



# **Manual for online timesheets and expenses**

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# Claiming Timesheets

## **Important points to note:**

- Timesheets should be submitted for **work undertaken** monthly. You **may not** claim for work in the future.
- Timesheets must be submitted by 5pm on the second Friday of each month to be included in that month's payment.
- Payment is made once per month on the 28<sup>th</sup> or pervious working day if 28<sup>th</sup> falls on a weekend.
- The system operates a 24-hour clock.
- All communication relating to timesheets will be directed to your **MU email account**. Please check this account regularly to avoid missing important notifications.

## **Step 1.**

Log onto the [Core Portal Login](#)

## **Step 2.**

Select "Hourly Timesheets" then "New" ([View Image 1](#))

## **Step 3.**

Hourly Timesheet Input ([View Image 2](#))

- Select **Hourly Rate** (full details of rates are available [here](#))
- Select **Module Code** (these are available from the programme leader)
- **Date** and **Time** from/to (the date and time the work was completed)
- **Approver 1** – Fiona Casey, **Approver 2** – Aislinn O'Donnell

#### **Step 4.**

Employee Comments ([View Image 3](#)) This is **mandatory** and must include a clear description of the work you are claiming for. Examples of acceptable work descriptions are available below.

Please tick “Declaration” and select “Submit Timesheet”

# Sample of roles and rates of pay

**Lecturing:** rate of pay is lecturing rate €33.90. OS can claim one-hour lecturing prep (€33.90) with every hour lecturing (€33.90)

*Sample work description: 12 hours lecturing + lecturing prep (course and module code)*

**Tutorials:** rate of pay is Senior Tutorial rate €29.63 per hour of tutorial

*Sample work description: 6 tutorials in (course and module code)*

**Meetings:** rate of pay is Senior Tutorial rate €29.63 per hour of meeting.

*Sample work description: 2.5hr meeting with (name of staff member) for (course and module code)*

**Placement visits:** rate of pay is Senior Tutorial rate €29.63 x3 per visit total €88.89

*Sample work description: 1<sup>st</sup> visit to (course and module code) 2 x10 students*

**Interviews:** rate of pay is Oral examinations €18.67 per hour of interview

*Sample work description: 3hour interviews (course and module code)*

**Med. Theses supervisors:** rate of pay is lecturing rate (33.90) x4 = €135.60 per student. These claims are to be processed in October, February and May

*Sample work description: Supervision on (course code) to (name the students)*

**Written Feedback IFF and Final Appraisal:** rate of pay is Senior Tutorial rate €29.63. Both UT and PT claim 30 mins per student.

*Sample work description: IFF for (course code) x11 students*

**December PGDELM ED680 Group research presentations:** rate of pay is Senior Tutorial rate €29.63. Entitled to claim 30 min per group

*Sample work description: Group research presentations x 4 (course and module code)*

**January PGDELM ED677 Interviews:** rate of pay is Senior Tutorial rate €29.63. entitled to claim 30 min per student.

*Sample work description: Interviews x 4 (course and module code)*

## IMAGE 1

The screenshot shows a user profile at the top with a 75% profile completeness bar and an 'Improve' button. Below the profile is a navigation bar with a Euro symbol and 'My Timesheets'. A search bar is present with a 'Search' button. A table of timesheet entries is displayed below. Annotations include a red box around the 'Hourly Timesheets' icon in the left sidebar, a yellow arrow labeled 'Step 2' pointing to it, and another yellow arrow labeled 'Step 3' pointing to a '+ New' button in the top right corner.

ID	App ID	Date Range	Totals	Approvers	Created	Status	
14015	--	2 May 2019 to 3 May 2019	8 hrs, 0 mins	Elaine Martin Lecturer Sharon Todd Head of Department	20 May 2019 5 Weeks Ago	Rejected 21 May 2019 @ 09:24	⚙️

## IMAGE 2

Hourly Based Claim

Hourly Rate	Module Code	Date	Time From	Time To	Hours
					00:00
					00:00
					00:00
					00:00
					00:00
Total Hours					00:00

Approver 1

Approver 2

## IMAGE 3

Approver 1  Approver 2

**Employee Comments - please use icon on right to expand**

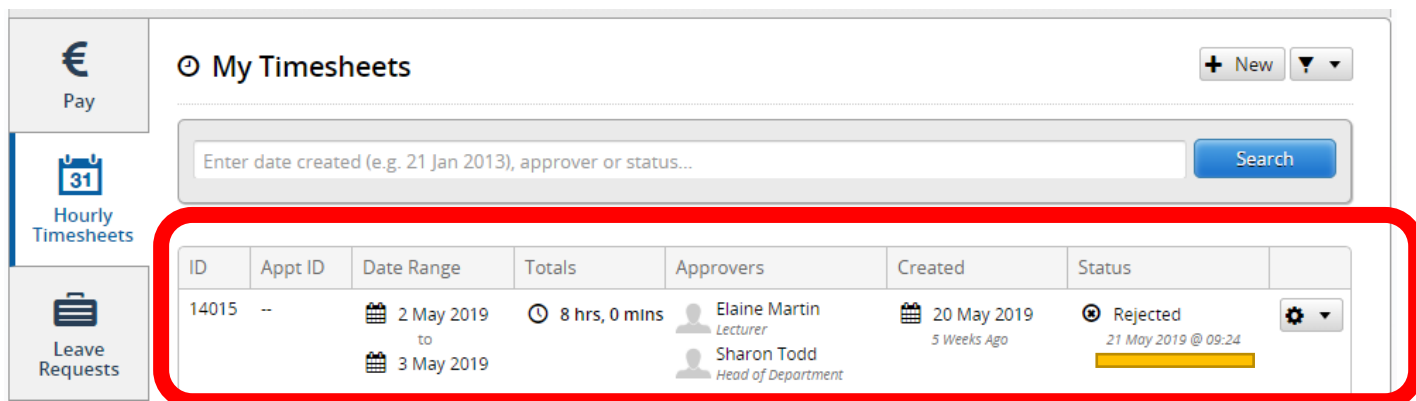
Please enter your comments on this timesheet in the box below

**Declaration:**  I confirm that all the above information is accurate and correct as of Tue Jun 25 2019 @ 10:57:19

# FAQs Timesheets

## 1. My claim has been rejected.

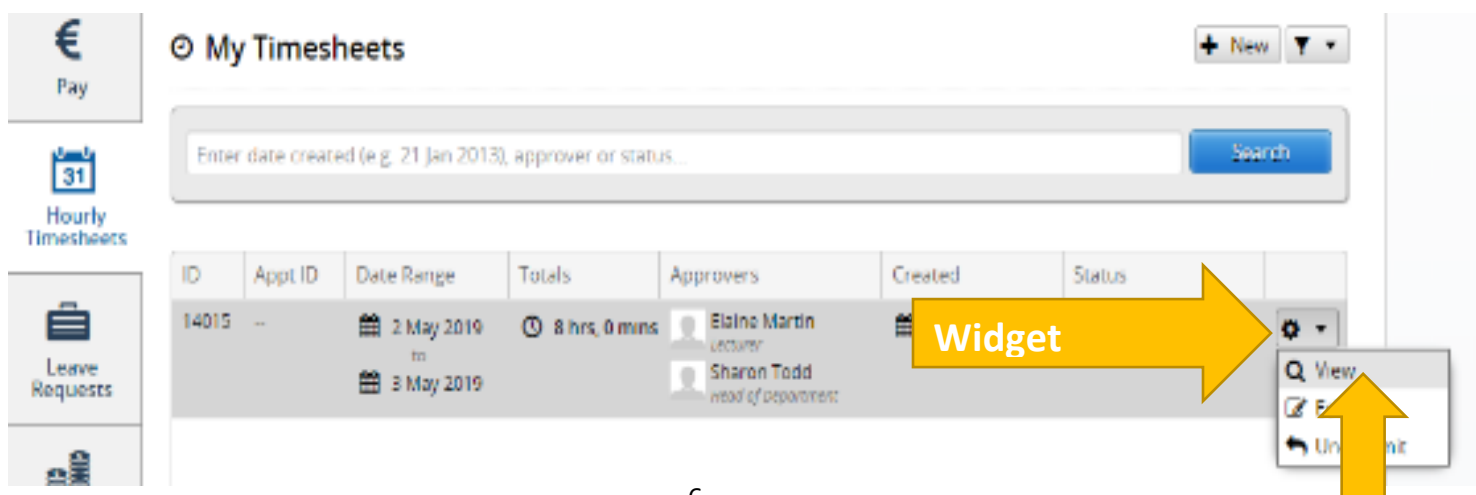
If you receive an email to your MU email account informing you that your claim has been rejected, please log onto the system and you will be able to view the reason.



The screenshot shows the 'My Timesheets' page with a sidebar on the left containing 'Pay', 'Hourly Timesheets', and 'Leave Requests'. The main content area has a search bar and a table of timesheet entries. A red box highlights the entry for ID 14015, which is in a 'Rejected' status. The entry details include: Appt ID --, Date Range from 2 May 2019 to 3 May 2019, Totals of 8 hrs, 0 mins, Approvers Elaine Martin (Lecturer) and Sharon Todd (Head of Department), and Created on 20 May 2019 (5 Weeks Ago). The status is 'Rejected' with a timestamp of 21 May 2019 @ 09:24. A gear icon (widget) is visible in the bottom right corner of the row.

ID	Appt ID	Date Range	Totals	Approvers	Created	Status
14015	--	2 May 2019 to 3 May 2019	8 hrs, 0 mins	Elaine Martin Lecturer Sharon Todd Head of Department	20 May 2019 5 Weeks Ago	Rejected 21 May 2019 @ 09:24

To view the reason your timesheet may have been rejected please select the “widget” and choose “View”.



This screenshot is similar to the previous one but includes annotations. A yellow arrow labeled 'Widget' points to the gear icon in the bottom right corner of the rejected timesheet row. Another yellow arrow points to the 'View' option in the dropdown menu that appears when the gear icon is clicked.

ID	Appt ID	Date Range	Totals	Approvers	Created	Status
14015	--	2 May 2019 to 3 May 2019	8 hrs, 0 mins	Elaine Martin Lecturer Sharon Todd Head of Department		Rejected

Scroll to the bottom of the screen and you will see the rejection reason.

**Hourly Based Claim**

Current Status: Rejected

Hourly Rate	Module Code	Date	Time From	Time To	Hours
Tutorials Senior €29.63	ED610	02/05/2019	09:00	12:00	03:00
Tutorials Senior €29.63	ED622	03/05/2019	09:00	14:00	05:00

Total Hours 8:00

Approver 1 Elaine Martin Approver 2 Sharon Todd

**Employee Comments - please use icon on right to expand**

The employee made the following comments regarding this timesheet  
Hi Elaine, Please reject when ever you get a chance. I am trying to get screen shots of lots of rejections for manuals Many thanks

Rejected by Elaine Martin on 21st May 2019 @ 09:24am  
**Reason:** Please resubmit.

Please amend your claim in line with the instructions provided in the rejection text box, **save** those amendments and resubmit.

## 2. I can't log into the system.

Please contact IT services [servicedesk@mu.ie](mailto:servicedesk@mu.ie)

## 3. I have missed the deadline.

Please submit as normal and you will be paid the following month

## 4. I have made an error in my timesheet.

Please email [Fiona.Casey@mu.ie](mailto:Fiona.Casey@mu.ie) outlining the error and the timesheet will be returned to you on the system.

## 5. I don't know the module code or the rate of pay.

Please contact the relevant course leader.



# Checklist before Submitting Timesheets

- Have I used the correct rate of pay?
- Have I selected the correct number of hours?
- Have I entered information in the employee comments?
- Have I selected the correct approver “Fiona Casey”?

NB you **must save** changes before you resubmit.

# Claiming Expenses

## Important points to note:

- Expenses **must** be claimed within 3 months.
- All communication relating to expenses will be directed to your **MU email account**. Please check this account regularly to avoid missing important notifications.
- Please update your cars details during the year as required.
- Tolls are not covered
- Your claim must be from the shortest distance (i.e. from your home address to the destination or from Maynooth University to the destination)
- You cannot claim for mileage until your car set-up has been approved
- You cannot claim for mileage if any of your car details are out of date

## Car Set Up

**Step 1.** Log onto the [Core Portal Login](#)

**Step 2.** Select “Expenses” Tab ([Image A](#))

**Step 3.** Select widget beside “My Primary Car” ([Image A](#))

**Step 4.** Select “Create Car” ([Image B](#))

**Step 5.** Fill in Car Details ([Image C](#))

**Step 6.** Fill in driving details ([Image D](#))

**Step 7.** Read Terms and Conditions ([Image E](#))

**Step 8.** Confirm and Save ([Image E](#))

# Image A

The screenshot shows the 'My Expense Reports' dashboard. On the left sidebar, the 'Expense' icon is highlighted with a red box and labeled 'Step 2'. In the top right, the 'My Primary Car' header has a gear icon highlighted with a red box and labeled 'Step 3'. The main content area includes a table for 'Conference Dublin Exp' with a total of 250.00, a 'Paid' status indicator, a 'Recent Expenses' bar chart, and a 'Year To Date' summary for 2017 showing 250.00.

Category	Amount
Mileage	.00
Subsistence	.00
Other	250.00
<b>Total</b>	<b>250.00</b>

# Image B

This is a close-up of the 'My Primary Car' section. The dropdown menu is open, and the 'Create Car' option is highlighted with a red box and labeled 'Step 4'. Other options include 'Manage My Cars' and 'View Mileage for Current Year'.

- + Create Car
- Manage My Cars
- View Mileage for Current Year

## Image C

Car Details: 11-D-881

Reg No	<input type="text"/>	Make/Model	<input type="text"/>
Date First Reg	<input type="text"/>	Engine CC	<input type="text"/>
Approver	<input type="text"/>	Type	Car
Mileage Fuel Type	Diesel	Company Car	No

- **Reg No** – full registration details e.g. 161-D-892
- **Make/Model** – Example *Hyundai ix35*
- **Date First Reg** – If you do not know this please put in today's date
- **Engine CC** – If you are unsure please check your car log book (NB you must fill in the correct engine CC in order to receive the correct rate of mileage)
- **Approver** – Fiona Casey
- **Type** – Car
- **Mileage Fuel Type** – Diesel/Petrol/Hybrid
- **Company Car** – No

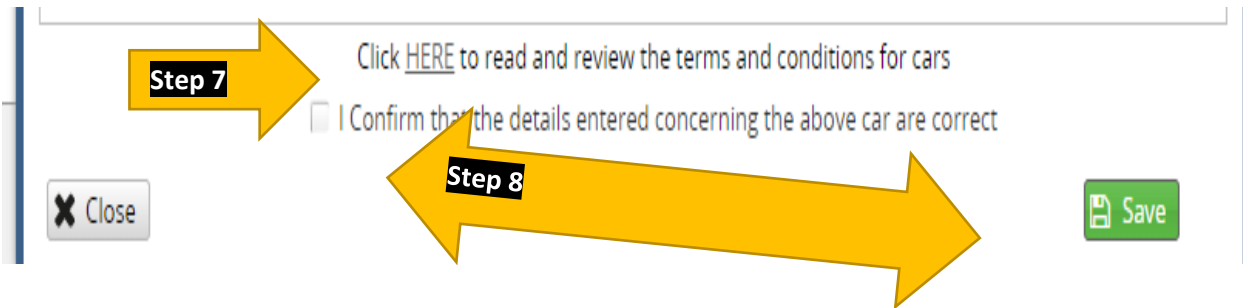
## Image D

Licence Insurance NCT Odometer **Tax**

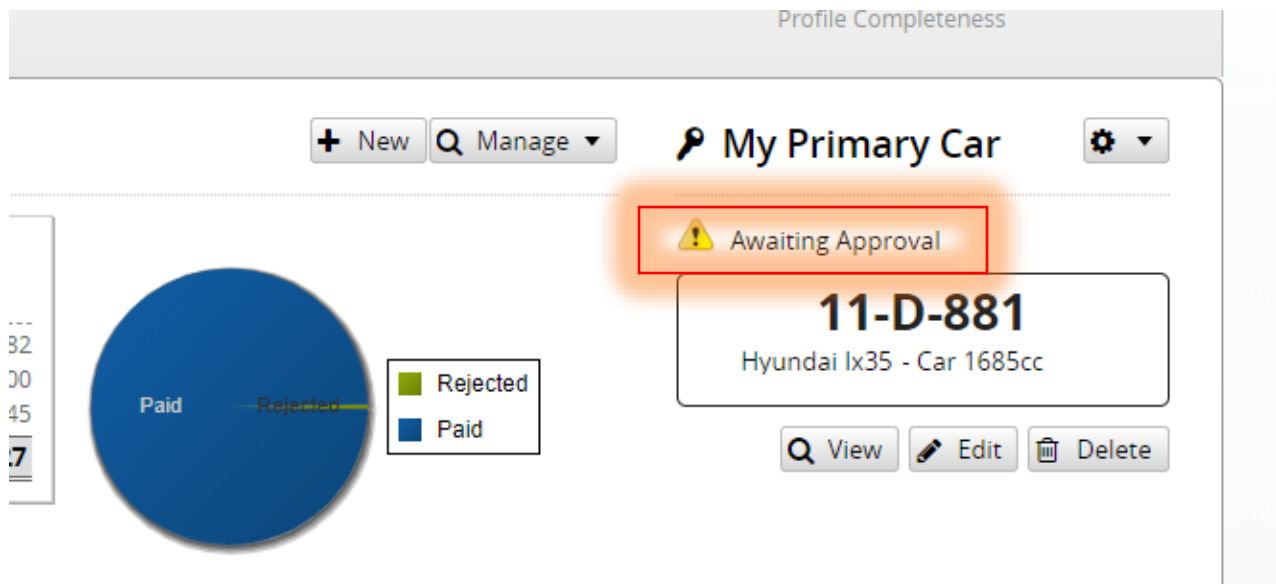
CO2 Category  Tax Month  Tax Year

- **Licence** – Must be updated when it expires
- **Insurance** - Must be updated when it expires
- **Tax** - Must be updated when it expires

## Image E



Your car has now been sent for approval and you can see this in the screen grab below. You will be notified **via your MU email** once your car is approved and then you are ready to claim for expenses.



# Managing My Car

You will need to update details of your car regularly such as Tax, Insurance and Licence. To do this you follow the steps below. The system will alert via email one week before your car details expire.

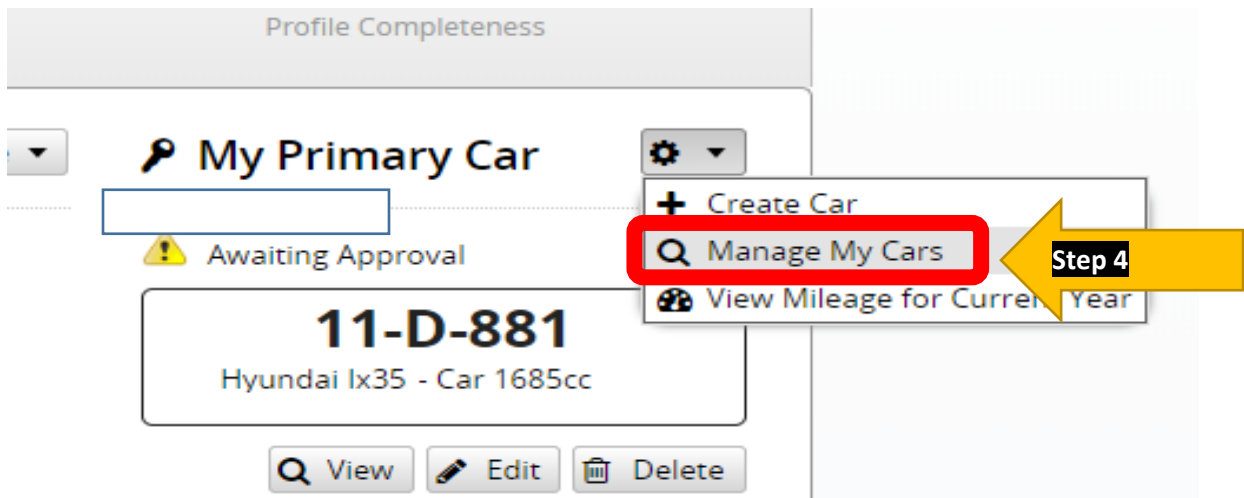
**NB. You cannot claim mileage if your car details are out of date.**

**Step 1.** Log onto the [Core Portal Login](#)

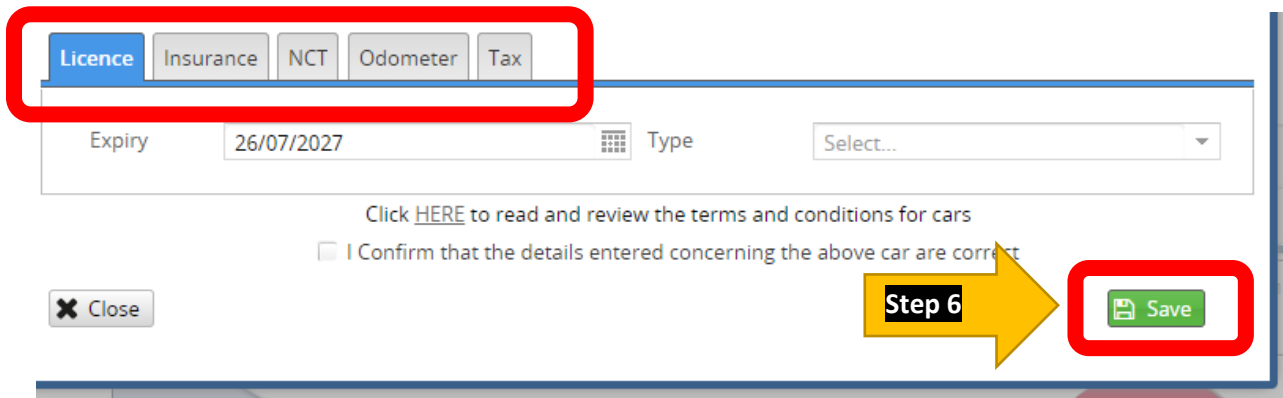
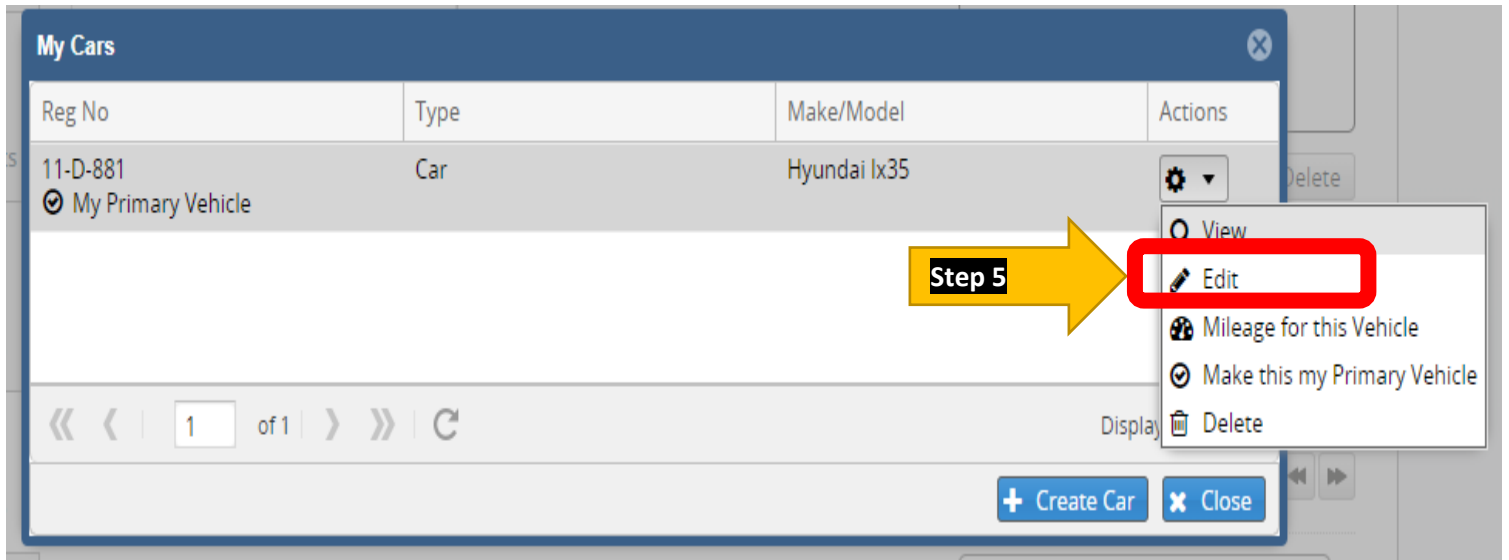
**Step 2.** Select “Expenses” Tab ([Image A](#))

**Step 3.** Select widget beside “My Primary Car” ([Image A](#))

**Step 4.** Select Manage My Cars



**Step 5.** Updating car details – select “Edit”



- **Licence** – Must be updated when it expires
- **Insurance** - Must be updated when it expires
- **Tax** - Must be updated when it expires

NB you must press save before you submit changes for approval

# Claiming Mileage

**Step 1.** Log onto the [Core Portal Login](#)

**Step 2.** Select “Expenses” Tab (Image

**Step 3.** Select “NEW”

The screenshot shows the user interface for Fiona Casey, a Placement Officer in Education. The page includes a navigation sidebar on the left with options like Pay, Hourly Timesheets, Leave Requests, and Expense. The main content area displays a summary for a 'Teaching Council Meeting - Placement Working Group' on Monday 20th May 2019, with a total of 104.35. A pie chart shows the status of expenses, with a legend for 'Rejected' (green) and 'Paid' (blue). A '+ New' button is highlighted with a red box, and a yellow arrow labeled 'Step 3' points to it. Another yellow arrow labeled 'Step 2' points to the 'Expense' tab in the sidebar.

Category	Amount
Mileage	.00
Subsistence	.00
Other	.00
<b>Total</b>	<b>104.35</b>



#### Step 4.

- Fill in dates from and to
- Fill in description (*Example - BSc Year 3 1<sup>st</sup> visits*)
- Fill in cost centre:
  1. School Placement visits (1450002)
  2. PGDELM (1450033)
- Select Approver “Fiona Casey”
- Select Save

**Expense Report**

Dates \* From To Description \* Enter Description...

Cost Centre

Approver

Additional Options

**Save** Submit

0.00 total claimed 0 # items

**Step 4**

#### Step 5.

Select “New Expense Item”

Additional Options

Save Submit

0.00 total claimed 0 # items

**+ New Expense Item**

Expense type *	Date From	Date To	From	To	Units	Value	Actions
You have not added any Expense Items yet...							

**Step 5**

## Step 6. Fill in the following details

Expense Details

If claiming in Non Euro Currency please tick here.

**A** Expense Type \* **B** 75 Units Location \* **C** Maynooth University Sheraton Athlone Ho

Dates \* 17/06/2019 17/06/2019 Description \* **D** PME Year 1 Placement Visit

Times From To

▼ Cost Centre & Analysis Codes

**E** Options

0.00 total claimed 0 # items

- A. Expense type – Kilometers
- B. Units – Total number of Kilometers travelled (if it is a return journey please include that information in the description)
- C. Location to and From (NB remember the location will either be from your home or Maynooth University depending on which is the closest to the destination)
- D. Description of activity – Please include the school/ education centre you visited
- E. Select Options
- F. Select Save & add New – You will then get a fresh screen where you can fill in details of another Journey. You can include as many journeys as needed under one claim once they are within the same month. When you have inputted your last journey please click on “Save” instead of “Save & Add New”.

**Expense Details**

If claiming in Non Euro Currency please tick here.

Expense Type \* Kilometres 75 Units Location \* Maynooth University Sheraton Athlone Ho

Dates \* 17/06/2019 17/06/2019 Description \* PME Year 1 Placement Visit

Times From To

Cost Centre & Analysis Codes

Options Save Save & Add New Mileage Calculator

0.00 total claimed 0 # items

**Step 7. – Submitting**

Once you are happy that all the information is correct please click 'Submit for approval'. You will be asked to confirm that your insurance is correct and there is a link to the terms and conditions.

**Expense Report**

Dates \* 01/06/2019 17/06/2019 Description \* test

Cost Centre

Approver

Additional Options Save Submit

199.64 total claimed 3 # items

+ New Expense Item

Expense Type *	Date From	Date To	From	To	Units	Value	Actions
Kilometres	Mon 17th Jun 2019	Mon 17th Jun 2019	Maynooth University	Sheraton Athlone H...	75	62.65	⚙️
Kilometres	Fri 14th Jun 2019	Fri 14th Jun 2019	Tramore	Kilkenny	63	52.62	⚙️
Kilometres	Tue 04th Jun 2019	Tue 04th Jun 2019	Gorey	11 Griffeen Way	101	84.37	⚙️



**Accept Declaration**

? I confirm that all items claimed relate to required business travel and that I possess valid car insurance for any kilometers claimed.

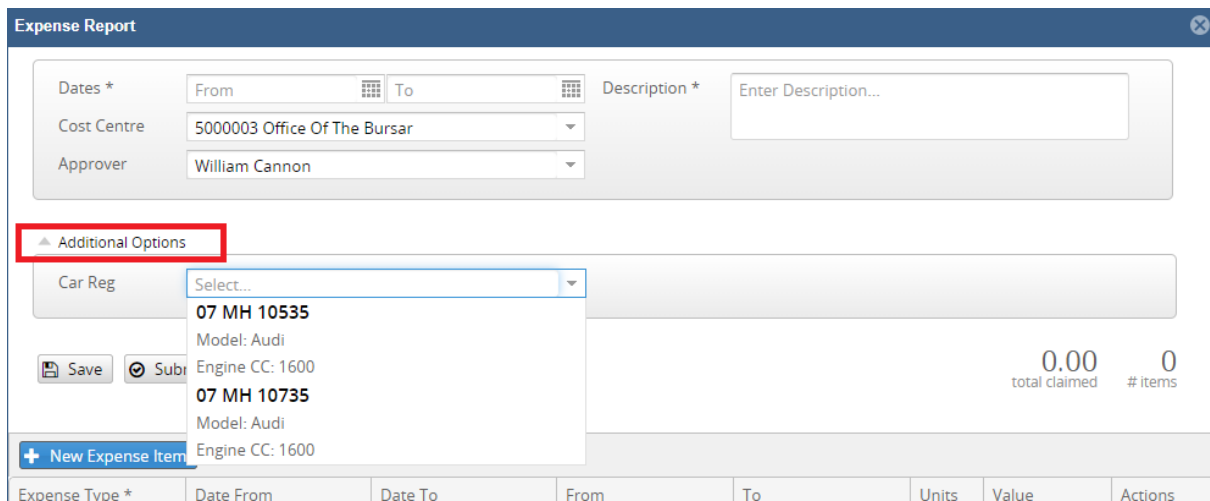
Click [here](#) to read terms and conditions.

Yes No

# FAQs Claiming Mileage

## 1. I am trying to input Kilometers but I am getting an error.

- Please check that your licence expiry date, insurance details and car tax expiry date are all up to date.
- Once you update your details they will be sent for approval, you will not be able to make a claim until they are approved.
- Please check that the system has picked up your car reg as per below, if it is blank please select your car from drop down and press save.



The screenshot shows the 'Expense Report' form. The 'Additional Options' section is highlighted with a red box. The 'Car Reg' dropdown menu is open, showing two options: '07 MH 10535' and '07 MH 10735'. Both options show 'Model: Audi' and 'Engine CC: 1600'. The form also includes fields for 'Dates \*', 'Cost Centre', 'Approver', and 'Description \*'. The 'Save' and 'Submit' buttons are visible. The bottom of the form shows a table with columns for 'Expense Type \*', 'Date From', 'Date To', 'From', 'To', 'Units', 'Value', and 'Actions'. The 'Value' column shows '0.00' and the '# Items' column shows '0'.

- If none of the above work please email [expenses@mu.ie](mailto:expenses@mu.ie) and we will revert back to you.

## 2. I can't log into the system.

Please contact IT services at [servicedesk@mu.ie](mailto:servicedesk@mu.ie)

## 3. I have missed the deadline.

This means that you cannot make a claim.

## 4. I have made an error in my claim.

Please email [Fiona.Casey@mu.ie](mailto:Fiona.Casey@mu.ie) outlining the error and the timesheet will be returned to you on the system.

## 5. I don't know the cost centre.

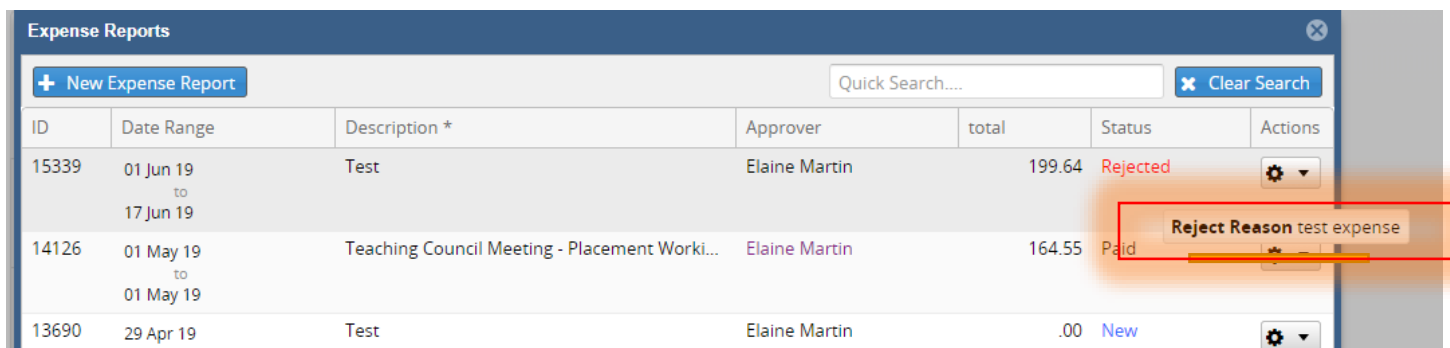
The cost centre will usually be one of two options listed below. If you are still unsure please email [Fiona.Casey@mu.ie](mailto:Fiona.Casey@mu.ie)




- School Placement visits (1450002)
- PGDELM (1450033)

## 6. My claim has been rejected.

If you receive an email to your MU email account informing you that your claim has been rejected, please log onto the system and you will be able to view the reason.

You must hover over the word 'rejected' and the reason will appear as an image below.



ID	Date Range	Description *	Approver	total	Status	Actions
15339	01 Jun 19 to 17 Jun 19	Test	Elaine Martin	199.64	Rejected	
14126	01 May 19 to 01 May 19	Teaching Council Meeting - Placement Worki...	Elaine Martin	164.55	Paid	
13690	29 Apr 19	Test	Elaine Martin	.00	New	

Training on timesheets and expenses will be available throughout the year.

Please email any log in issues to [servicedesk@mu.ie](mailto:servicedesk@mu.ie)

All other queries can be emailed to [Fiona.Casey@mu.ie](mailto:Fiona.Casey@mu.ie)

# Checklist before Submitting Expenses

- Is your claim within 3 months?
- Are your car details up to date?
- Is your car approved?
- Are you claiming from the shortest distance (i.e. your home address or Maynooth University)?
- Do you have the school or education centre included in your description?
- Do you have the correct cost centre?
  - A. School Placement 1450002
  - B. PGDELM 1450033
- Have you selected the correct approver “Fiona Casey”?

NB you must **save** changes before you resubmit.