

## Approving an Hourly Timesheet Claim: Approver 1

Approval of a timesheet claim is required at 2 levels:

- Approver 1: Departmental Administrator.
- Approver 2: Head of Department.

The correct Approvers are presented in a drop down menu relevant to the Department in which the claim is being made.

Approver 1

Test2 Pay

Approver 2

Testcase1 Pay

### **Approver 1:**

Login to Core Portal

[https://my.corehr.com/pls/coreportal\\_nuimp](https://my.corehr.com/pls/coreportal_nuimp)

Employee Dashboard will be visible, Click on arrow to select Manager Dashboard, to view Hourly Timesheets (New). Click on Open:



## Other Approvals

2	Hourly Timesheets (New)	<b>OPEN</b>
0	Hourly Timesheets (Rejected)	<b>OPEN</b>

Timesheets submitted to you as Approver 1 will appear in the queue, choose the looking glass icon to view and take action:

## Hourly Timesheets for Approval

Approvers in Blue have nominated you to approve Timesheets for them.

Identifier	Employee	Lecturer	Head of Department	Department	Total Hours	No of Items	Total Value	Status	Date Submitted	Action	Select
22138	Testcase Pay	Test2 Pay	Testcase1 Pay	Computer Science	02:00	14	0.00	Submitted	17 Aug 2020 @ 16:53		<input type="checkbox"/>

- When the looking glass icon, under Action is selected the screen below will open

**Purpose:** This form must be completed by all employees who wish to claim for casual labour lectures/tutorials. Bank Details and PPS Number are mandatory fields.test123  
[Click here to look up rates.](#)

Personal Details			
Employee Name	Testcase Pay	Personnel No/Staff No	S16176
Date Submitted	17th August 2020 @ 04:53pm	Department/Division	Computer Science
Hours	N/A	Submitted By	Testcase Pay

Hourly Based Claim								
Hourly Rate	Module Code	Date	Time From	Time To	Hours	Rate of Pay	Total	
Demo Inter €19.03	CS001	05/08/2020	15:00	17:00	02:00	Please select...	0	
<b>Total Hours</b>						2:00	<b>Total Cost</b>	0.00
							<b>Holiday Entitlement</b>	0.00
							<b>Total Net Costs</b>	0.00

Project Code: Please select... 

Cost Centre: Please select... 

Unit Based Claim						
Unit of Work	Module Code	Date	No. of Items	Rate of Pay		Total
Modular Rates Standard	AN111	06/11/2020	1	€3,600	18 24hrs €300 - 300.00	300.00
Modular Rates Standard	AN111	13/11/2020	1	€3,600	18 24hrs €300 - 300.00	300.00
Modular Rates Standard	AN111	20/11/2020	1	€3,600	18 24hrs €300 - 300.00	300.00
Modular Rates Standard	AN111	27/11/2020	1	€3,600	18 24hrs €300 - 300.00	300.00
			<b>No. of Items</b>	4	<b>Total Cost</b>	1200.00
					<b>Total Net Costs</b>	1200.00

Cost Centre: Please select... 

The following must be entered by Approver 1 in order for the timesheet to be successfully approved:

- Rate of Pay: from a drop down menu
- Project Code: from a drop down (easily searchable by Code number or description). **Please note: One project code to be entered per timesheet in the location above, under Hourly Based Claim**
- Cost Centre: from a drop down (enter the first 3 letters or digits in the search box and select the looking glass icon) . . . . **Modular rate cost centre can differ from Hourly Based cost centre but must be within your own Department for which Approver 2 is responsible for**

Please note that 8% holiday pay will automatically calculate on all **hourly** rates submitted.

If you are rejecting this timesheet, please state the reason:

Save For Later Approve Reject

- Approver 1 can then approve. A notification email will be sent to Approver 2 informing them that there are timesheets awaiting his/her approval.
- **If the claim is incorrect Approver 1 can reject the timesheet back to the original Claimant for correction or deletion. A rejection reason must be supplied in the space provided.**

## Hourly Timesheet Approval

**Your approval has been successfully processed.**

### Approver Delegation Facility:

This facility allows you to delegate approval of timesheets to a colleague in your Department, to view and approve timesheets that have been sent to you for approval, in your absence. This option is available on the manager dashboard

## Delegation

[ADD DELEGATION](#)

Search Approvers



Approver

Type

Date

# Add Approver Delegation

Manager Dashboard > Add Approver Delegation

Type\*  From Date\* 

Delegate To\*  To Date 

Reason

I authorise this individual to approve on my behalf

The screen above will appear. Please select the following:

- Type: Hourly Timesheet
- From Date:
- To Date:
- Delegate To: Type the first few letters of the person's surname and select from list
- Reason
- Place a tick in the box provided to authorise delegation
- Click on "Save"

To remove a nominee click on the three dots symbol, below, you will then have the option to delete the nominated person from the delegation facility.

## Delegation

ADD DELEGATION

Search Approvers



Approver	Type	Date	
	Hourly Timesheets	17-Aug-2020 - 17-Aug-2020	

## Delete

Are you sure you want to delete this?

NO

YES