



# Employee Self Service (ESS) User Guide

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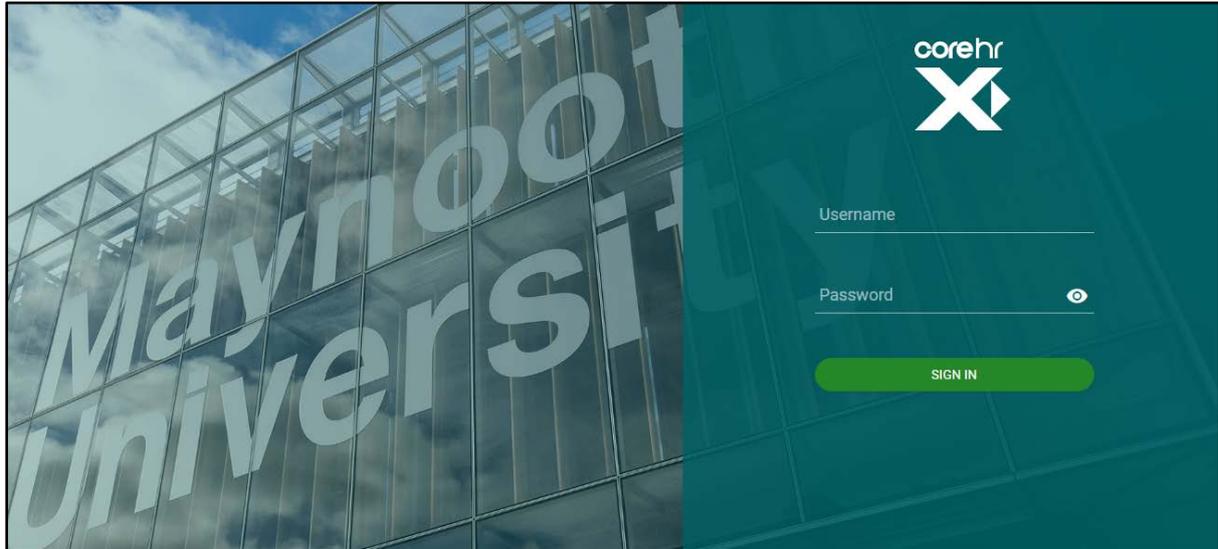
## Login

Navigate to the Core Portal login page using the link below:

<http://mu.ie/hrportal>

You can also navigate to ESS from the Human Resources webpage:

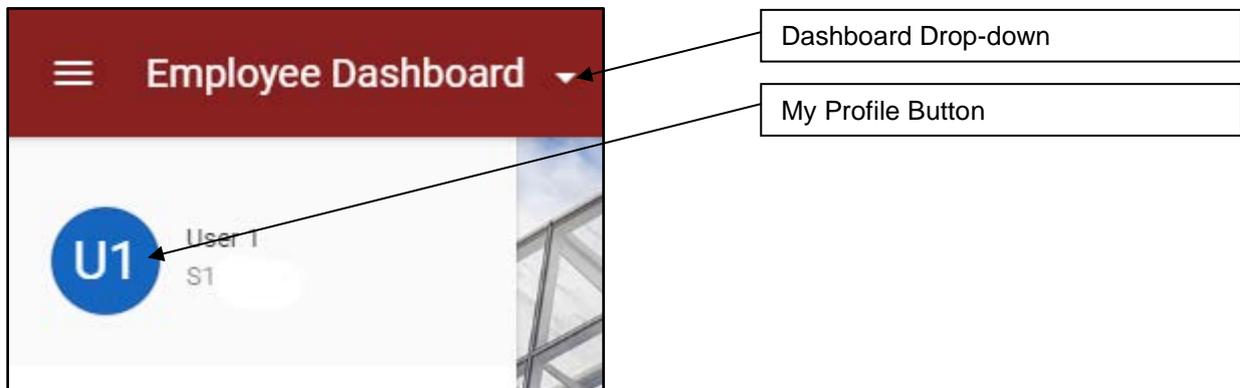
<https://www.maynoothuniversity.ie/human-resources>



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

## Introduction

Your ESS account has two distinct areas: **Employee Dashboard** and **My Profile**.



Throughout your account, in the top left of the screen, you will see your **Dashboard** drop-down menu and **My Profile** button menus.

If you are in the areas within **My Profile**, you can get back to the main page by clicking on the arrow next to Employee Dashboard.



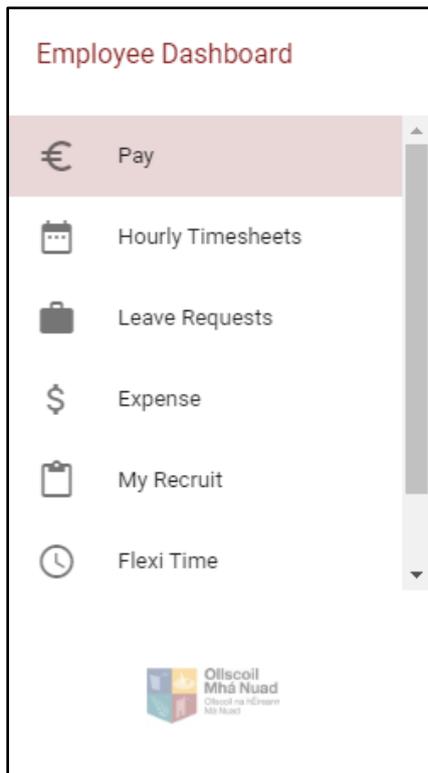
## Employee Dashboard

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

The menu to the left of screen contains links to **Pay**, **Hourly Timesheets**, **Leave Requests** and **Expense** etc., as future developments further links will be added to this menu. This menu can appear in **Wide** and **Narrow** view by clicking on the three lines the beside Employee Dashboard.



Wide View

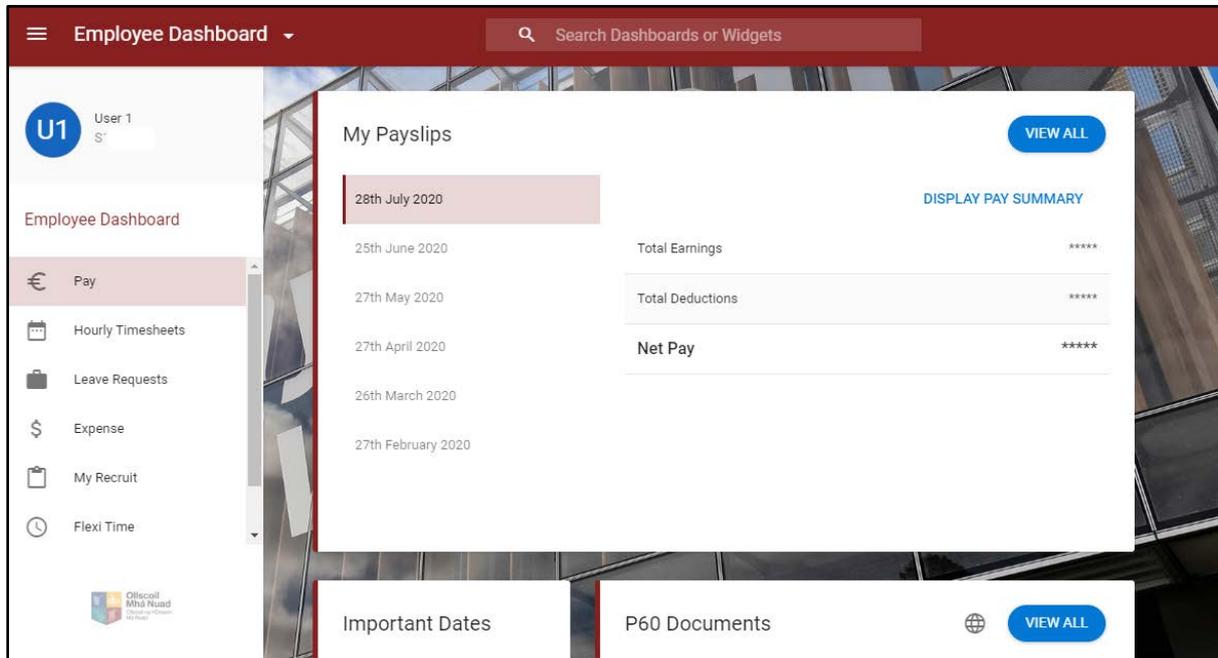


Narrow View



## My Payslips

To get to the **My Payslips** screen, click on **Pay** on the menu to the left of the screen.



On the **My Payslips** screen you will see details of your current and previous Payslips (click on the dates listed or click on **View All** to view records further back), **Important Dates**, such as the date of the next **Pay Day**, **Tax Detail**, **P60 Documents** and **PRD60 Certs**.

To view your **Total Earnings**, **Total Earnings** and **Net Pay**, click on **Display Pay Summary**, you will be prompted to enter your **password**:

### Confirm Password

Password \*

This field is required

CANCEL OK

Once you have entered your **password**, press enter on your keyboard or click on **OK**.

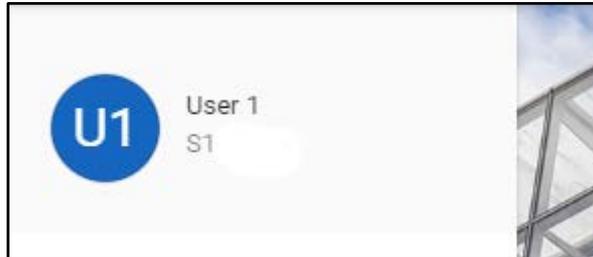
Your details will now be displayed:

FULL PAYS Lip	
Total Earnings	€3,715.58
Total Deductions	€1,032.30
<b>Net Pay</b>	<b>€2,683.28</b>

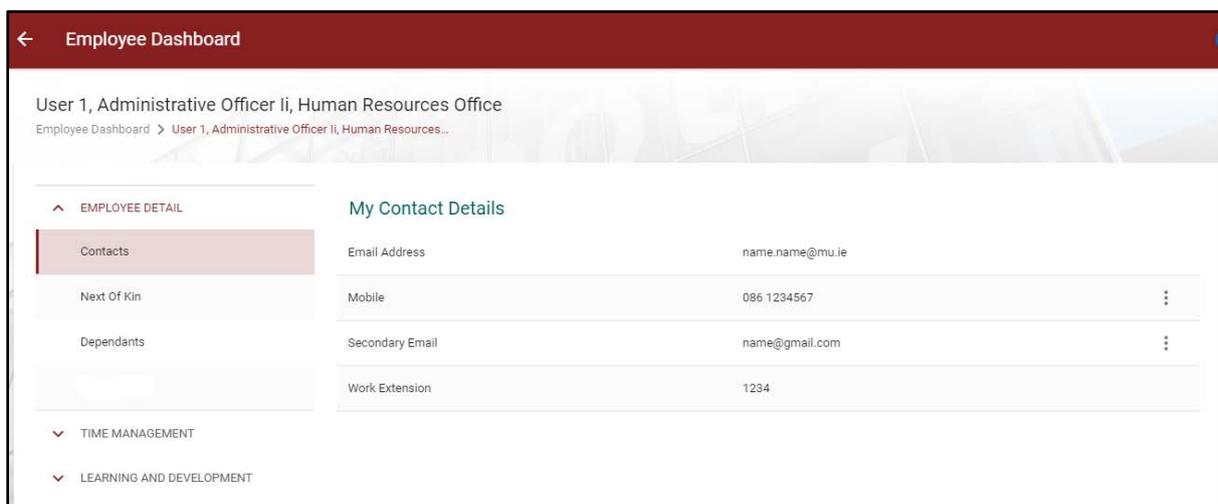
To view and / or print your Payslip, click on **Full Payslip**.

## My Profile

To view your profile, click on circular coloured button containing your initials in the top left of the screen.



The **My Profile** button opens on the **Employee Detail > Contents > My Contact Details** screen.



The menu to the left of screen contains links to **Employee Detail**, **Time Management** and **Learning & Development**.

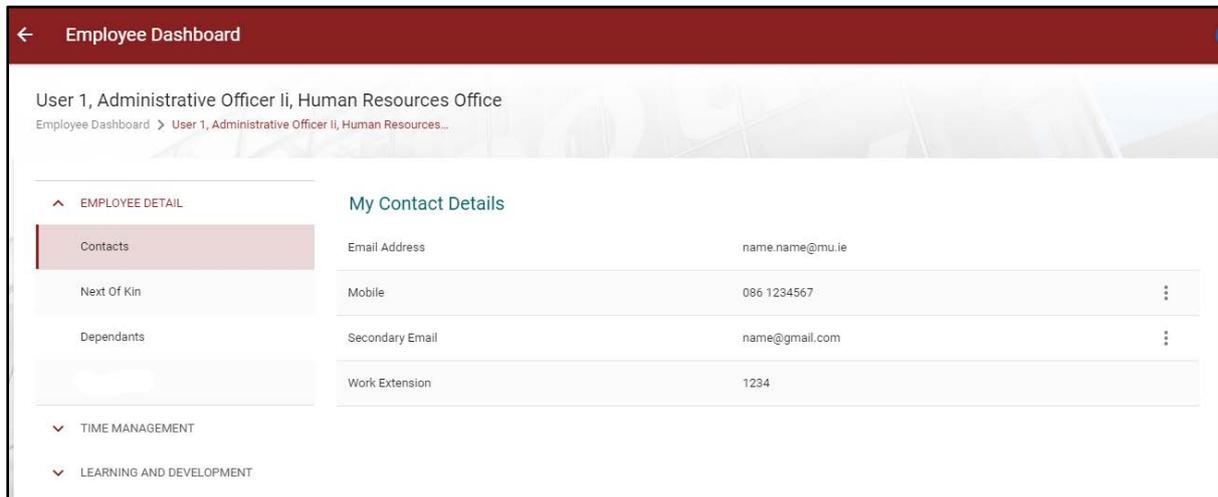
**Note:** All information entered within the **My Profile** section will form part of your HR Record which is only seen by the Human Resources office.

## Employee Detail

The **Employee Detail** menu contains details of **Contacts**, **Next of Kin** and **Dependents**.

### Contacts

To get to the **Contacts** screen, click on **Contacts** on the **Employee Detail** menu.



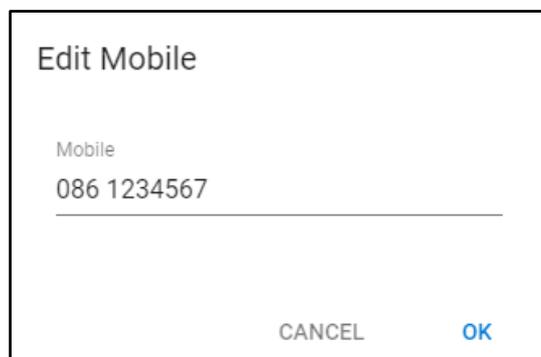
The screenshot shows the 'Employee Dashboard' for 'User 1, Administrative Officer II, Human Resources Office'. The 'EMPLOYEE DETAIL' menu is expanded, with 'Contacts' selected. The 'My Contact Details' section displays the following information:

Field	Value	Actions
Email Address	name.name@mu.ie	
Mobile	086 1234567	⋮
Secondary Email	name@gmail.com	⋮
Work Extension	1234	

Below the contact details, there are expandable sections for 'TIME MANAGEMENT' and 'LEARNING AND DEVELOPMENT'.

On the **My Contact Details** screen you can enter and update your **Mobile** number and your **Secondary Email**.

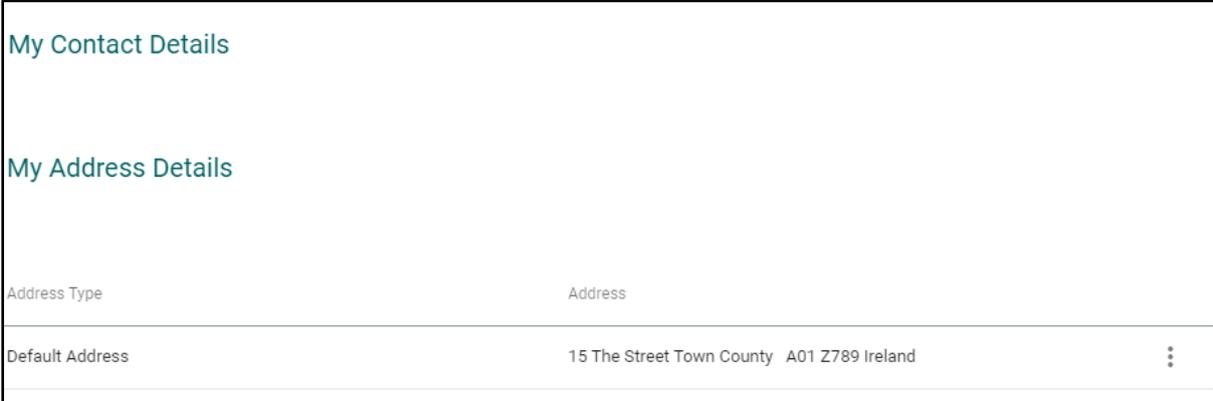
To enter, edit or delete either of these, click on the **Menu** icon  and select **Edit** or **Clear**. A new window will pop up, enter the respective details and click **OK**.



The 'Edit Mobile' dialog box shows a text input field for the mobile number, currently containing '086 1234567'. At the bottom, there are two buttons: 'CANCEL' and 'OK'.

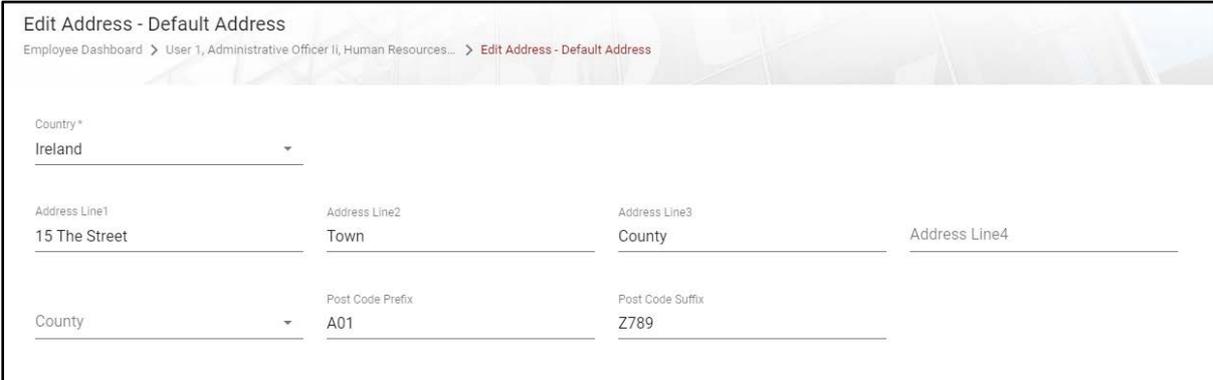
**Note:** your **Email Address** and **Work Extension** cannot be edited.

To edit your Address, scroll down to **My Address Details** and Click on the **Menu** icon  and select **Edit Address Details**.



The screenshot shows a user interface with two main sections. The top section is titled "My Contact Details" in teal. Below it is another section titled "My Address Details" in teal. Under "My Address Details", there is a table with two columns: "Address Type" and "Address". The first row shows "Default Address" in the "Address Type" column and "15 The Street Town County A01 Z789 Ireland" in the "Address" column. A vertical ellipsis menu icon is visible on the right side of the address field.

In the Edit Address screen, update your details accordingly. **Note:** when you have completed Address Line 1 do not use the tab key to go to the next field, place your cursor directly into Address Line 2, this will prevent auto-population.

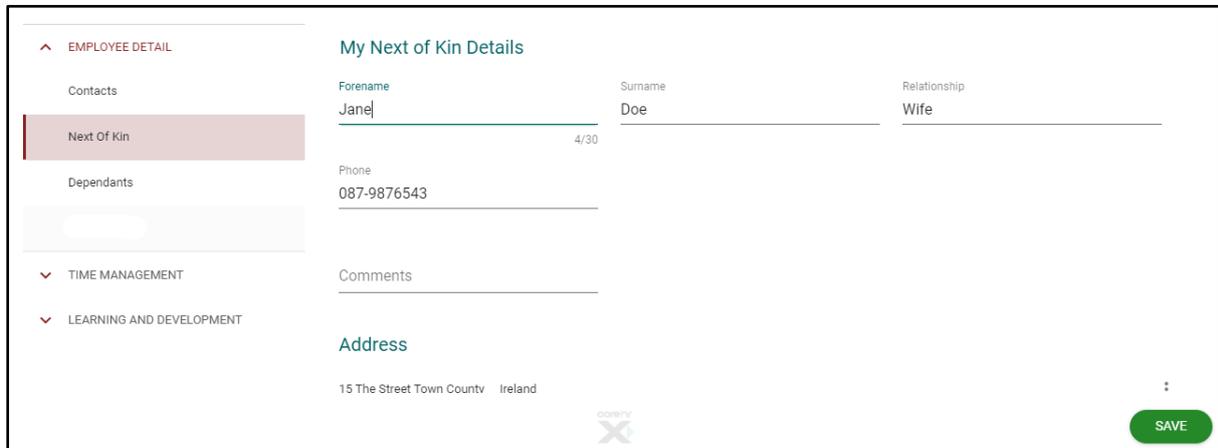


The screenshot shows the "Edit Address - Default Address" screen. At the top, there is a breadcrumb trail: "Employee Dashboard > User 1, Administrative Officer II, Human Resources... > Edit Address - Default Address". Below this, there are several input fields: "Country\*" with a dropdown menu showing "Ireland"; "Address Line1" with the text "15 The Street"; "Address Line2" with the text "Town"; "Address Line3" with the text "County"; "Address Line4" (empty); "County" with a dropdown menu; "Post Code Prefix" with the text "A01"; and "Post Code Suffix" with the text "Z789".

Once you have completed all the appropriate fields, click **Save** and you will be brought back to the **My Contact Details** screen, where the details you have entered are displayed.

## Next of Kin

To get to the **My Next of Kin Details** screen, click on **Next of Kin** on the **Employee Detail** menu.

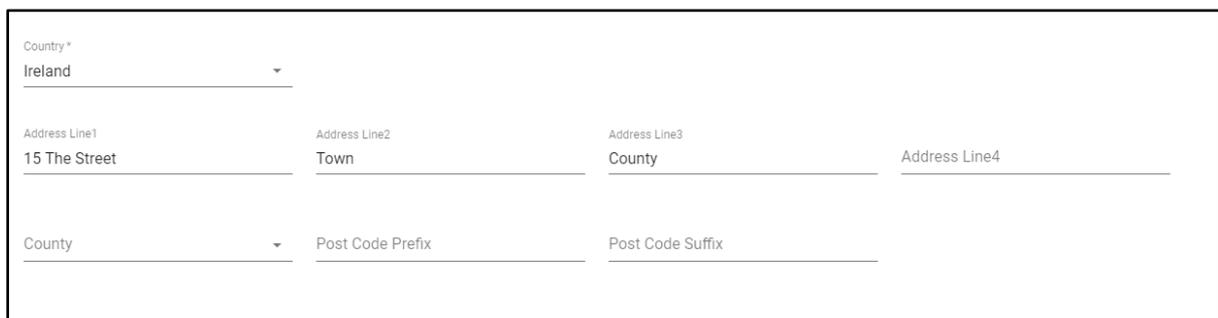


On the **My Next of Kin Details** screen you can enter the **Forename**, **Surname**, the **Relationship** of your next of kin to you, their **Phone** number, **Comments**, and their **Address**.

Once you have entered the **Forename**, **Surname**, **Relationship**, **Phone** details and **Comments**, if appropriate, click **Save** to save the details you have entered to date. To edit any of the above, simply over-write the details and click **Save**.

**Note:** Within comments you may wish to enter instructions to HR on who to contact in the event of an emergency, for example, you may wish to enter an additional contact name or contact number.

To edit the Address of your Next of Kin, scroll down to **Address** and click on the **Menu** icon  and select **Edit Address Details**.

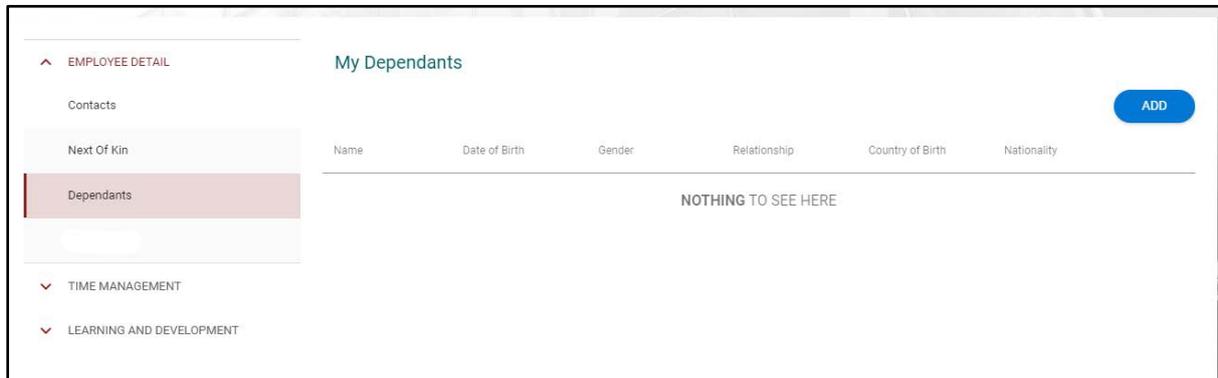


In the Edit Address screen, update the details accordingly. **Note:** when you have completed Address Line 1 do not use the tab key to go to the next field, place your cursor directly into Address Line 2, this will prevent auto-population.

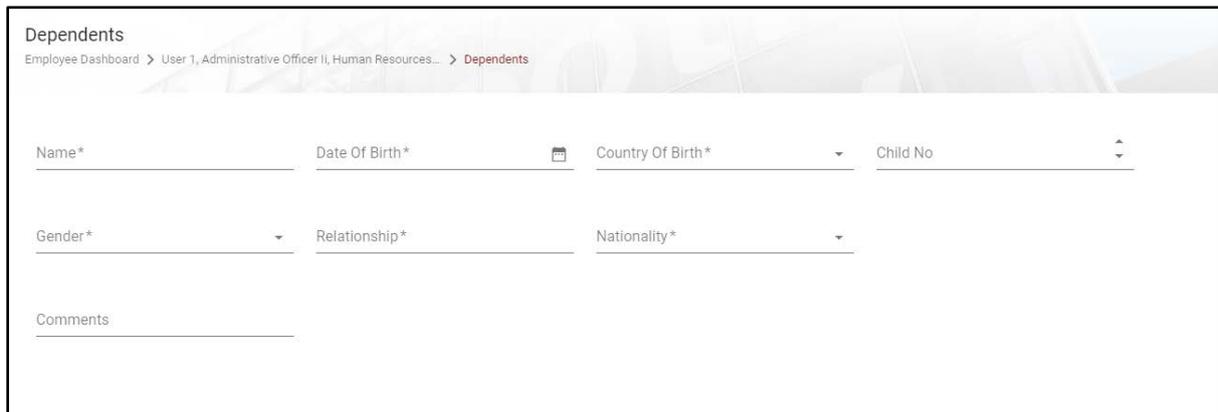
Once you have completed all the appropriate fields, click **Save** and you will be brought back to the **My Next of Kin Details** screen, where the details you have entered are displayed.

## Dependents

To get to the **My Dependents** screen, click on **Dependents** on the **Employee Detail** menu.



On the **My Dependents** screen you can view your dependents. To add a dependent, click on **Add**, where you can enter the **Name**, **Date of Birth**, **Country of Birth**, **Child No**, **Gender**, the **Relationship** of your dependent to you, **Nationality** and **Comments**.

A screenshot of a form titled 'Dependents'. The breadcrumb trail shows 'Employee Dashboard > User 1, Administrative Officer II, Human Resources... > Dependents'. The form contains several input fields: 'Name\*' (text), 'Date Of Birth\*' (calendar icon), 'Country Of Birth\*' (dropdown), 'Child No' (spinner), 'Gender\*' (dropdown), 'Relationship\*' (text), 'Nationality\*' (dropdown), and 'Comments' (text area).

Once you have completed all the appropriate fields, click **Save** and you will be brought back to the **My Dependents** screen, where the details you have entered are displayed.

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

## Time Management

The **Time Management** menu contains details of **Balance Information** and **Leave Requests**.

### Balance Information

To get to the **Balance Information** screen, click on **Balance Information** on the **Time Management** menu.

The **Balance Information** screen shows the current balance and transactions details of your Annual Leave.

Balance Information							
Balance	Open Period	Type	Allowance	Carried Over	Taken	Booked	Balance + Booked
Admin Pre14 AOII - 37Hrs	01-Jan-2020 to 31-Dec-2020	Days	29.00	2.00	13.00	6.00	12.00

Transactions for Admin Pre14 AOII - 37Hrs								
Date	Description	Reserved	Floating	Accrued	Carried	Taken	Balance	
01-Jan-2020	Opening Values	5.00	24.00	0.00	5.00	0.00	34.00	<a href="#">VIEW</a>
27-Feb-2020	Annual Leave					1.00		<a href="#">VIEW</a>
28-Feb-2020	Annual Leave					1.00		<a href="#">VIEW</a>
02-Mar-2020	Annual Leave					1.00		<a href="#">VIEW</a>

## Leave Requests

To get to the **Leave Requests** screen, click on **Leave Requests** on the **Time Management** menu.



Appointment ID	Leave Type	Start Date	End Date	Duration	Status	
028678-2	Career Break	01-Sep-2020	31-Aug-2021	252 Day(s)	Rejected	⋮
028678-2	Annual Leave	26-Aug-2020	26-Aug-2020	1 Day(s)	Approved	⋮
028678-2	Annual Leave	17-Aug-2020	21-Aug-2020	5 Day(s)	Approved	⋮
028678-2	Annual Leave	31-Jul-2020	31-Jul-2020	1 Day(s)	Cancelled	⋮

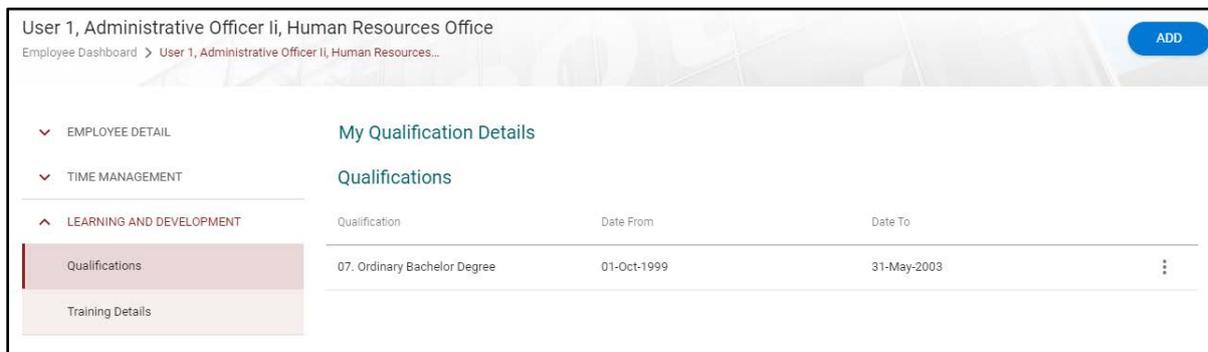
The **Leave Requests** screen shows the details of all your Leave Requests to date.

## Learning & Development

The **Learning & Development** menu contains details of **Qualifications**.

### Qualifications

To get to the **Qualifications** screen, click on **Qualifications** on the **Learning & Development** menu.



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

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

#### Details:

Qualification *	Level	Course Name	Result
University	Country	Academic Disc. 1	Awarding Body
Academic Disc. 2	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:

Course Dates

Date From  Date To  Graduation Date  Conferral Date

Duration  Duration Type  Comments

- 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:

Subjects

Subject  First Year  Final Year

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**.

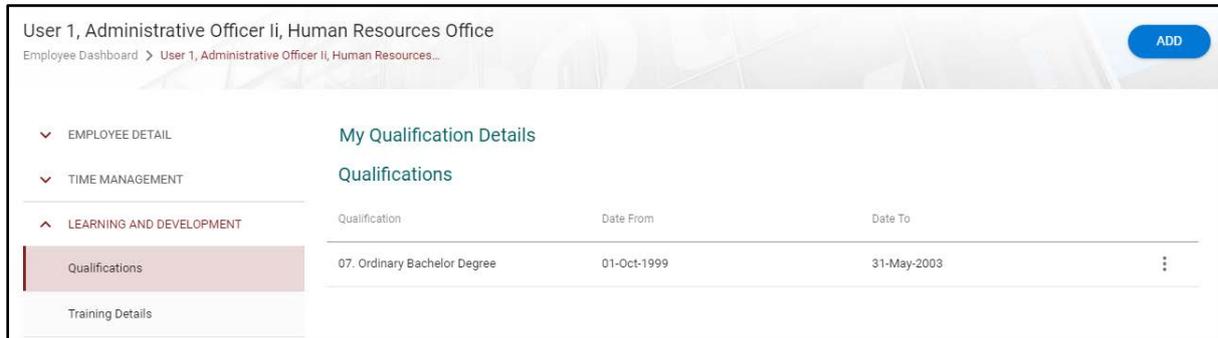
Add Subjects

Subject

First Year

Final Year

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.



The screenshot shows a user interface for 'User 1, Administrative Officer II, Human Resources Office'. The page title is 'My Qualification Details' and the sub-section is 'Qualifications'. On the left, there is a navigation menu with categories: EMPLOYEE DETAIL, TIME MANAGEMENT, and LEARNING AND DEVELOPMENT. Under LEARNING AND DEVELOPMENT, 'Qualifications' is selected. The main content area displays a table with the following data:

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

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

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

# Notifications (New)

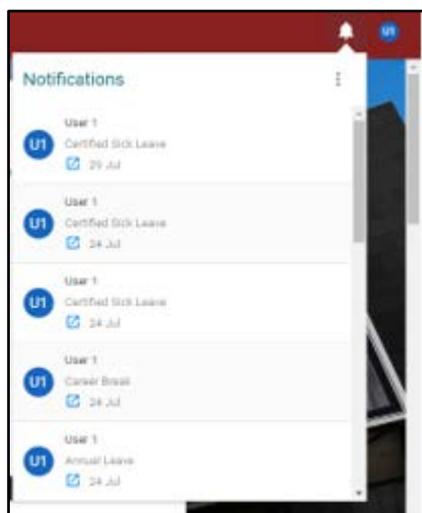
## Notifications & Notification Centre

Your **Notifications** contain details such as Leave Requests submitted and approved, Expense Claims submitted and approved etc.

Any unread **Notifications** are indicated by a number next to the bell icon. **Notifications** happen in real time.



To access your **Notifications Centre**, click on the  menu.

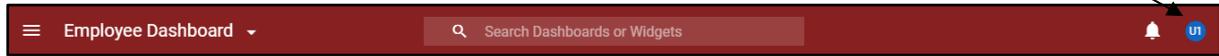


The **Notifications Centre** contains current and past **Notifications**.

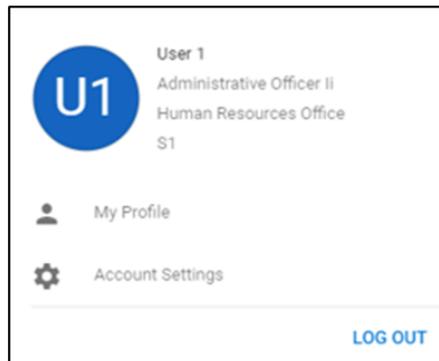


## Account Settings / Log Out (New)

By clicking on circular coloured button containing your initials in the top right of the screen you can view your **Account Settings** or **Log Out**.

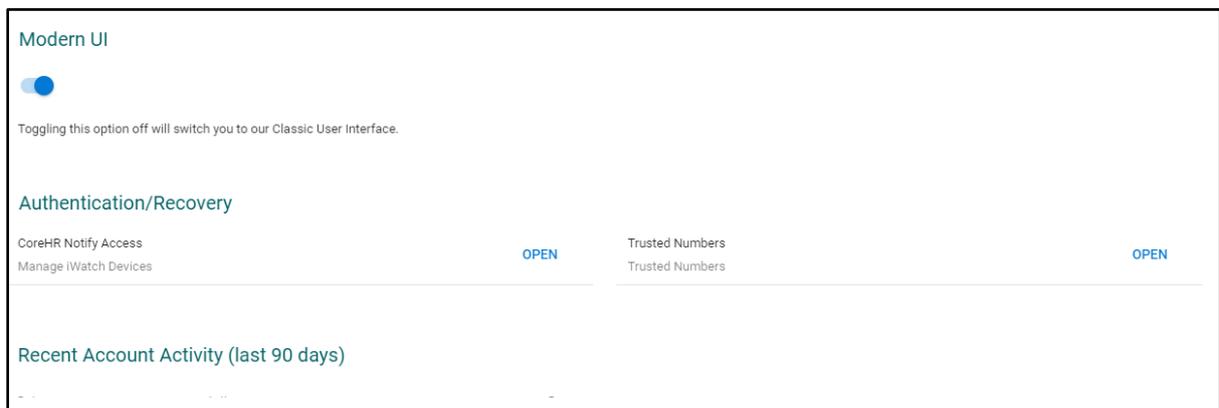


Once selected, a further window pops up, with links to **My Profile**, **Account Settings** and **Log Out**.

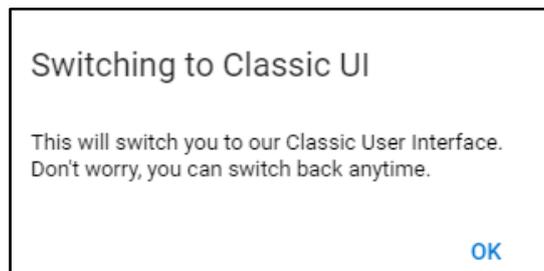


## Account Settings

To access your account settings, click on **Account Settings**, here you can view your **Recent Account Activity** and you can also switch back to the **Classic User Interface**.



To switch back to the **Classic User Interface**, click on the **Modern UI** button, a new window pops up, click **OK**.



Your account will change to the **Classic User Interface**, to revert to the **Modern UI**, click on the picture icon in the top left of the toolbar.

OTHER PRODUCTS ▾ DASHBOARDS ▾ ADMIN MENU ▾ USER 1 ▾

  **User 1**  
Administrative Officer II, Human Resources Office

100% Profile Completeness [My Profile](#)

**My Payslips** [Payment Summary](#) [Display Pay Summary](#)

Date	Total Earnings	Total Deductions	Net Pay
28th July 2020	*****	(*****)	*****
25th June 2020			
27th May 2020			
27th April 2020			

**Tax Detail**

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

Pay  
Hourly Timesheets  
Leave Requests  
Expense

# Appendices

## Appendix 1: Irish National Framework of Qualifications

