Missed 7.24</b>		
	Flexip 1.35	Flexip 1.00	Flexip 0.14	Flexip 0.08	Clock 09:02		
	Clock 08:52	Clock 09:03	Clock 08:58	Clock 09:14	13:41		
	13:10	12:25	13:34	13:35	17:17		
	14:01	13:58	14:17	14:13			
18:42	19:00	17:19	17:24				

Bring your cursor below the daily clockings & right click

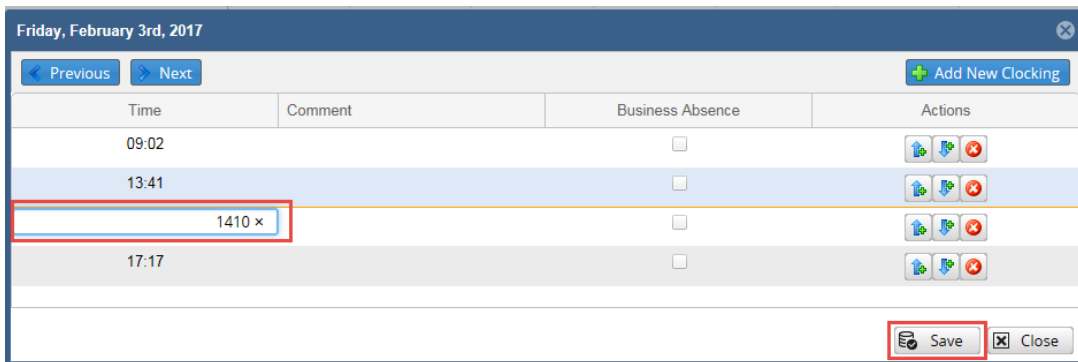
Absences  
**Clockings**  
 Attendance Input



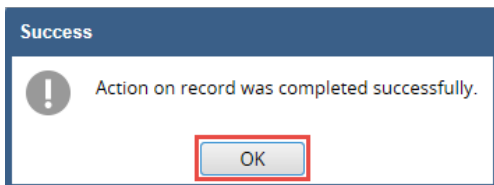
- The Day Clockings screen will open. Click the **blue down arrow / Insert After** where you want to add the clocking.



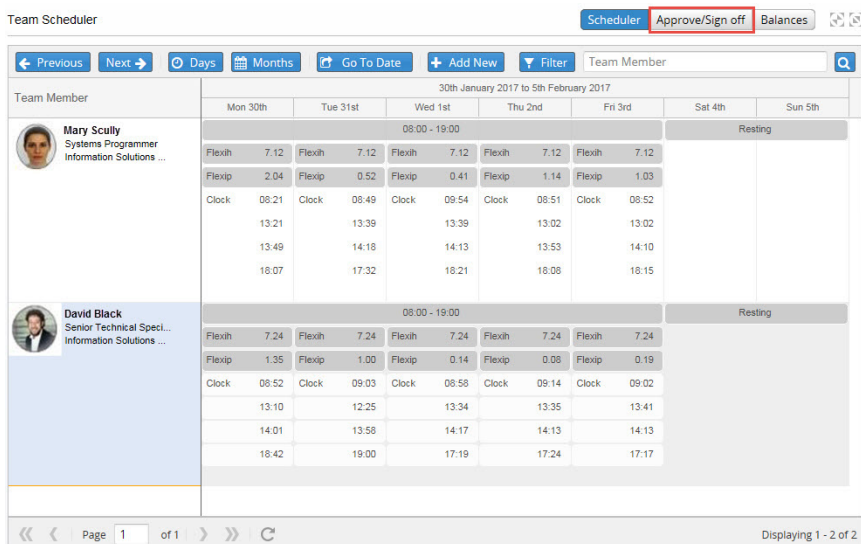
- You will be prompted to enter a clocking time. Enter a clocking time (24hour clock) and click **Save**.



- Click **OK** to confirm.



- You are returned to the Team Scheduler screen to complete **Approve/Sign off** your Team's weekly hours.



## Remove a Double Clocking

1. If a Team member mistakenly clocked twice, this will be highlighted in the Team Scheduler screen. A **Missed** error will show on the day of the double clocking.

Team Scheduler Scheduler Approve/Sign off Balances

← Previous Next → Days Months Go To Date + Add New Filter  Q

Team Member

1st May 2017 to 7th May 2017

	Mon 1st	Tue 2nd	Wed 3rd	Thu 4th	Fri 5th	Sat 6th	Sun 7th
<b>Mary Scully</b> Systems Programmer Information Solutions ...	08:00 - 19:00					Resting	
Bh	7.12	Flexih 7.12	Missed 7.12	Flexih 7.12	Flexih 7.12		
		Flexip 0.36	Clock 09:35	Flexip 0.55	Flexip 0.56		
		Clock 08:52	13:46	Clock 09:00	Clock 08:42		
		13:03	14:00	13:05	13:59		
		13:52	14:11	14:00	14:52		
		17:29	17:18	18:02	17:43		
<b>David Black</b> Senior Technical Speci... Information Solutions ...	08:00 - 19:00					Resting	
Bh	7.24	Flexih 7.20	Flexih 7.24	Flexih 7.24	Flexih 7.24		
		Flexin 0.04	Flexip 0.26	Flexip 0.18	Flexip 0.16		
		Clock 09:03	Clock 08:59	Clock 09:06	Clock 09:02		
		13:07	13:06	13:17	13:08		
		14:09	13:49	14:10	14:00		
		17:25	17:32	17:41	17:34		

2. To remove the incorrect clocking, move your cursor to that particular **Day**.

**Important:** Your cursor must **right click** below the daily clocking times and **not** the "Missed" error itself.

You can now right click, and the clocking menu will open. Click on **Clockings**.

Team Scheduler Scheduler Approve/Sign off Balances

← Previous Next → Days Months Go To Date + Add New Filter  Q

Team Member

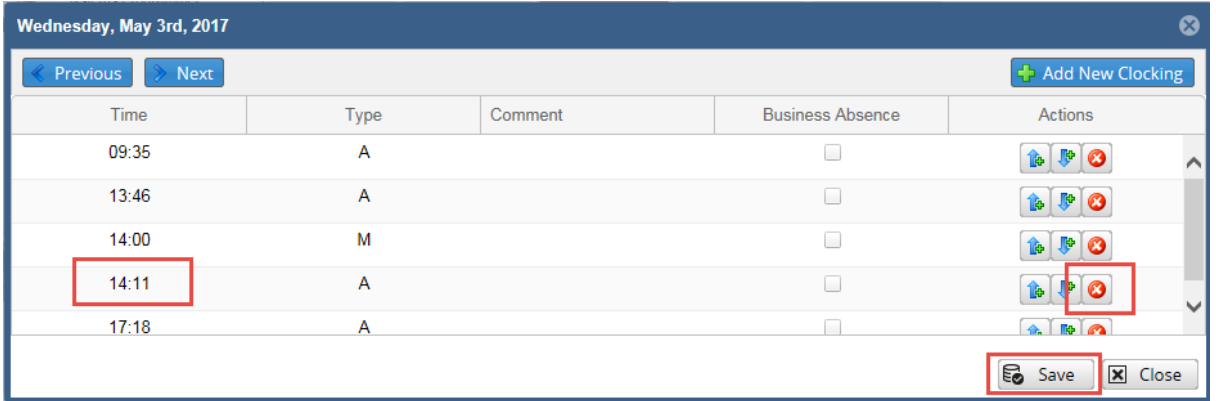
1st May 2017 to 7th May 2017

	Mon 1st	Tue 2nd	Wed 3rd	Thu 4th	Fri 5th	Sat 6th	Sun 7th
<b>Mary Scully</b> Systems Programmer Information Solutions ...	08:00 - 19:00					Resting	
Bh	7.12	Flexih 7.12	Missed 7.12	Flexih 7.12	Flexih 7.12		
		Flexip 0.36	Clock 09:35	Flexip 0.55	Flexip 0.56		
		Clock 08:52	13:46	Clock 09:00	Clock 08:42		
		13:03	14:00	13:05	13:59		
		13:52	14:11	14:00	14:52		
		17:29	17:18	18:02	17:43		
<b>David Black</b> Senior Technical Speci... Information Solutions ...	08:00 - 19:00					Resting	
Bh	7.24	Flexih 7.20	Flexih 7.24	Flexih 7.24	Flexih 7.24		
		Flexin 0.04	Flexip 0.26	Flexip 0.18	Flexip 0.16		
		Clock 09:03	Clock 08:59	Clock 09:06	Clock 09:02		
		13:07	13:06	13:17	13:08		
		14:09	13:49	14:10	14:00		
		17:25	17:32	17:41	17:34		

Bring your cursor below the daily clockings & right click

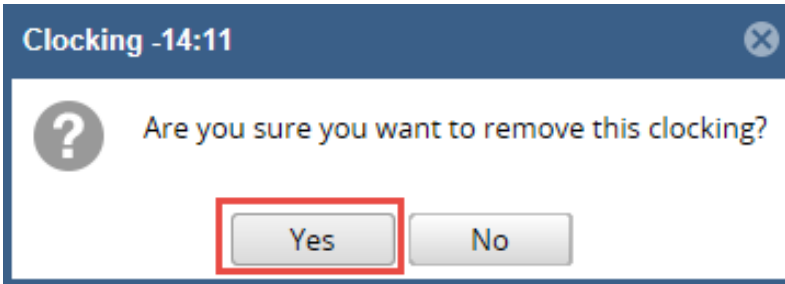
Absences  
Clockings  
Attendance Input

- The Day clockings screen will open. Go to the incorrect clocking, move to the right of the screen and click on the **delete** button. Click **Save**.



Time	Type	Comment	Business Absence	Actions
09:35	A		<input type="checkbox"/>	
13:46	A		<input type="checkbox"/>	
14:00	M		<input type="checkbox"/>	
14:11	A		<input type="checkbox"/>	
17:18	A		<input type="checkbox"/>	

- You will be prompted to confirm you wish to remove the clocking, click **Yes**.

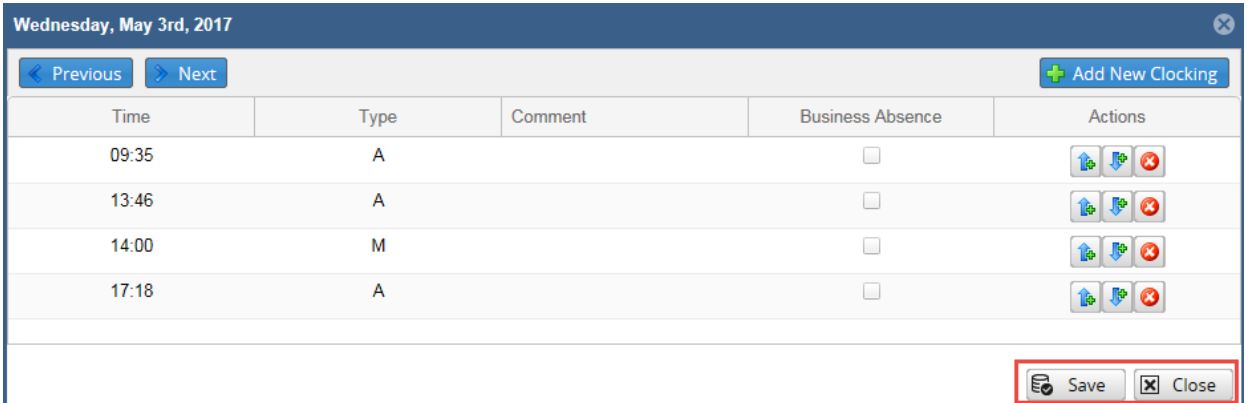


**Clocking -14:11**

Are you sure you want to remove this clocking?

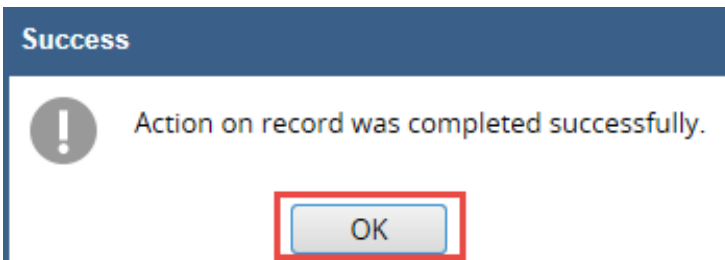
**Yes** No

- The Day clocking will now show the remaining (and correct) clockings. Click **Save** & click **Close**.



Time	Type	Comment	Business Absence	Actions
09:35	A		<input type="checkbox"/>	
13:46	A		<input type="checkbox"/>	
14:00	M		<input type="checkbox"/>	
17:18	A		<input type="checkbox"/>	

- Click **OK** to confirm.






**Success**



Action on record was completed successfully.

**OK**

You are returned to the Team Scheduler screen to complete **Approve/Sign off** your Team's weekly hours.

Team Scheduler Scheduler **Approve/Sign off** Balances  

← Previous Next → 🕒 Days 📅 Months 📅 Go To Date + Add New ⌵ Filter  

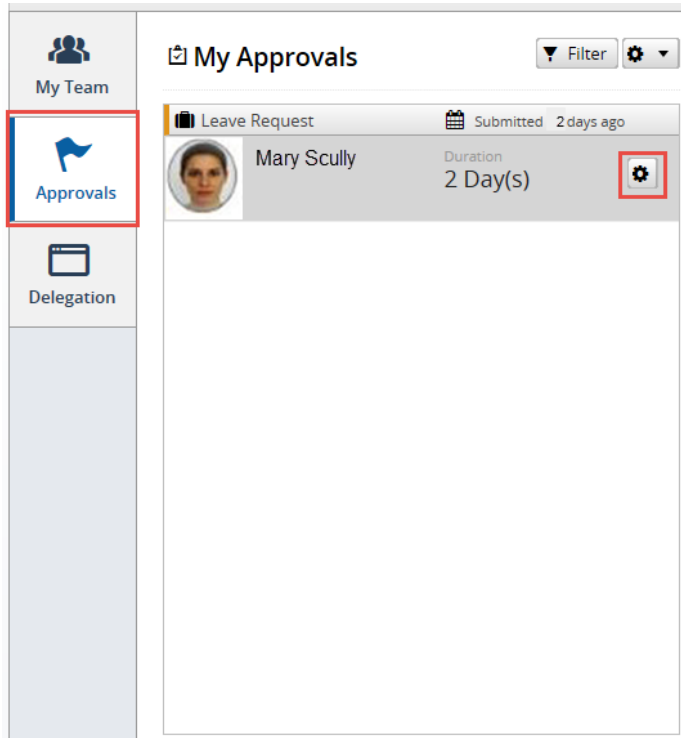
Team Member	30th January 2017 to 5th February 2017											
	Mon 30th		Tue 31st		Wed 1st		Thu 2nd		Fri 3rd		Sat 4th	Sun 5th
 <b>Mary Scully</b> Systems Programmer Information Solutions ...	08:00 - 19:00										Resting	
	Flexih	7.12	Flexih	7.12	Flexih	7.12	Flexih	7.12	Flexih	7.12		
	Flexip	2.04	Flexip	0.52	Flexip	0.41	Flexip	1.14	Flexip	1.03		
	Clock	08:21	Clock	08:49	Clock	09:54	Clock	08:51	Clock	08:52		
		13:21		13:39		13:02		13:02		13:02		
		13:49		14:18		14:13		13:53		14:10		
	18:07		17:32		18:21		18:08		18:15			
 <b>David Black</b> Senior Technical Speci... Information Solutions ...	08:00 - 19:00										Resting	
	Flexih	7.24	Flexih	7.24	Flexih	7.24	Flexih	7.24	Flexih	7.24		
	Flexip	1.35	Flexip	1.00	Flexip	0.14	Flexip	0.08	Flexip	0.19		
	Clock	08:52	Clock	09:03	Clock	08:58	Clock	09:14	Clock	09:02		
		13:10		12:25		13:34		13:35		13:41		
		14:01		13:58		14:17		14:13		14:13		
	18:42		19:00		17:19		17:24		17:17			

⏪ ⏩ Page  of 1 ↻ 🔄 Displaying 1 - 2 of 2

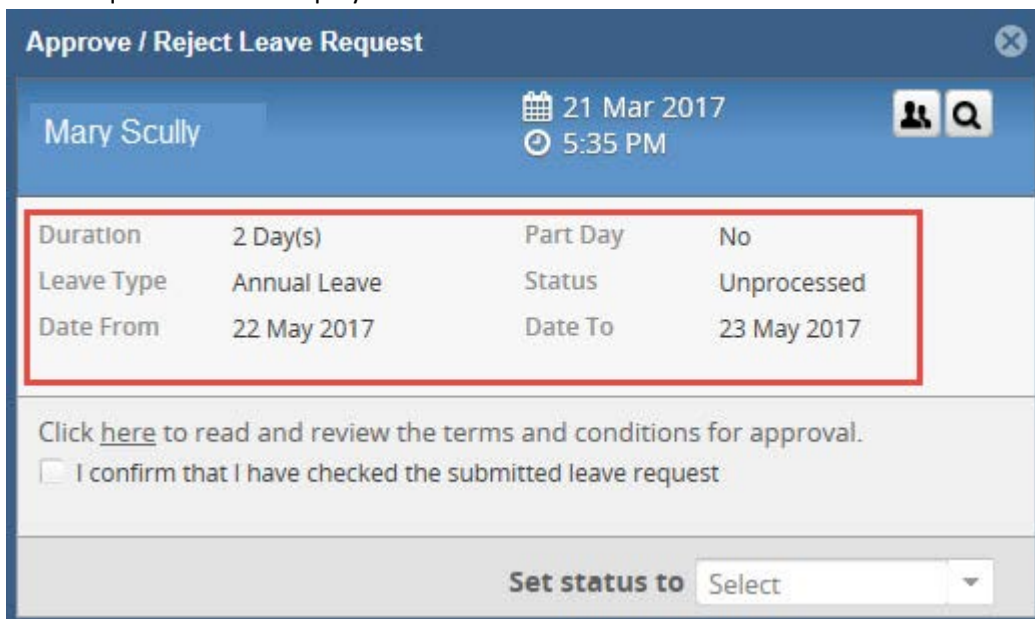
## Leave

### Annual Leave Request

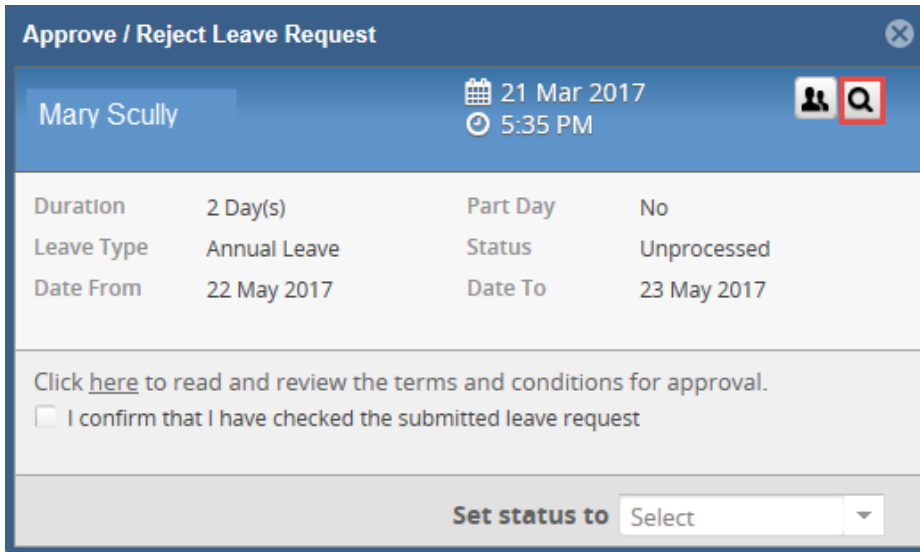
- To Approve or Reject a leave request, from the My Team screen click **Approvals**. You will now see all pending Leave Requests. To Approve or Reject the Leave Request, click the cog wheel.



- The Approve / Reject Leave Requests screen will now open. Full information regarding the leave request will now display.



- To view the Staff members leave balance, click the **magnifying glass** to view the staff members Leave Balance.



**Approve / Reject Leave Request**

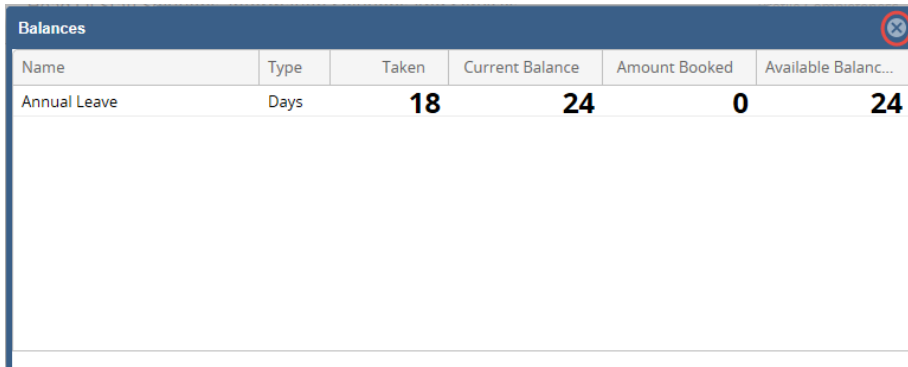
Mary Scully 21 Mar 2017 5:35 PM [Group Icon] [Magnifying Glass Icon]

Duration	2 Day(s)	Part Day	No
Leave Type	Annual Leave	Status	Unprocessed
Date From	22 May 2017	Date To	23 May 2017

Click [here](#) to read and review the terms and conditions for approval.  
 I confirm that I have checked the submitted leave request

Set status to Select

- The Balances screen will open, showing you Leave **Taken** and **Available Balance**. Click the **x** to exit this screen.



Name	Type	Taken	Current Balance	Amount Booked	Available Balanc...
Annual Leave	Days	<b>18</b>	<b>24</b>	<b>0</b>	<b>24</b>

- Click the group icon to view your **Team's leave /absence**.



**Approve / Reject Leave Request**

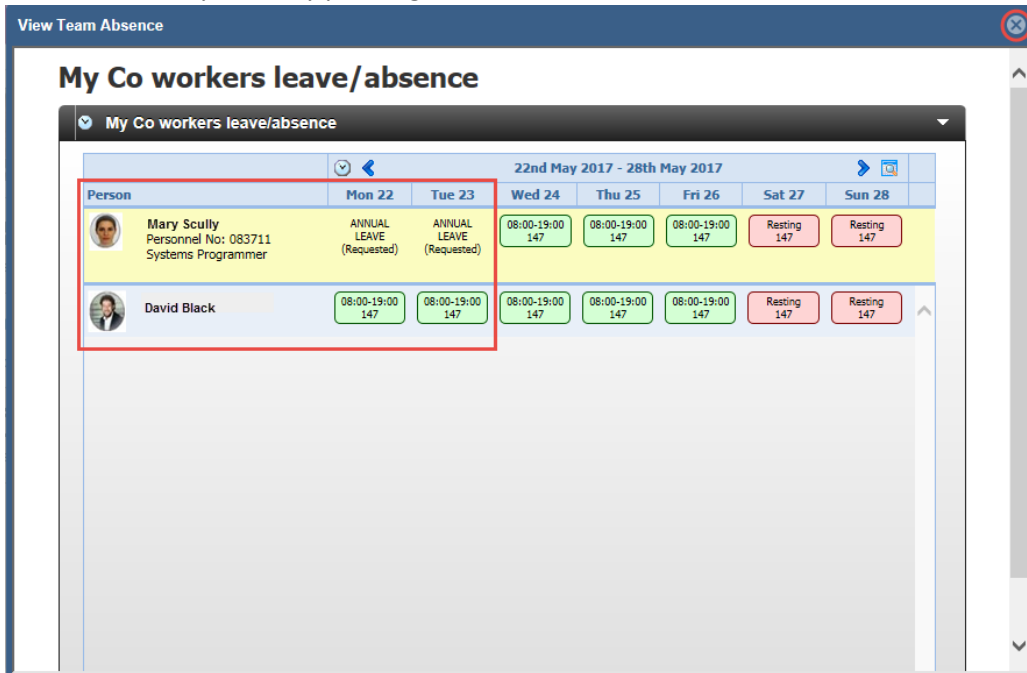
Mary Scully 21 Mar 2017 5:35 PM [Group Icon] [Magnifying Glass Icon]

Duration	2 Day(s)	Part Day	No
Leave Type	Annual Leave	Status	Unprocessed
Date From	22 May 2017	Date To	23 May 2017

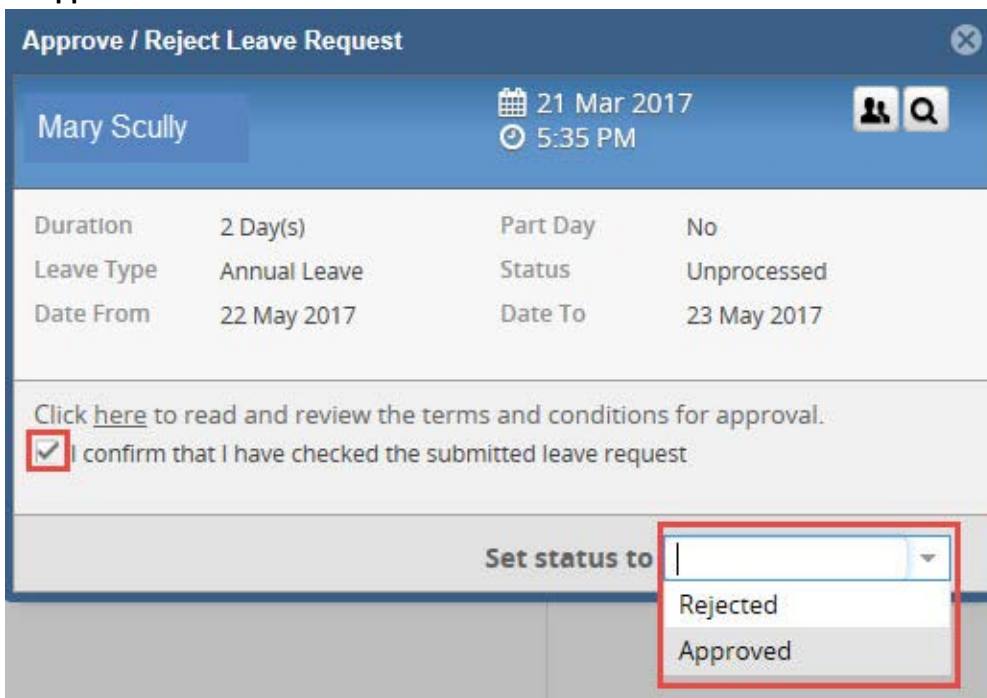
Click [here](#) to read and review the terms and conditions for approval.  
 I confirm that I have checked the submitted leave request

Set status to Select

- The View Team Absence window will open. Here you can compare if another Team member has the same days already pending or booked. Click the **x** to exit this screen.



- To Approve /Reject the requested leave, ensure the “**I confirm that I have checked the submitted leave request**” is ticked. Click the **Set status to** down arrow and select **Rejected** or **Approved**.



**When you select Approve / Reject, please allow a few seconds for the application to process the request. Do not click Approve / Reject again**

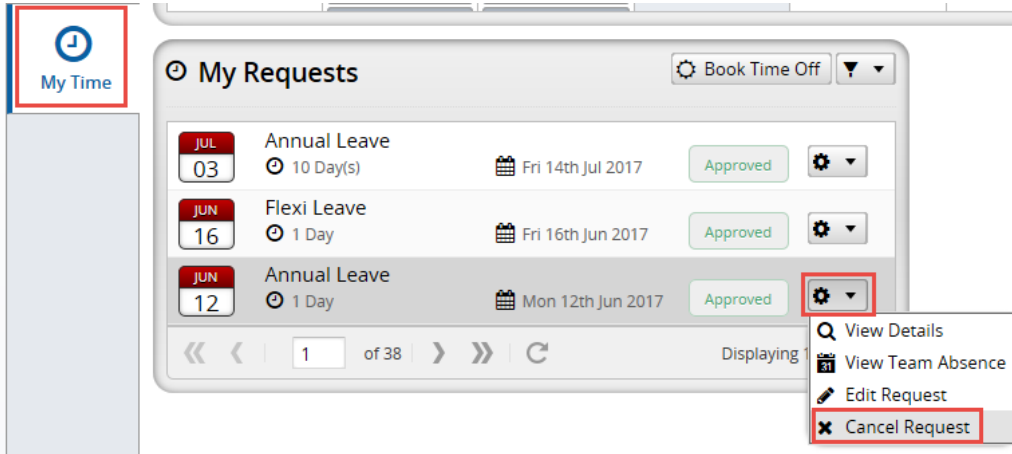
- The Leave request has now been processed.



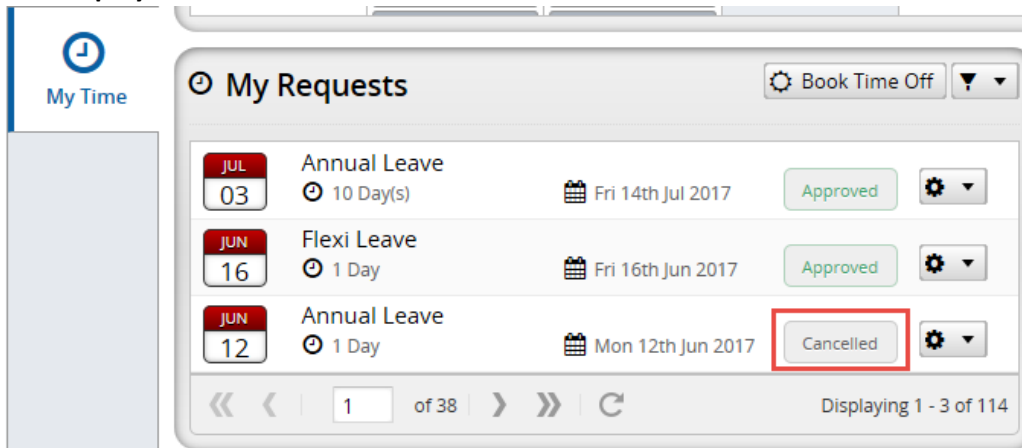
## Cancel Leave

To cancel an **already approve Leave Request**; the employee must login to **their own Employee Self Service (ESS) Core Portal** account.

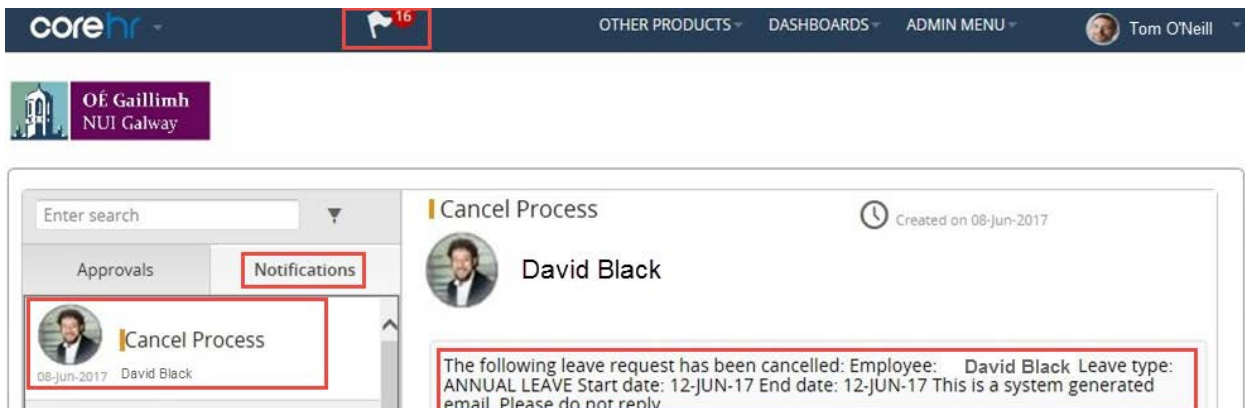
1. **The Employee** can go to **My Time**, and go to the Leave they want to cancel.
2. Click the **cog wheel**, from the drop down menu click **Cancel Request**.



3. **The Employee** will now see the leave has been cancelled.



**i** As Manager, you will see under your **Notifications** the **Cancel Process**. You will also receive an email to inform you that the Leave has been cancelled.

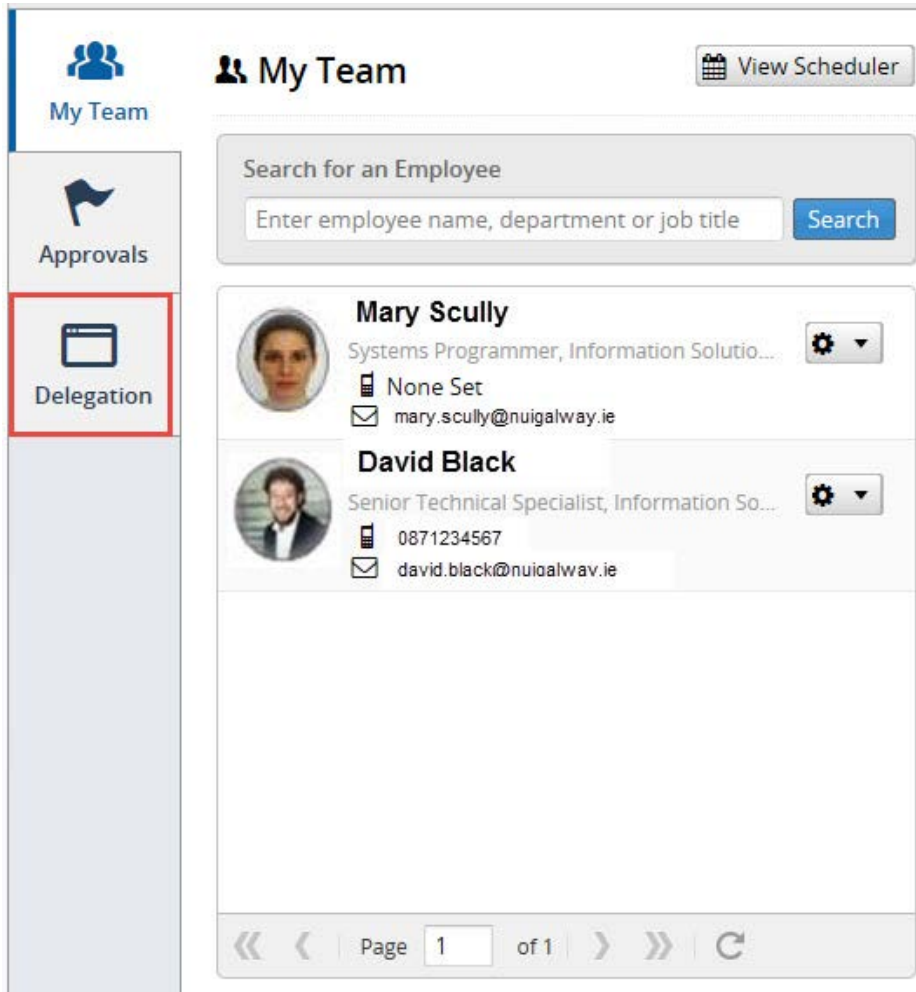




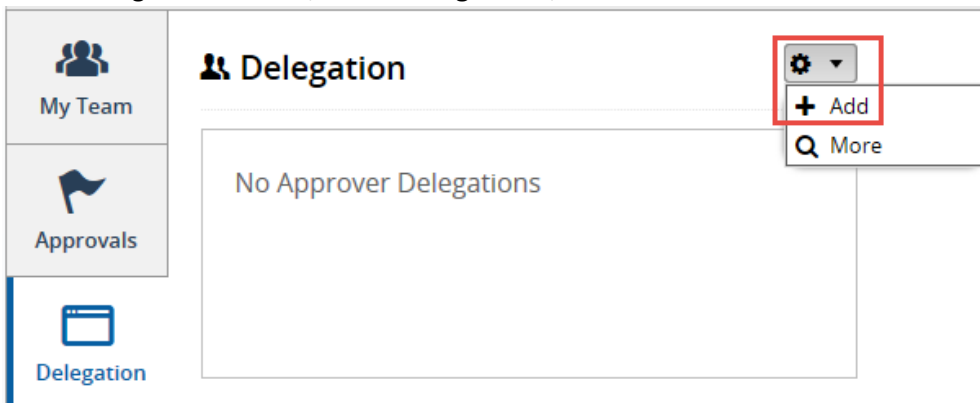
## Delegate Approval/Sign off

While you are on leave, you can Delegate Approval/Sign off to another Approver.

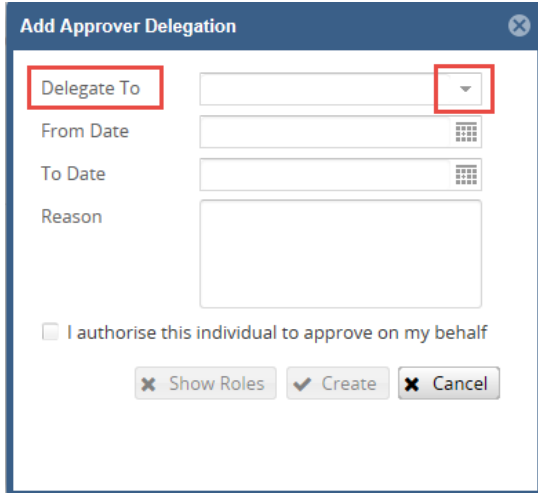
1. From the **Manager Dashboard** screen click on **Delegation**.



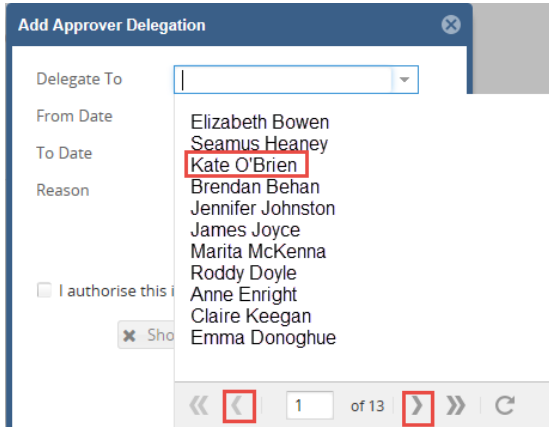
2. In the Delegation window, click the **cog wheel**, and click **Add**.



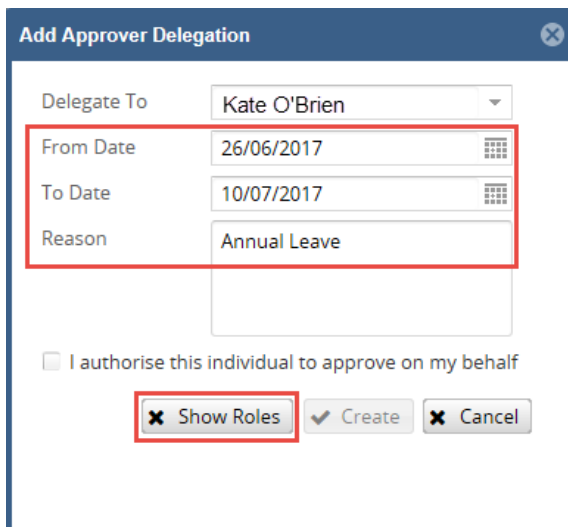
- In the Add Approver Delegation window, click the **down arrow** to the right of **Delegate To**.



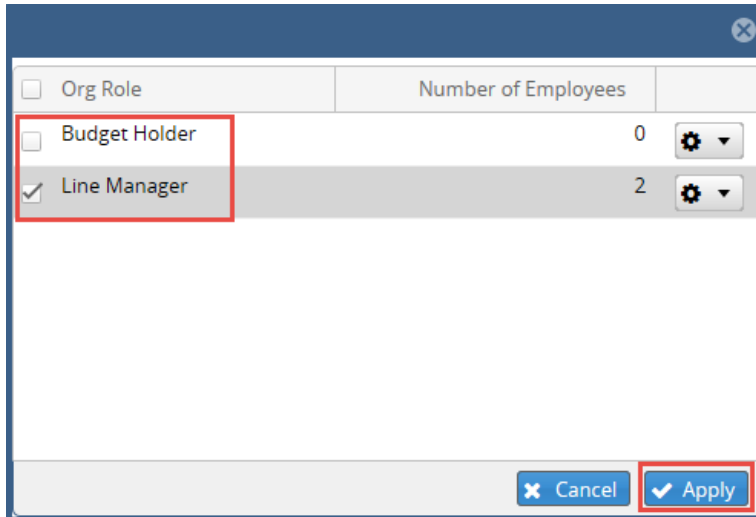
- From the drop down list, and using the navigation arrows, select the Approver you wish to delegate to.



- Once your Delegate is selected, you now need to select the **From** and **To** Date. Give a reason why you require a Delegate for this time period. Click **Show Roles**.

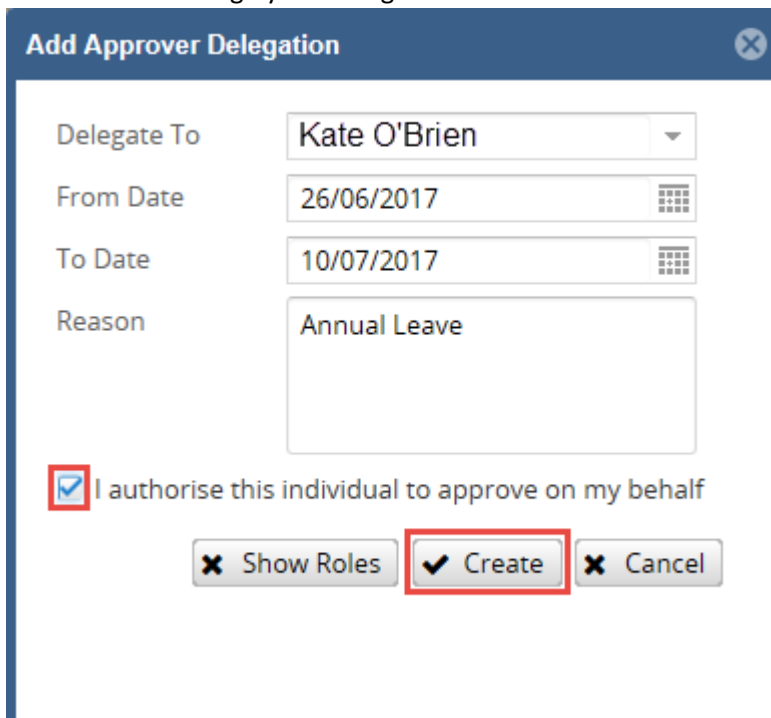


6. Select **Line Manager** or **Budget Holder**, which is relevant to your Delegate, and click **Apply**.



Org Role	Number of Employees	
<input type="checkbox"/> Budget Holder	0	⚙️ ▼
<input checked="" type="checkbox"/> Line Manager	2	⚙️ ▼

7. Click the check box “**I authorise this individual to approve on my behalf**”.  
Click **Create** to assign your Delegate.



**Add Approver Delegation**

Delegate To: Kate O'Brien

From Date: 26/06/2017

To Date: 10/07/2017

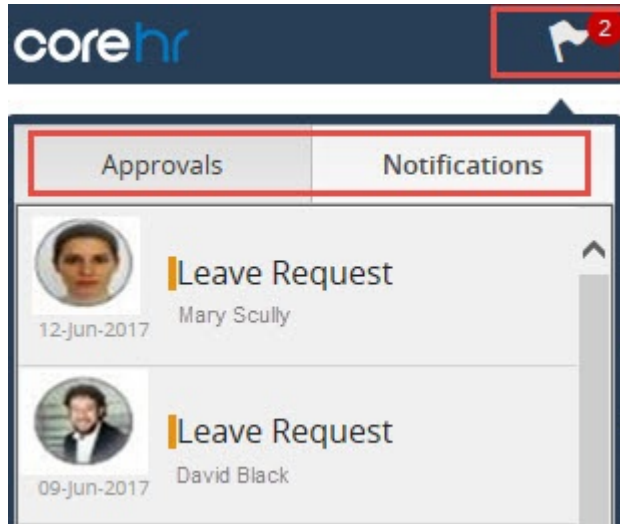
Reason: Annual Leave

I authorise this individual to approve on my behalf


## Notification Centre

The notification centre provides a Manager with a dashboard of their action items that they need to carry out on the system.

1. To access the Notification Centre go to the tool bar along the top of the page and click on the **Notification flag**.
2. The Notification Centre will open, and showing your actions (Approvals & Notifications).



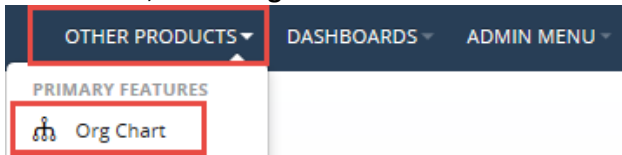
3. The Notification Flag will revert to zero when all notifications/approvals are opened.

 Approval & Notifications will clear down after 30 days.

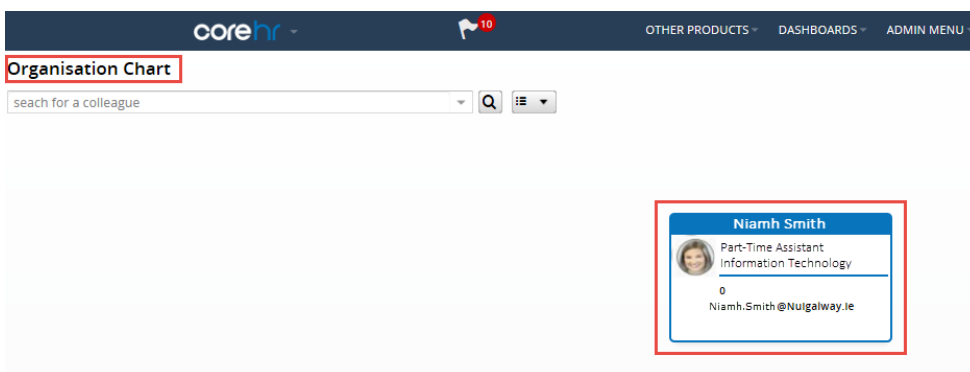
## Organisation Chart

### View Team on the Organisation Chart

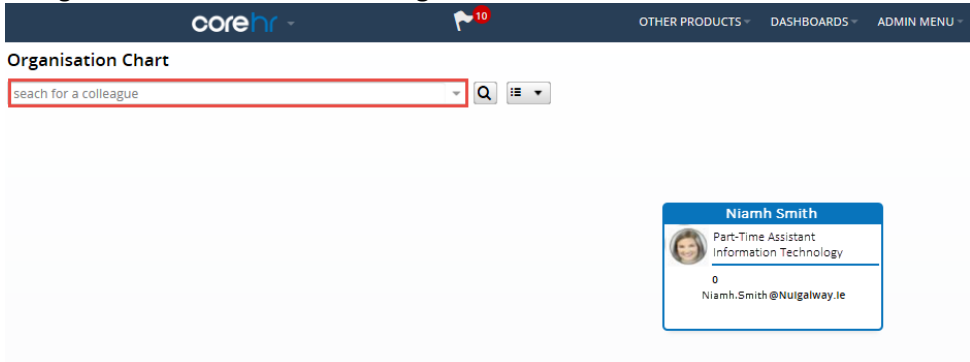
1. Go to the tool bar along the top of the page and click on **Other Products**. From the drop down menu, select **Org Chart**.



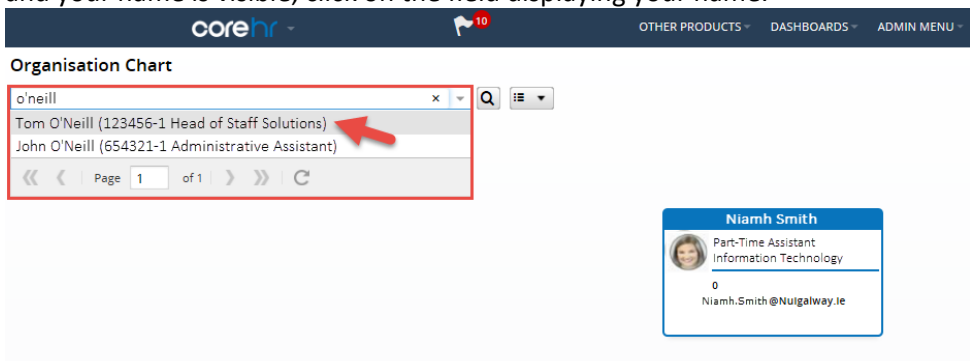
Upon first logging into the Organisational Chart, a staff member is populated into the Organisation Chart view by default.



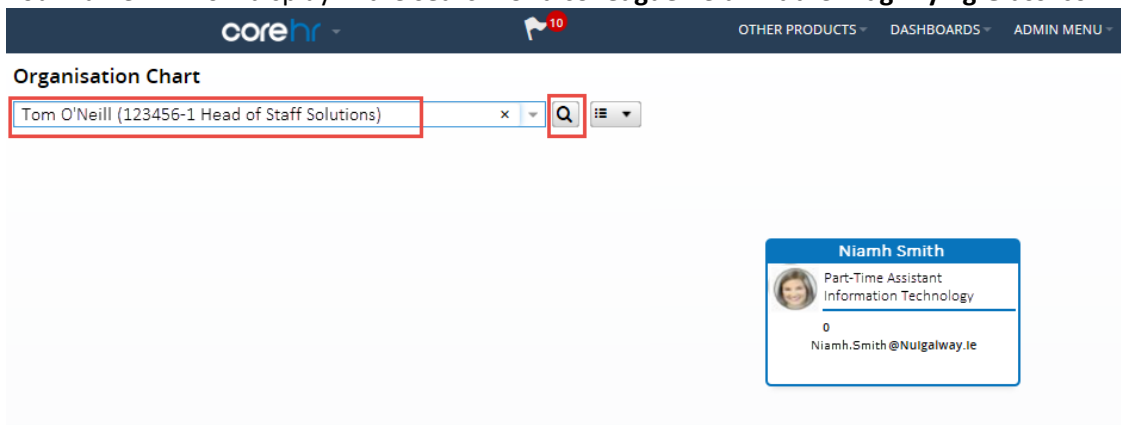
2. Navigate to the **search for a colleague** field.



3. Start typing your name into this field. As you type, the drop down menu will start populating with matching results that narrow down as you type. When the field has narrowed down and your name is visible, click on the field displaying your name.



- Your name will now display in the **search for a colleague** field. Hit the **Magnifying Glass** icon.



corehr 10 OTHER PRODUCTS ▾ DASHBOARDS ▾ ADMIN MENU ▾

Organisation Chart

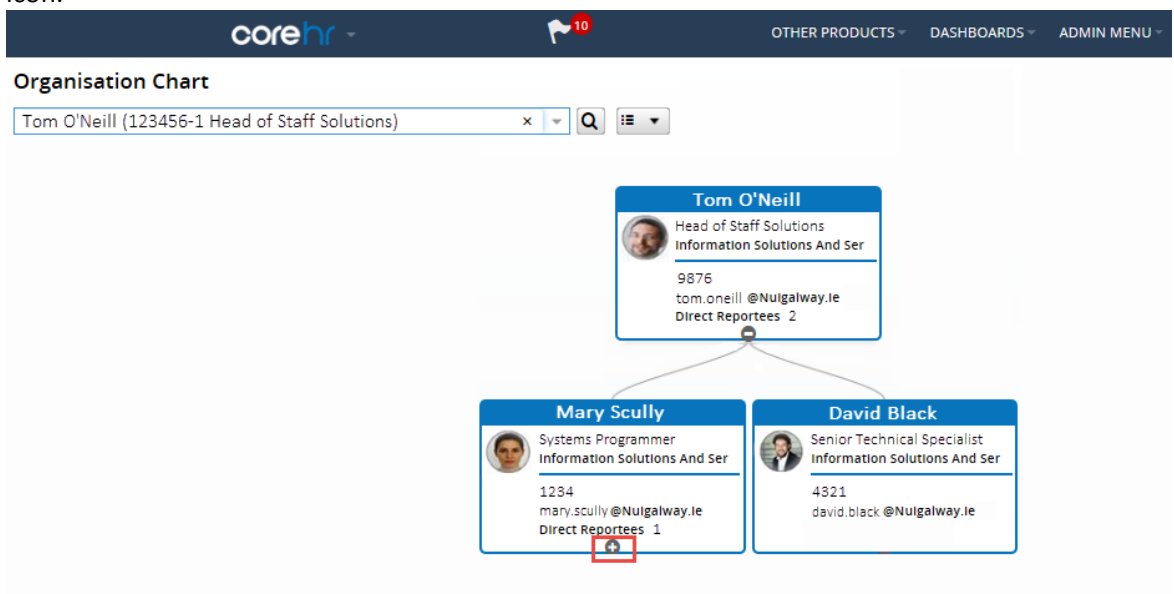
Tom O'Neill (123456-1 Head of Staff Solutions) x Q ☰ ▾

**Niamh Smith**

Part-Time Assistant  
Information Technology

0  
Niamh.Smith@Nulgalway.ie

- Your details will display on the top row. Team members that report directly to you will display on the row immediately beneath you. Should any of your team member have personnel that report to them, you will see a reference to the number of **Direct Reportees** that report to that member. To see details more details on that team member, select the **+** icon.



corehr 10 OTHER PRODUCTS ▾ DASHBOARDS ▾ ADMIN MENU ▾

Organisation Chart

Tom O'Neill (123456-1 Head of Staff Solutions) x Q ☰ ▾

**Tom O'Neill**

Head of Staff Solutions  
Information Solutions And Ser

9876  
tom.oneill@Nulgalway.ie  
Direct Reportees 2

**Mary Scully**

Systems Programmer  
Information Solutions And Ser

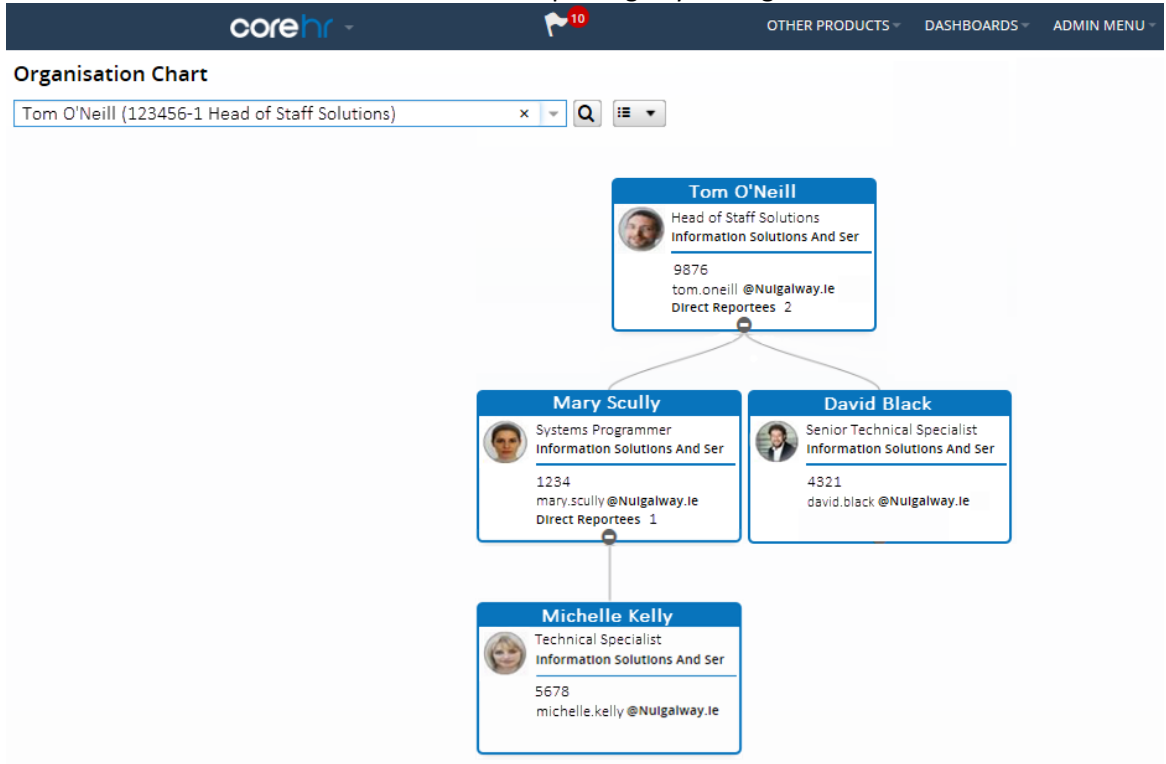
1234  
mary.scully@Nulgalway.ie  
Direct Reportees 1

**David Black**

Senior Technical Specialist  
Information Solutions And Ser

4321  
david.black@Nulgalway.ie

6. You will now see details of the next level of reporting in your organisational structure.

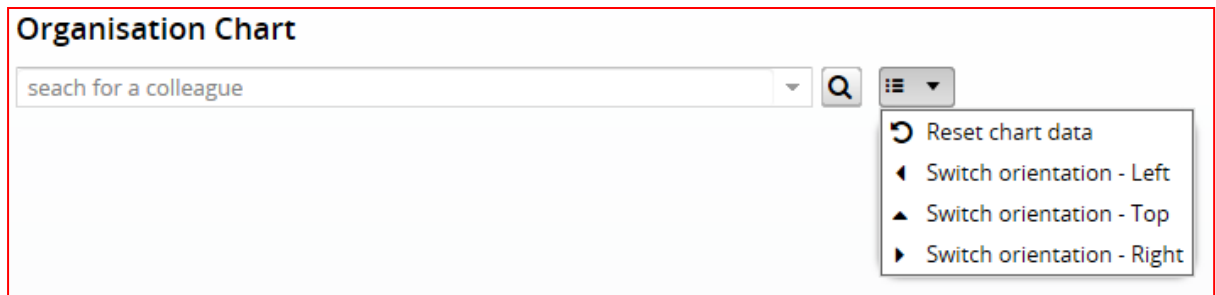


The screenshot shows the 'Organisation Chart' interface in the corehr system. At the top, there is a search bar containing 'Tom O'Neill (123456-1 Head of Staff Solutions)'. Below the search bar, the chart displays a hierarchical structure:

- Tom O'Neill** (Head of Staff Solutions, Information Solutions And Ser, ID: 9876, tom.oneill@Nulgalway.ie, 2 Direct Reportees)
  - Mary Scully** (Systems Programmer, Information Solutions And Ser, ID: 1234, mary.scully@Nulgalway.ie, 1 Direct Reportee)
    - Michelle Kelly** (Technical Specialist, Information Solutions And Ser, ID: 5678, michelle.kelly@Nulgalway.ie)
  - David Black** (Senior Technical Specialist, Information Solutions And Ser, ID: 4321, david.black@Nulgalway.ie)

### How to View your Team's Full Organisation Chart

Click on the dropdown and Switch orientation of the Organisation Chart to left or right then all the employees will fit onto the screen – see exception below.



The screenshot shows the 'Organisation Chart' interface with a search bar containing 'search for a colleague'. A dropdown menu is open, showing the following options:

- Reset chart data
- Switch orientation - Left
- Switch orientation - Top
- Switch orientation - Right

If a manager has 100 or more employees reporting into them then it is not possible to represent this on the Organisation Chart as 100 is the maximum number of employees reporting into one manager that the chart can display.

## Support

Where do I go for help?

Information Solutions & Services	Human Resources
<ul style="list-style-type: none"> <li>➤ Campus Account login issues</li> <li>➤ ESS Website unavailable</li> </ul>	<ul style="list-style-type: none"> <li>➤ Team members (Add/Remove)</li> <li>➤ Unable to Approve/Sign off hours</li> <li>➤ Delegate Access</li> </ul>
<p><a href="#">Library &amp; IT Service Desk</a>            Extension: 5777            Email: <a href="mailto:servicedesk@nuigalway.ie">servicedesk@nuigalway.ie</a></p>	<p><a href="#">Human Resources</a>            Extension: 2151            Email: <a href="mailto:hr@nuigalway.ie">hr@nuigalway.ie</a></p>