

**Core Expenses – Staff Manual**

**Approver 2 (HOD) Manual**

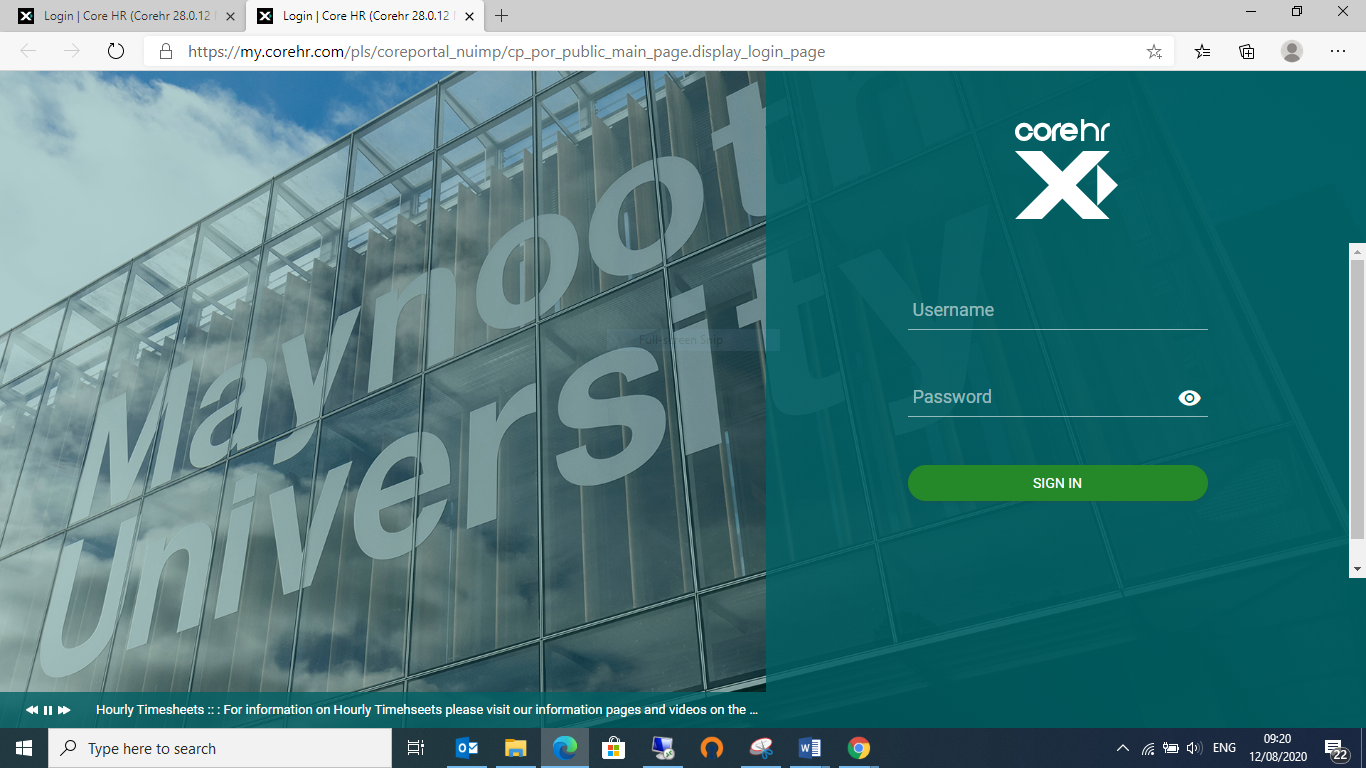
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**Login**

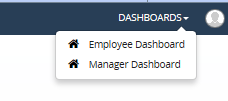
Navigate to the **Core Portal Login page** by copying below to your browser:

<https://www.maynoothuniversity.ie/ess>

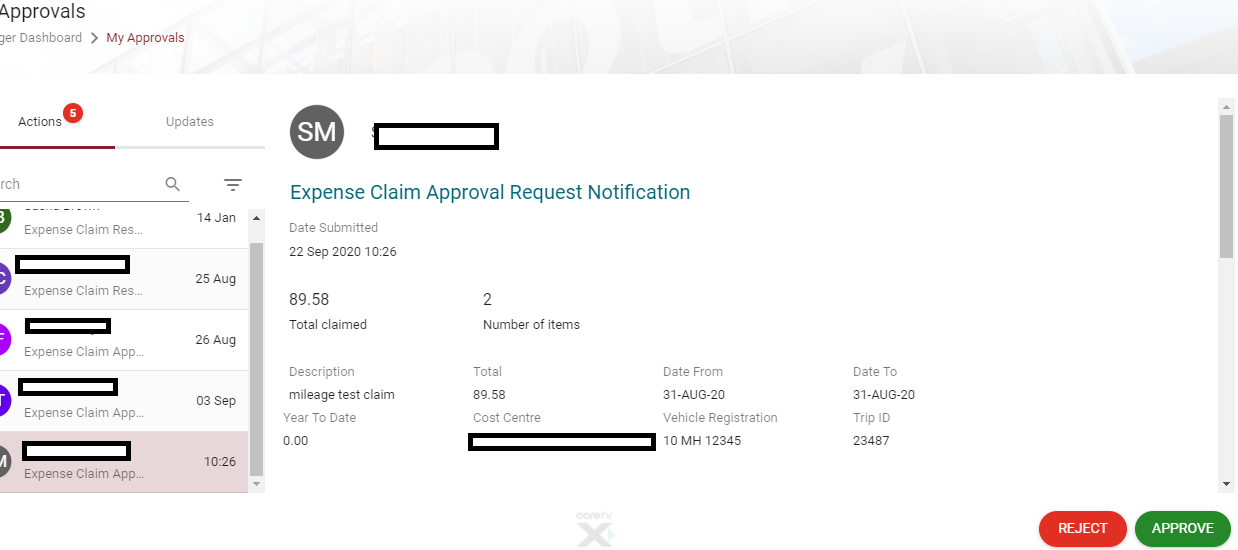


To login, enter your **system** username and password in the corresponding fields and press enter on your keyboard or click on **Sign in**

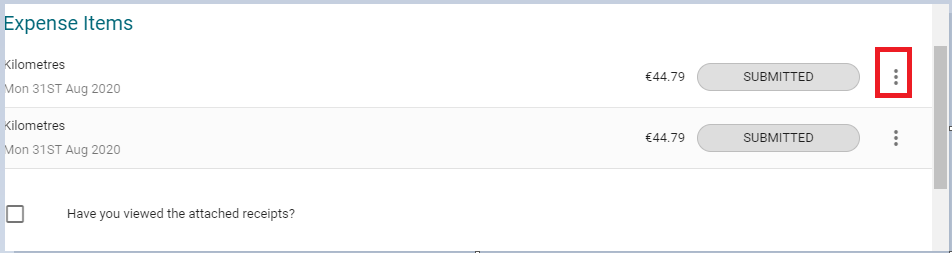
Click on “Manager Dashboard” – Top of screen on Left



The following will appear for approval



You can view each expense item individually to by clicking on the 3 dots

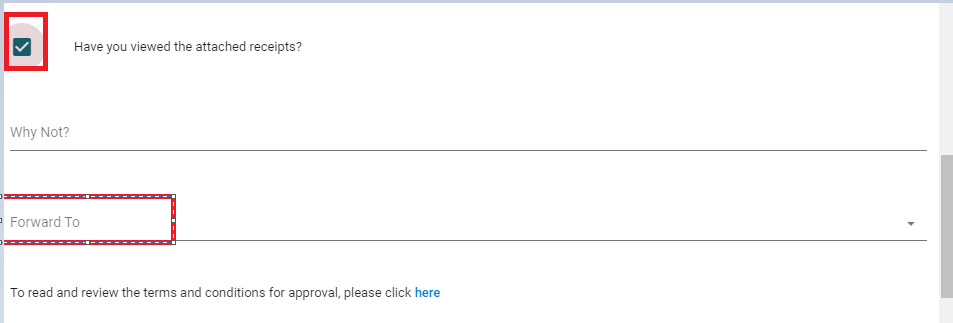


Here you can;

* View details
* View receipts
* Add approver notes

Once you are happy with all of the details you can scroll down to;

‘have you viewed the receipts’



Tick – Have you viewed the attached receipts?

Then hit approve or reject if you are not satisfied. If you hit reject you must provide a reason for the claimant and the claim will go back to them.