



# **Employee Self Service (ESS)**

## **User Guide for Learning & Development**

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## Recommended Browsers

The following are the recommended browsers for the Employee Self-Service (ESS) on the Core HR portal. Windows users are advised to use the Internet Explorer (IE) browser. MAC users are advised to use the Firefox browser.

### Certified browsers

GoogleChromeV74

MozillaFirefox V66

Microsoft Internet ExplorerV11

iOS Safari 12 (iPad& iPhone)

OS X Safari 12.1 (MacBook)

## Contact Us

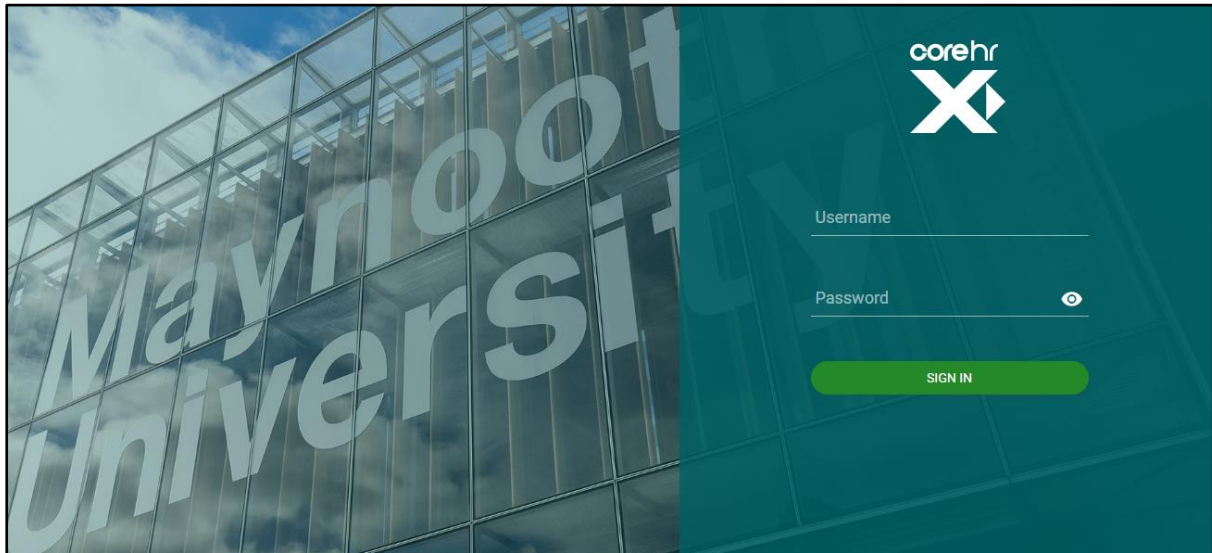
Learning & Development (L&D), Human Resources

If you have further questions or need assistance, please contact L&D at the following email address [learning.development@mu.ie](mailto:learning.development@mu.ie)

# 1. Login

Using the link below, login with your standard MU login details:  
<http://mu.ie/hrportal>

You can also navigate to ESS from the [Human Resources webpage](#)



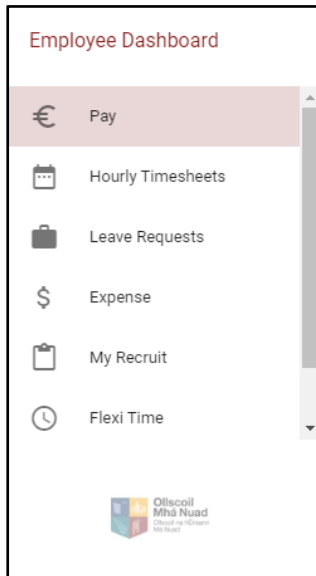
- To login, enter your Maynooth University username and password in the corresponding fields and press enter on your keyboard or click on **Sign In**

## 2. How to find a training Course

Once you have successfully logged in you will be brought to your **Employee Dashboard** page. The Employee Dashboard opens on the **Pay > My Payslips** screen.



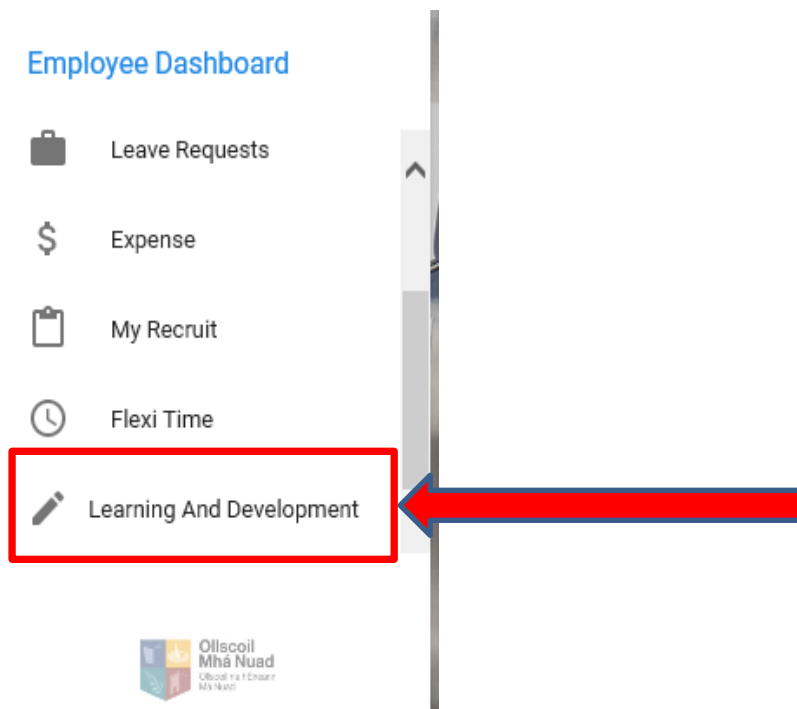
Wide View



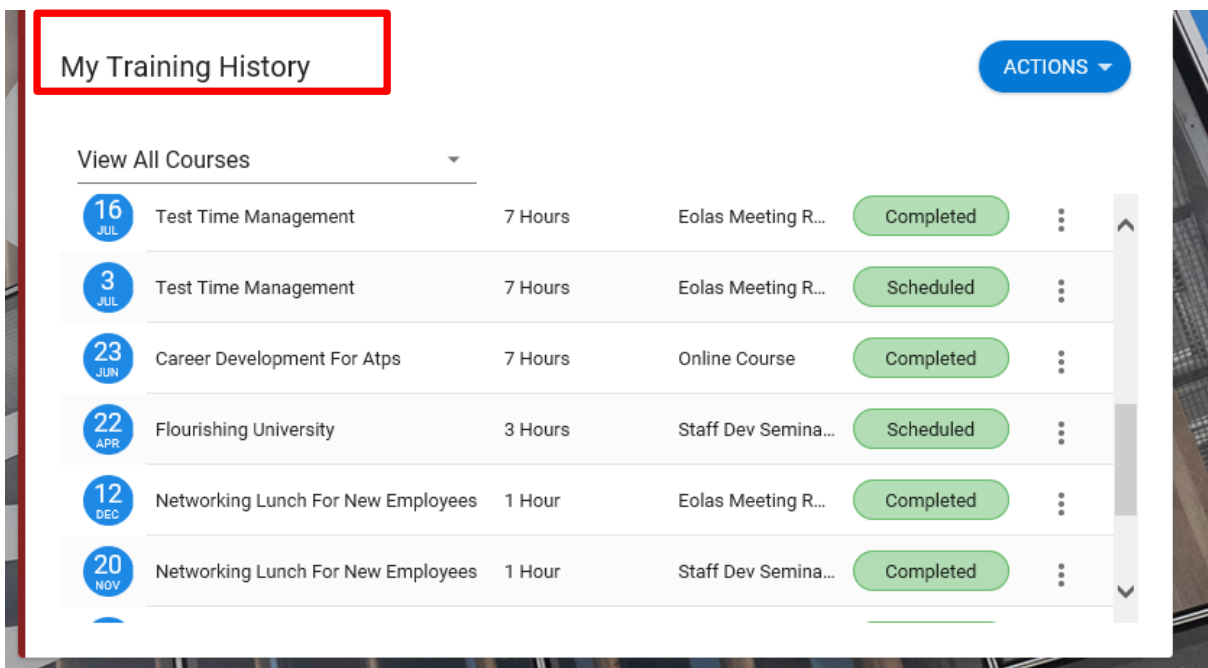
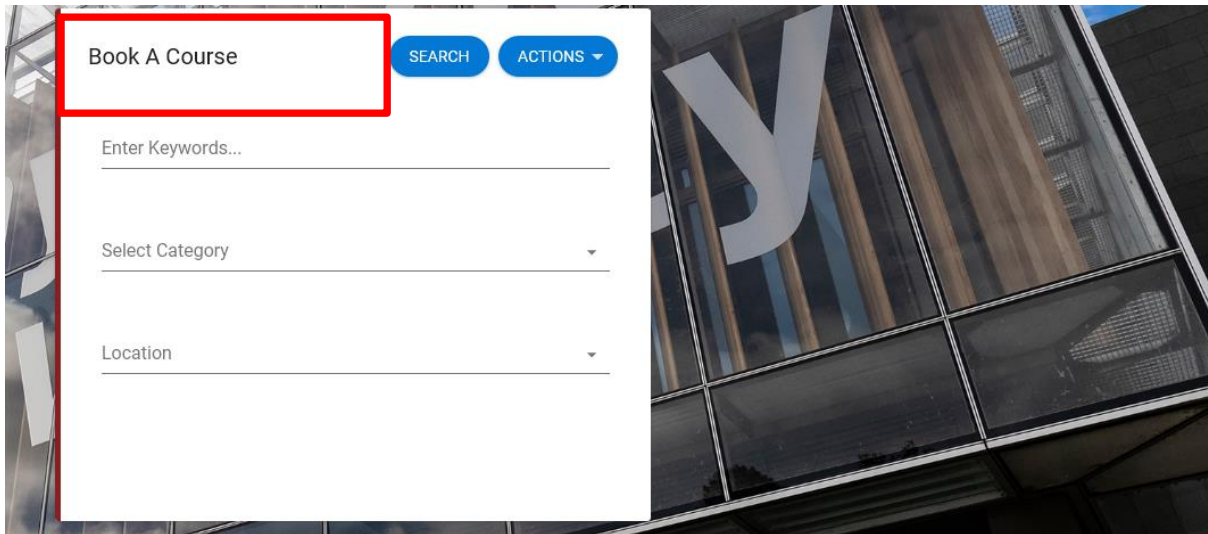
Narrow View



Scroll down and select Learning & Development

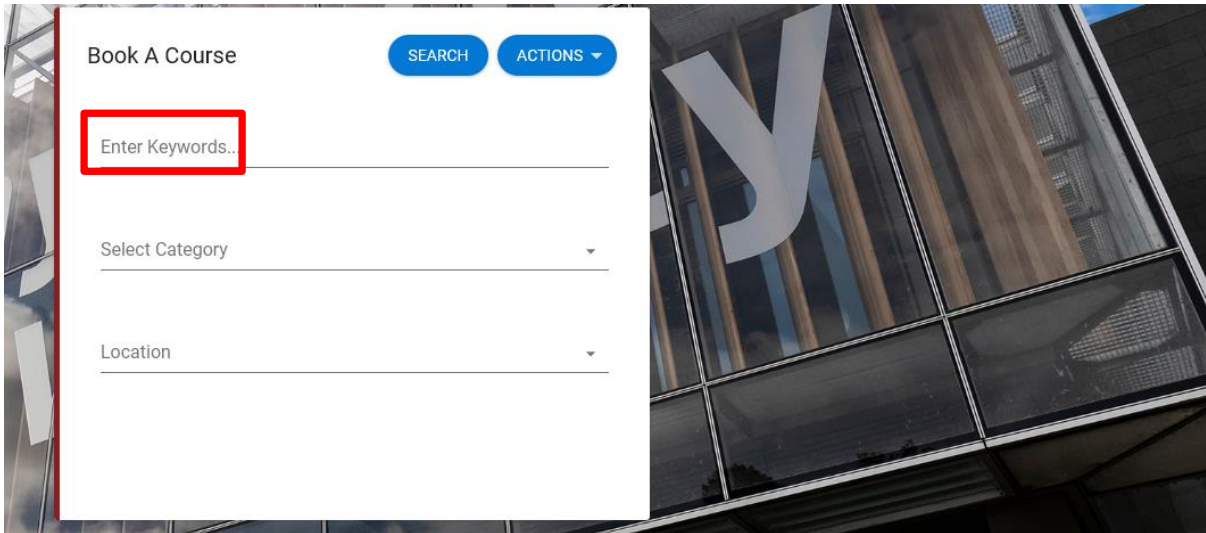


The first screen you will see is the 'Book A Course' screen. This screen also contains your 'My Training History' under 'Book A Course'



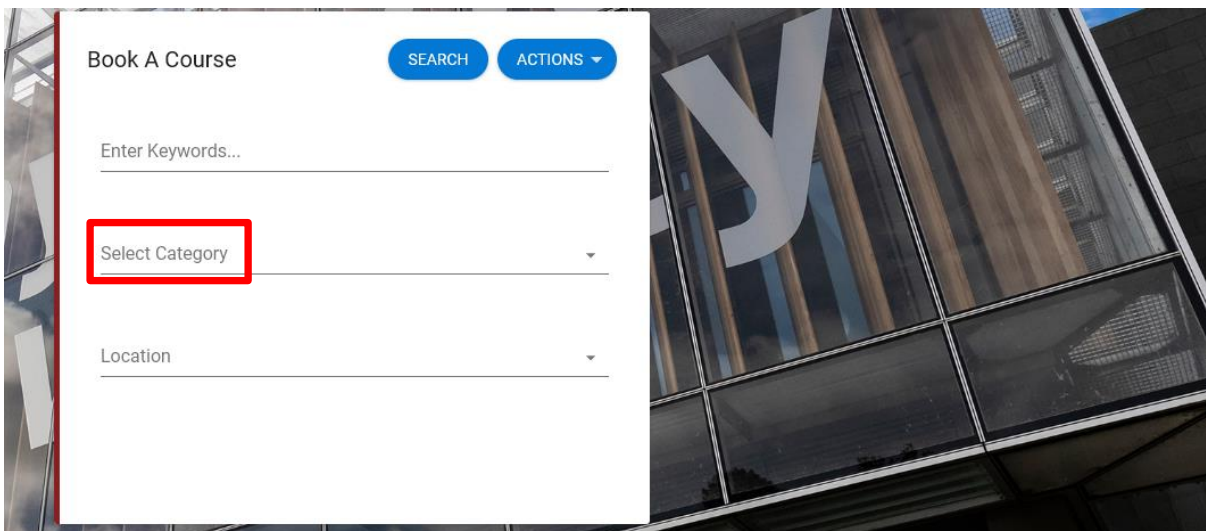
In this 'My Training History' you can see courses that you have completed, courses that you are scheduled to attend and any course pending approval to attend.

- You can find a particular course on the **Enter Keywords** line. These key words can be:
- The full course name e.g. Time Management
  - Part of the course name e.g. Time
  - The course code (located on the course outline) e.g. TM0001



The image shows a 'Book A Course' form overlaid on a background image of a modern building with large glass windows. The form has a title 'Book A Course' at the top left. To the right of the title are two buttons: 'SEARCH' and 'ACTIONS' with a dropdown arrow. Below the title is a text input field labeled 'Enter Keywords..' which is highlighted with a red rectangular box. Underneath this field is a dropdown menu labeled 'Select Category' with a downward arrow. At the bottom of the form is another dropdown menu labeled 'Location' with a downward arrow.

If you wish to see the available courses in a particular category '**Select Category**' dropdown to view the different categories.



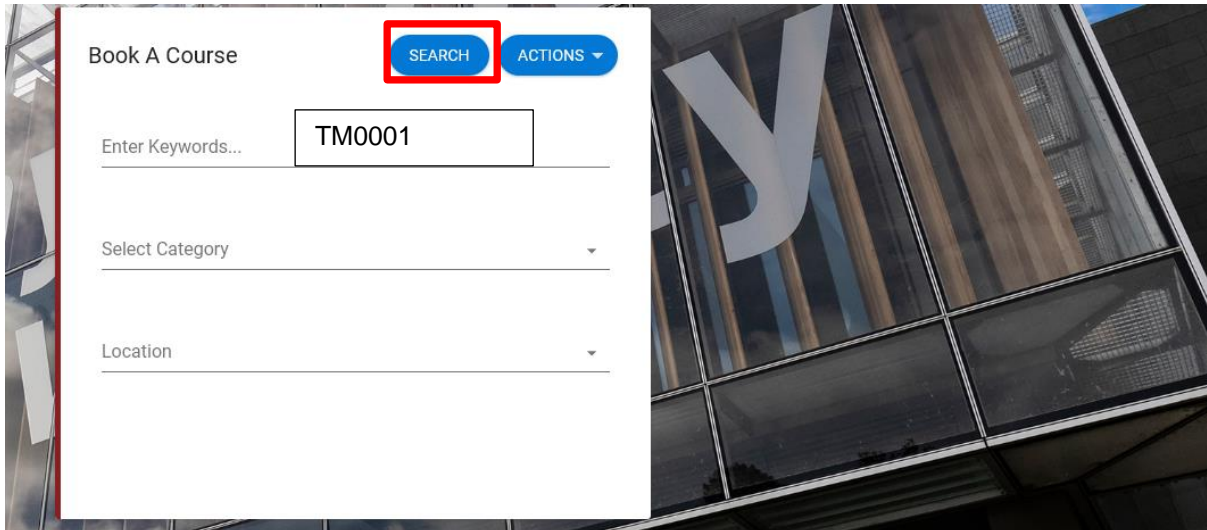
This image is similar to the one above, showing the 'Book A Course' form. In this version, the 'Select Category' dropdown menu is highlighted with a red rectangular box. The 'Enter Keywords..' field and the 'Location' dropdown are now blank. The 'SEARCH' and 'ACTIONS' buttons remain at the top right of the form.

If you wish to see all the available courses, leave the keyword, category, and location blank and click the '**Search**' button to view all the available courses.

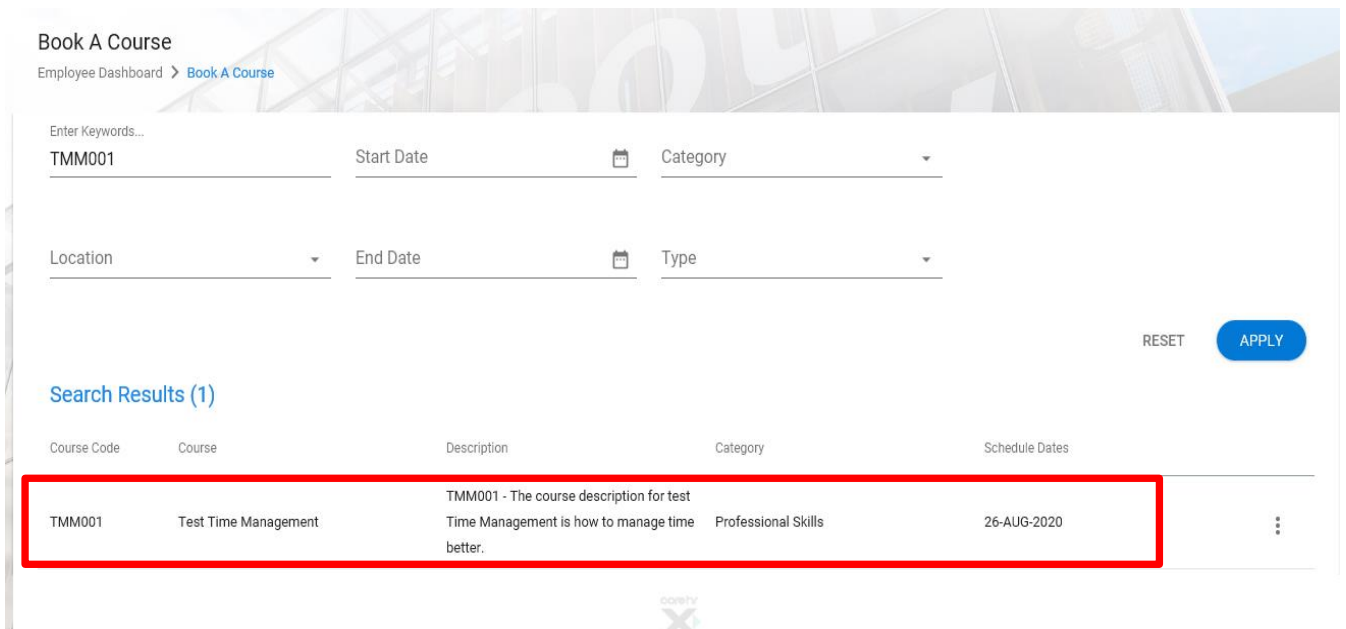
### 3. How to request a place on a course

Search for the course you wish to book on to. Always ensure you have read the course outline on the [Learning & Development Directory](#) in advance so you know the content of the course.

- We recommend you search using the course code from the course outline e.g. TM0001 for Time Management.
- Click **Search**



This brings you to a screen with details of the course and scheduled dates for that course.





You can view the course details and/or request to attend a course by selecting the 3 dots menu on the right-hand side.

Book A Course  
Employee Dashboard > Book A Course

Enter Keywords...  
TMM001 Start Date Category

Location End Date Type

RESET APPLY

View Course Details  
Request to attend course

Search Results (1)

Course Code	Course	Description	Category	Schedule Dates
TMM001	Test Time Management	TMM001 - The course description for test Time Management is how to manage time better.	Professional Skills	26-AUG-2020

- To request a place on a course
  - Click on the 3 dots menu beside the course and choose '**request to attend course**'
  - Or
  - Select the blue '**Apply**' icon, you can view the course detail, and you can book on to the course by selecting '**Request to attend course**' from the 3 dots menu

When you *request to attend course*, you will be brought to the **Request a Course Booking** screen

Request a Course Booking  
Employee Dashboard > Book A Course > Request a Course Booking

Select a Course

Course Name	Scheduled Dates	Location	Cost per Person	Objectives	Course ID	Availability
Test Time Management	26-Aug-2020 - 26-A...	Online Course		TMM001 The objectives for Test Time Manageme... - How to manage time better	C00908	Spaces Available
Test Time Management	Add to waiting list			No suitable course date available - add to waiting ...	WaitList	

Your Request Details

Reason\*  
Select reason for training

In this screen you can see if there are spaces available on the course.

➤ Select **Reason for Training** under the dropdown and click on **Submit**  
The reason options are Employee Request or Manager Request. In most cases this will be an employee request

#### Select a Course

Course Name	Scheduled Dates	Location	Cost per Person	Objectives	Course ID	Availability
Test Time Management	26-Aug-2020 - 26-A...	Online Course		TMM001 The objectives for Test Time Manageme... - How to manage time better	C00908	Spaces Available
Test Time Management	Add to waiting list			No suitable course date available - add to waiting ...	WaitList	

#### Your Request Details

Reason \*

Employee Request

Manager Request

Reason

SUBMIT

When you click on submit you will see a pop-up box indicating **'Your booking request was received and is pending approval'**. This means your application has been submitted to Learning & Development in HR and is pending approval from Learning & Development. You will receive an email firstly to confirm your application is pending approval and then an email to confirm when your request is approved, and you have a place on the course.

Book a Course

Request a Course Booking

Employee Dashboard > Book a Course > Request a Course Booking

Your booking request was received and is pending approval

#### Select a Course

Course Name	Scheduled Dates	Location	Cost per Person	Objectives	Course ID	Availability
Test Time Management	01-Sep-2020 - 01-Se...			Test course objectives for Time Management are...	C00908	Spaces Available
Test Time Management	Add to waiting list			No suitable course date available - add to waiting...	WaitList	

#### Your Request Details

Reason \*

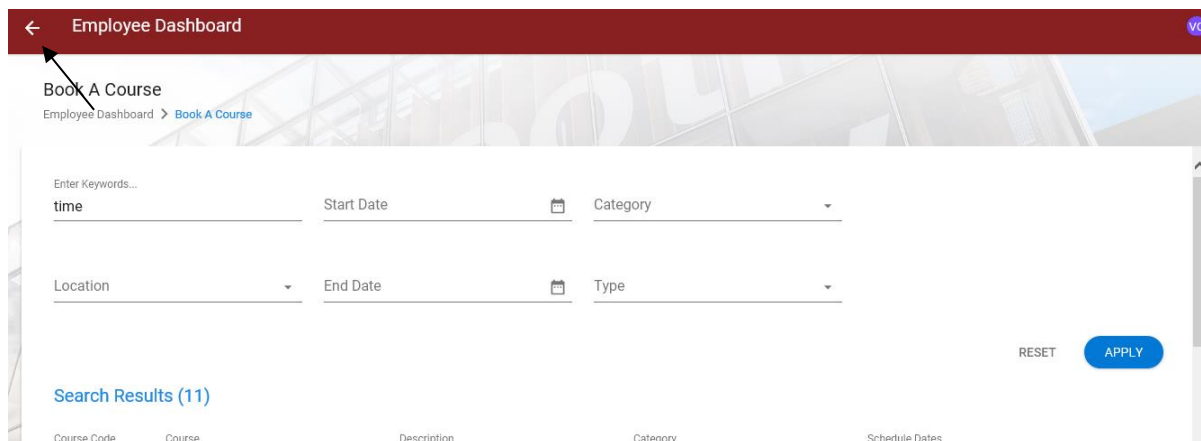
Employee Request

Select reason for training

Comments

SUBMIT

When you are in the **'Book A Course'** screen and you wish to view or register to attend a subsequent course, you can go back to the main page by clicking on the arrow next to the Employee Dashboard



## 4. How to request to go on a waiting list

If the course you wish to attend is fully booked, you can request to go on the waiting list.

Request a Course Booking  
Employee Dashboard > Book A Course > Request a Course Booking


### Select a Course


Course Name	Scheduled Dates	Location	Cost per Person	Objectives	Course ID	Availability
Test Recruitment Skills	24-Aug-2020 - 24-A...	Eolas Meeting Ro...		TRS001 The Objectives for Test Recruitment Skill... - The Recruitment and Selection policy in Maynooth	C00828	Fully Booked
Test Recruitment Skills	Add to waiting list			No suitable course date available - add to waiting ...	WaitList	

### Your Request Details

Reason \*  
Employee Request

Select reason for training





In this case you can 'Select reason for training' from the dropdown box, click on **submit** and your request to be put on the waiting list will be submitted to Learning & Development for approval.

## 5. How to cancel from a course

Please note that each place we provide represents a cost to the University. If you are unable to attend an activity you should let us know at least 3 working days beforehand by cancelling your place online through the Employee Self-Service (ESS). Please view our [cancellation policy](#).

- Choose the course you wish to cancel from **My Training History** on the L&D employee dashboard page
- Select the three dots menu on the right-hand side of the course and select **Cancel Course**
- Select '**Cancelled**' as **Reason for Cancelling** from the course and you must enter a comment in the **Enter Comments** line e.g. can no longer attend

The screenshot shows the 'My Training History' page with a list of courses. A dropdown menu is open for the 'Test Recruitment Skills' course (dated 24 AUG), and the 'Cancel Course' option is highlighted with a red box. The 'ACTIONS' button is visible in the top right corner.

Date	Course Name	Duration	Venue	Status	Actions
24 AUG	Test Recruitment Skills	4 Hours	Eolas Meeting R...	Scheduled	⋮
26 AUG	Test Time Management	4 Hours	Online Course	⏸	View Course Details Cancel Course
-	Test Recruitment Skills	No Duration	No Venue	⏸	⋮
-	Test Five Ways to Wellbeing	No Duration	No Venue	Pending	⋮
16 JUL	Getting started with Social Media	3 Hours	Online Course	Pending	⋮
10 AUG	Project Management - Advanced	6 Hours	Online Course	Pending	⋮

The 'Delete Training Course' dialog box is shown. A dropdown menu is open, and 'Cancelled' is selected. The 'Enter Comments...' field is empty. The 'CANCEL' and 'OK' buttons are at the bottom.

**Delete Training Course**

Select a Reason for Canceling  
Cancelled X ▾

Enter Comments...

CANCEL OK

## 6. View the status of your training requests

All your current training history and requests are displayed on the employee dashboard of the Learning & Development page.

### My Training History

ACTIONS ▾

View All Courses ▾

-	Test Intro to Project Management	No Duration	No Venue	Pending	⋮	^
17 JUL	Test Intro To Project Management	2 Days	Council Room, Ri...	Scheduled	⋮	
16 JUL	Test Time Management	7 Hours	Eolas Meeting R...	Completed	⋮	
3 JUL	Test Time Management	7 Hours	Eolas Meeting R...	Scheduled	⋮	
23 JUN	Career Development For Atps	7 Hours	Online Course	Completed	⋮	
22 APR	Flourishing University	3 Hours	Staff Dev Semina...	Scheduled	⋮	v

The matrix below explains the different status types of the filter/funnel:

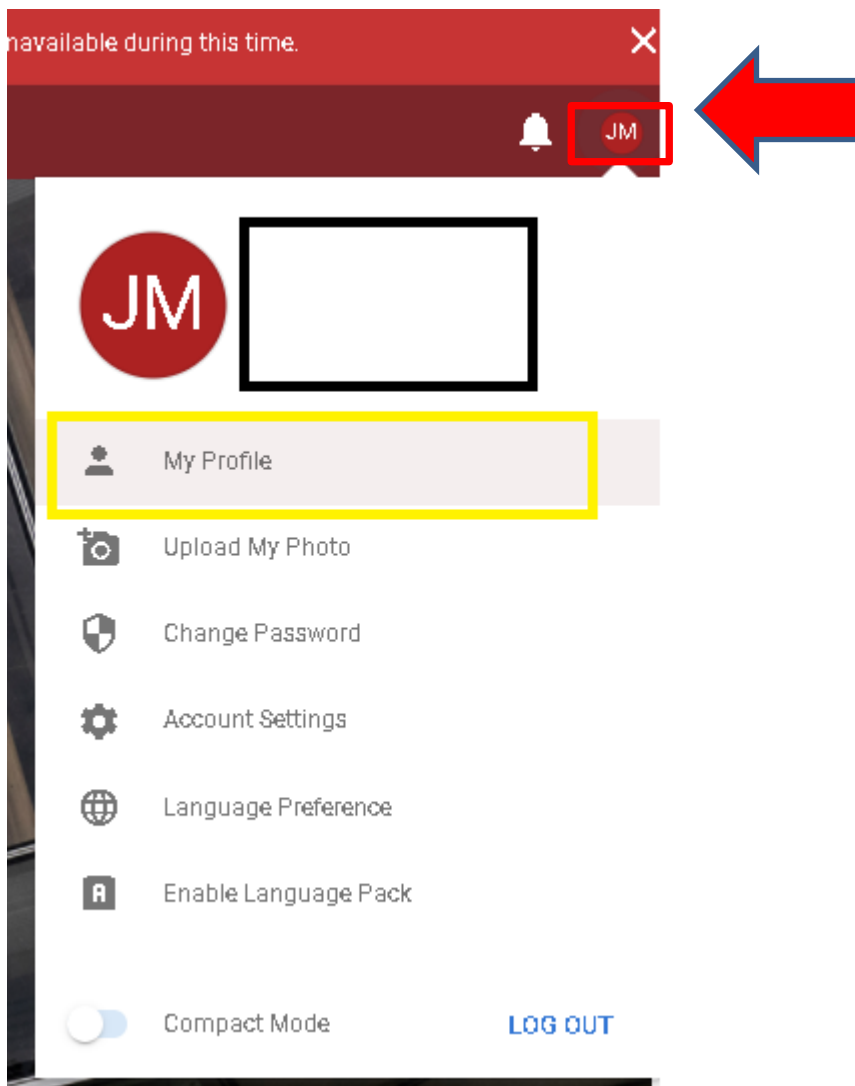
Status	Description
Scheduled Courses	Any scheduled course that you have been approved to attend
Pending Courses	Any course that you have applied to go on to or any mandatory course you are added to waiting list for
Requested Courses	When requires online approval is on and manager needs to approve this request, this will show as requested here – not currently in use
Rejected Courses	Any course requested where approval has been rejected
Completed Courses	Scheduled courses attended where status has been updated to completed
Ad Hoc Courses	N/A
Repeat Training	You will be added to this if you have been added to a waiting list to repeat training for a course previously completed

## 7. Certificate of Completion

From October 1<sup>st</sup> 2021 - You can view your *Course Certificate of Completion* for the course you have attended in full, within 2 working days after the course has taken place. The attendance at each course requires checking by Learning & Development, when that is completed your *Certificate of Completion* will be available to download.

To *print* your L&D Certificate of Completion,

- Go to the ESS portal <http://mu.ie/hrportal> and sign into your account
- Click on your initials on the top right corner of the screen and then select the **My Profile** section



- Select **Documents** on the left-hand side. A list of all your certificates will be displayed by the title of the course.
- Select the certificate you wish to print and click **Download**.

EMPLOYEE DETAIL

- Contacts
- Next Of Kin
- Known As
- Dependants
- Documents**
- Bank Detail

DIVERSITY TEST 123456778990-4444

CONTRACT

### My Documents

Certificate Template 2.pdf	Certificate	Friday 19th Mar 2021 @ 16:18	Yes	<a href="#">DOWNLOAD</a>
Certificate Template 2.pdf	Certificate	Friday 26th Mar 2021 @ 14:11	Yes	<a href="#">DOWNLOAD</a>
Microsoft Planner.pdf	Certificate	Tuesday 06th Jul 2021 @ 09:50	Yes	<a href="#">DOWNLOAD</a>
Minute Taking Made Easy.pdf	Certificate	Never	No	<a href="#">DOWNLOAD</a>
Minute Taking Made Easy.pdf	Certificate	Never	No	<a href="#">DOWNLOAD</a>
Minute Taking Made Easy.pdf	Certificate	Monday 28th Jun 2021 @ 10:23	Yes	<a href="#">DOWNLOAD</a>

31 - 40 of 42 < >

- Your certificate will open up in a new browser window. **Note the print options screen may differ slightly depending on your browser and printer.**
- Click on **Print** and when the print window opens click on the **More Settings/Page Setup** option.

**Print**  
Total: 1 sheet of paper

**Printer**  
NPI93B49B (HP LaserJet 400 c...)

**Copies**  
1

**Pages**  
 All  
 e.g. 1-5, 8, 11-13

**Colour**  
Colour

**More settings** ▾

Print using system dialogue (Ctrl+Shift+P)

Troubleshoot printer issues

**Print** Cancel

For successful completion of

Minute Taking Made Easy

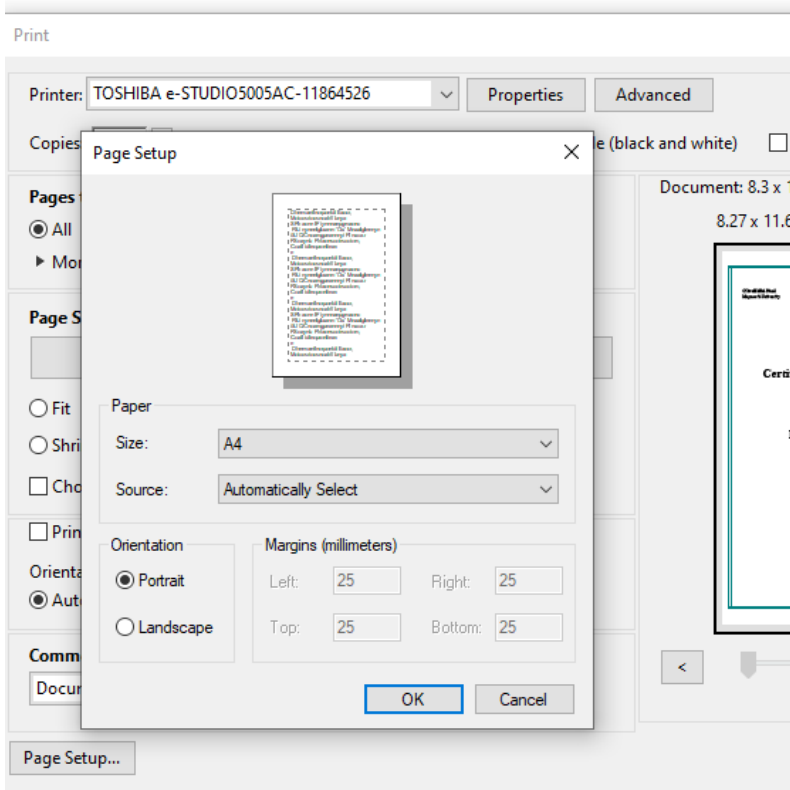
on

Thursday, June 24, 2021

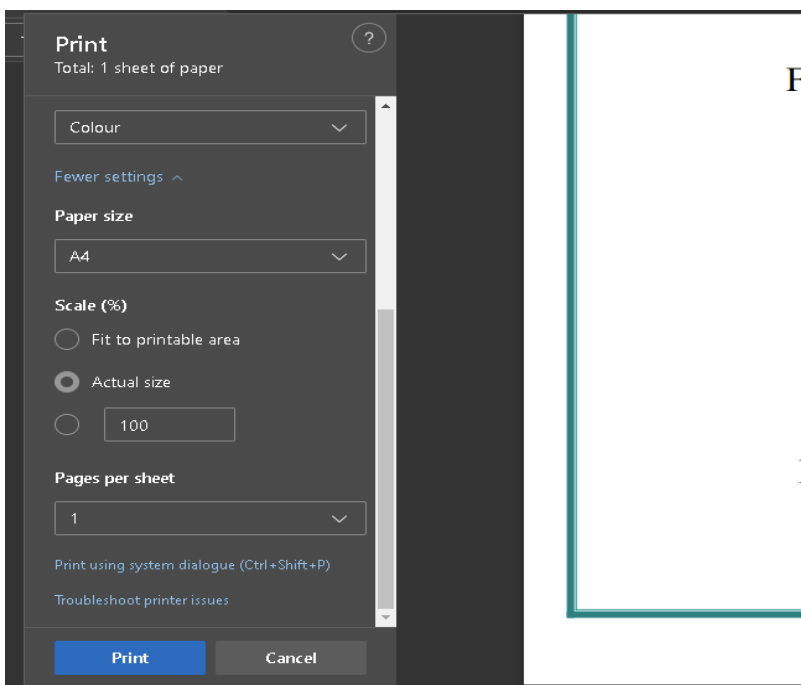
Administered by

Learning and Development  
Human Resources





- Ensure that the following is selected, these may already be set as the default on your printer
  - Document type is A4
  - Print size is Actual size/scale is set to 100%



Alternatively, you can download and save the certificate to your PC/Laptop.

- Select the certificate you wish to save and click **Download**.
- **Save as** to save to your PC/laptop (different browsers may require you to save as a pdf first)

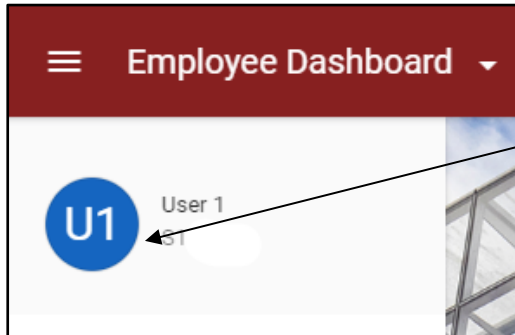


An Irish Language version of the Certificate of Completion can be requested by emailing [learning.development@mu.ie](mailto:learning.development@mu.ie)

## 8. Add Qualifications in 'My Profile' Record

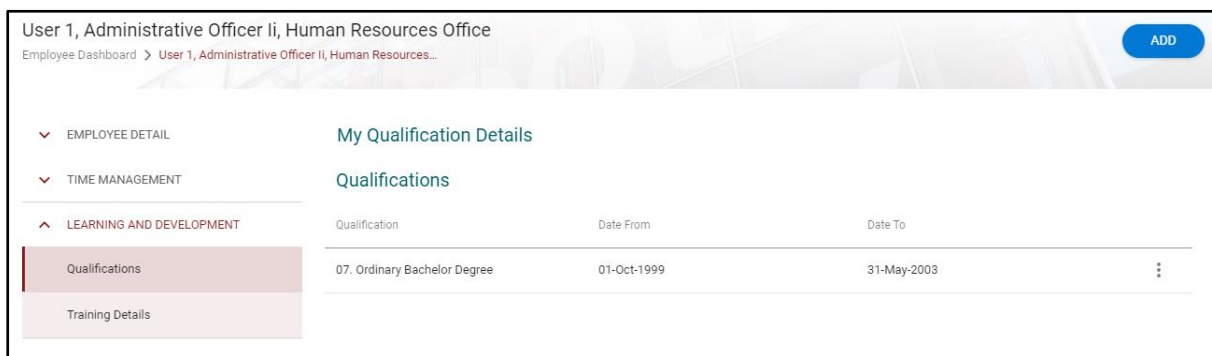
You can view and update your Qualifications in 'My Profile' on the **Employee Dashboard**

- Select the **My Profile** button



My Profile Button

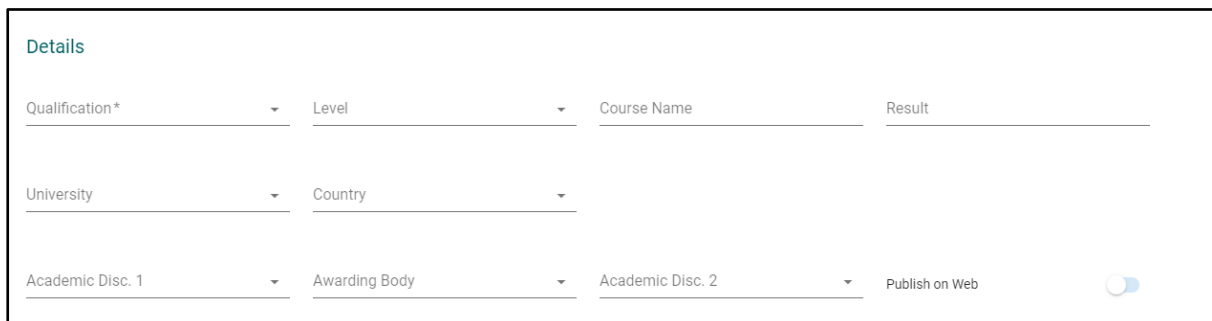
- Click on **Learning & Development** on the left-hand side
- Click on **Qualifications** on the **Learning & Development** menu. Here you can add details of your qualifications



- To add a qualification, click on **Add**.

On the **Qualifications** screen you can enter **Details**, **Course Dates** and **Subjects** of your qualifications.

### Details:

A screenshot of the 'Details' form for adding a qualification. The form has the following fields:

Qualification*	Level	Course Name	Result
University	Country	Academic Disc. 1	Academic Disc. 2
Awarding Body			Publish on Web <input type="checkbox"/>

- Select your qualification i.e., Masters Degree etc. from the **Qualification** drop-down menu
- Select the level of your qualification i.e. NFQ (National Framework of Qualifications\*) Level 07 etc. **Level** drop-down menu
- Enter the **Course Name** of your qualification i.e. Computer Science

- Enter the **Result** you achieved i.e. 2.1 etc.
- Select the Institute you attended from the **University** drop-down menu
- Select the Country of the Institute you attended from the **Country** drop-down menu
- Select the **Academic Disc. 1**, **Awarding Body** and **Academic Disc. 2** from the drop-down menus

**Note:** Where a drop-down menu has many entries, if you type the first letters of the item you are searching for, you will then see a shortened drop-down containing the letters you have entered, i.e. entering 'may' in the University drop-down menu will allow you to find Maynooth University more quickly.

\* Appendix 1 illustrates the National Framework of Qualifications which may help you with this field.

**Note:** If your **University**, **Academic Discipline** or **Awarding Body** are not listed, please contact the HR Office at [essqueries@mu.ie](mailto:essqueries@mu.ie) and the list will be amended.

**Course Dates:**

The 'Course Dates' form includes the following fields:

- Date From (calendar icon)
- Date To (calendar icon)
- Graduation Date (calendar icon)
- Conferral Date (calendar icon)
- Duration (dropdown arrow)
- Duration Type (dropdown arrow)
- Comments (text input)

- Enter the **Date From** and **Date To** of your course
- Enter the **Graduation Date** and **Conferral Date** of your course
- Select the **Duration** of your course (numeral) and then **Duration Type** (Days, Months, Years)
- Add comments (if appropriate)

**Subjects:**

The 'Subjects' form displays a table with the following structure:

Subject	First Year	Final Year

An **ADD SUBJECT** button is located in the top right corner of the table area.

You can also add specific **Subjects** which you studied either in **First Year** or **Final Year**, by clicking on **Add Subject**, selecting a subject from the **Subject** drop-down menu, clicking the tick-box for **First Year** or **Final Year** and clicking on **OK**.

The 'Add Subjects' dialog box contains:

- A **Subject** dropdown menu.
- A **First Year** toggle switch (currently turned on).
- A **Final Year** toggle switch (currently turned on).
- CANCEL** and **OK** buttons at the bottom.

- Once you have completed the **Details**, **Course Dates** and **Subjects Details**, click **Save** and you will be brought back to the **My Qualifications** screen, where the details you have entered are displayed.

User 1, Administrative Officer Ii, Human Resources Office  
Employee Dashboard > User 1, Administrative Officer Ii, Human Resources...

EMPLOYEE DETAIL  
TIME MANAGEMENT  
LEARNING AND DEVELOPMENT

My Qualification Details  
Qualifications

Qualification	Date From	Date To	
07. Ordinary Bachelor Degree	01-Oct-1999	31-May-2003	⋮

Qualifications  
Training Details

ADD

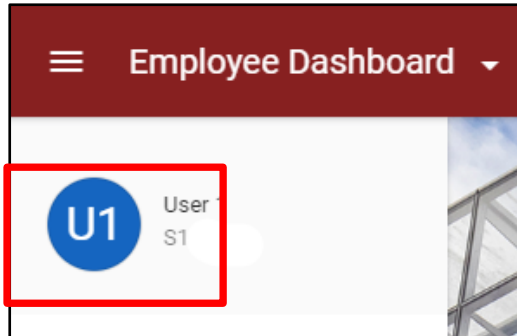
To edit or delete the details of an existing **Qualification**, click on the 3 dots **Menu** icon  and select **Edit or Delete**.

You can add further **Qualifications** by clicking on **Add** and repeating the steps outlined above.

## 9. Access your Training Details

You can view your Training Details in 'My Profile' on the **Employee Dashboard**

- Select the **My Profile** button



- Click on Learning & Development on the left-hand side
- Click on **Training Details** on the **Learning & Development** menu. Here you can view your training record/details

### Training Details

#### Training History

Course Name	Course Id	Category	Start Date	End Date	Status
Test Recruitment Skills	C00828	Working In Maynooth ...	24-Aug-2020	24-Aug-2020	Scheduled
Test Intro to Project ...	C00770	Professional Skills	17-Jul-2020	18-Jul-2020	Scheduled
Test Time Managem...	C00769	Professional Skills	16-Jul-2020	16-Jul-2020	Completed
Test Time Managem...	C00888	Professional Skills	03-Jul-2020	03-Jul-2020	Scheduled
Career Development f...	C00473	Professional Skills	23-Jun-2020	23-Jun-2020	Completed

# Appendices

## Appendix 1: Irish National Framework of Qualifications

