

Employee Self Service (ESS)

User Guide for Learning & Development tab

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Recommended Browsers

Windows users are advised to use the Microsoft Edge browser. MAC users are advised to use the Firefox browser.

Contact Us

If you have further questions or need assistance, please contact People Development at the following email address people.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 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.



Scroll down and select Learning & Development



Narrow View

-

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

Book A Course	SEARCH ACTIONS -		
Enter Keywords			
Select Category	*		
Location	*		

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.

By clicking on the 3 dots beside a scheduled course you have the option to Cancel Course.

View	All Courses 👻					
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		
12 DEC	Networking Lunch For New Employees	1 Hour	Eolas Meeting R	Completed		
20	Networking Lunch For New Employees	1 Hour	Staff Dev Semina	Completed) :	

- > 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
 - Click Search

Enter Keywords	2		
Select Category	×		
Location	×		

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

Book A Course	SEARCH ACTIONS -		
Enter Keywords			
Select Category	•		
Location	*		
		-	

If you wish to see <u>all the available courses</u>, 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

Always ensure you have read the course outline on the <u>Course Directory</u> in advance so you know the content of the course. a brief description is provided on the booking system.

- Search for the course you wish to book on to.
- > Click Search

3ook A Course	SEARCH				
Enter Keywords	TM0001	2			
Select Category		*			
Location		*			
	Sook A Course	Book A Course SEARCH Enter Keywords TM0001 Select Category Location	Book A Course SEARCH ACTIONS Enter Keywords Select Category Location	Book A Course SEARCH ACTIONS - Enter Keywords TM0001 Select Category - Location -	Book A Course SEARCH ACTIONS Enter Keywords TM0001 Select Category Location

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

nployee Dashboard	Book A Course							
Enter Keywords TMM001		Start Date	Ē C	ategory	•			
_ocation	*	End Date	Ē T	/pe	×			
Search Resu	ılts (1)						RESET	APPL
Course Code	Course	Description		Category		Schedule Dates		
	Test Time Management	TMM001 - T Time Manag	he course description for t ement is how to manage t	est ime Professional Skills		26-AUG-2020		

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 Cours	e I > Book A Course					
Enter Keywords TMM001		Start Date	E Category		<u>*</u>	í
Location	¥	End Date	📩 Туре		•	
Search Resu	ılts (1)					RESET APPLY View Course Details
Course Code	Course	Description	Cati	egory	Schedule Dates	Request to attend course
TMM001	Test Time Management	TMM001 - The Time Managerr better.	course description for test tent is how to manage time Pro	fessional Skills	26-AUG-2020	

To view course details, select *View Course Details*. This will allow you to see the course description, start date, end date and location. You can book a place on the course from here by clicking on *Book This Course*. From here you will see if the course is fully booked or has spaces available. Highlight the course you wish to attend (if there are a number of date options).

It will then look for Your Request Details. Select a Reason Employee Request.

You only need to complete the Comments area if you have any special requirements (physical or where there will be catering, dietary requirements). This will be accommodated where possible.

Select the green *Submit* button. An alternative way of booking on a course is...

Having selected the course, you wish to attend.

- 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.

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

CORE HR V28

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

> 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 Reason						
Manager Request						
			corehr	1		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 People Development in HR and is <u>pending approval</u> by them. 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 mployee Dashboard > Book a Course	> Request a Course Booking			Your booking requ pending approval	uest was received and is
Select a Course					
Course Name	Scheduled Dates Location	Cost per Person	Objectives	Cour	se ID Availability
Test Time Management	01-Sep-2020 - 01-Se		Test course objectives t	for Time Management are C00	908 Spaces Available
Test Time Management	Add to waiting list		No suitable course date	available - add to waiting Wait	List
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

÷	Employee Dashboard						vo
	BOOK A Course Employee Dashboard > Book A Course						
	Enter Keywords						^
	time	Start Date	Ē	Category	•		
	Location -	End Date		Туре	*		
/							RESET APPLY
	Search Results (11)						
-	Course Code Course	Description		Category		Schedule Dates	

4. Special Requirements

Complete the Comments area if you have any special requirements (physical, dietary where catering is provided or other specific requirements you may have). This will be accommodated where possible.

Select a Course	
Course Name	
Project Management - Advanced	
Your Request Details	
Reason*	Ŧ
Reason * This field is required	·
Reason * This field is required Comments	<u> </u>

5. 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 > Reques	t a Course Booking						
Select a Course							Î
Course Name	Scheduled Dates	Location	Cost per Person	Objectives	Course ID	Availability	l
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		l
Your Request Details							
Select reason for training							1
						SUBMIT	

- If the course is on ESS but is not currently scheduled, you can add your name to the waitlist for when the course runs again. To add you name to a waitlist click on waitlist option for course and complete Your Request Details.
- > Select **Reason for Training** under the dropdown.

The reason options are Employee Request or Manager Request. In most cases this will be an employee request.

- > You only need to complete the *Comments* area if you have and any special requirements (physical or where there will be catering, dietary requirements). This will be accommodated where possible.
- Click on Submit

6. How to cancel from a course

Please note that each place we provide represents a cost to the University.

If a staff member is unable to attend an activity, they should let People Development know <u>at least 3</u> <u>working days beforehand</u> by cancelling the place online through the <u>Employee Self-Service</u> (ESS) so that efforts can be made to fill the place.

If a staff member needs to cancel within 3 working days, they will need to contact People Development directly by email <u>people.development@mu.ie</u>, as a cancellation fee may apply. If sufficient notice is not given (more than 3 working days), \in 150 will be charged to the staff member's Department to reimburse the cost of their non-attendance. Extenuating circumstances will be taken into consideration.

- Choose the course you wish to cancel from My Training History on the People Development 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

My Tra	aining History				
View A	All Courses -				
24 AUG	Test Recruitment Skills	4 Hours	Eolas Meeting R	Scheduled	^
26 AUG	Test Time Management	4 Hours	Online Course	View Course Details	
	Test Recruitment Skills	No Duration	No Venue	Cancel Course	
	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	~
					_

Delete Training	Course		
Select a Reason for Can	celing		
Cancelled		\times	-
Enter Comments			
	CANCEL		ОК

7. View the status of your course requests

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

My Tra	aining History			ACT		•
View A	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	:	~

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			

8. Certificate of Completion

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 People Development, when that is completed your *Certificate of Completion* will be available to download.

To print your Certificate of Completion,

- So 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

nav	vailable du	uring this time.	×	
			â 🗾	
	J	Μ		
	*	My Profile		
	o	Upload My Photo		
X	0	Change Password		
	•	Account Settings		
	۲	Language Preference		
	A	Enable Language Pack		
	0	Compact Mode	LOG OUT	

- 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	My Documents				
	Contacts	Certificate Template 2.pdf	Certificate	Friday 19th Mar 2021 @ 16:18	Yes	DOWNLOAD
	Next Of Kin	Certificate Template 2.pdf	Certificate	Friday 26th Mar 2021 @ 14:11	Yes	DOWNLOAD
	Known As	Microsoft Planner.pdf	Certificate	Tuesday 06th Jul 2021 @ 09:50	Yes	DOWNLOAD
_	Dependants	Minute Taking Made Easy.pdf	Certificate	Never	No	DOWNLOAD
	Documents	Minute Taking Made Easy.pdf	Certificate	Never	No	DOWNLOAD
	Bank Detail	Minute Taking Made Easy.pdf	Certificate	Monday 28th Jun 2021 @ 10:23	Yes	DOWNLOAD
~	DIVERSITY TEST 1234556778990-4444					
~	CONTRACT					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.

		<u> </u>
Print ? Total: 1 sheet of paper	For successful completion of	
Printer NPI93B49B (HP LaserJet 400 c 🗸	Minute Taking Made Easy	
Copies	on	
Pages	Thursday, June 24, 2021	
(e.g. 1-5, 8, 11-13	Administered by	
Colour v	Learning and Development Human Resources	
More settings ~ Print using system dialogue (Ctrl+Shift+P)		
Troubleshoot printer issues		
Print Cancel		

Print				
Printer:	TOSHIBA e-STUE	DIO5005AC-11864526	 ✓ Properties 	Advanced
Copies	Page Setup		×	e (black and white)
Pages All Mor Page S		The second secon		Document: 8.3 x 1 8.27 x 11.6!
⊖ Fit	Paper	1 thread and the second		Certifi
🔿 Shri	Size:	A4	~	1
Cho	Source:	Automatically Select	~	
🗌 Prin	Orientation	Margins (millimeters)		
Orienta Orienta	Portrait	Left: 25	Right: 25	I
Comm Docur	○ Landscape	Top: 25	Bottom: 25 K Cancel	<
Page Setu	ıp			

- 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)

Ollscoil Mhá Nuad Maynooth University	Maynooth Miversity of Ireland Maynooth
Certificate	- − − Θ ⊕ λ Commletion A warded

An Irish Language version of the Certificate of Completion can be requested by emailing people.development@mu,ie

9. 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



- > 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

User 1, Administrative Officer Ii, Employee Dashboard > User 1, Administrative O	Human Resources Office fficer II, Human Resources			ADD
✓ EMPLOYEE DETAIL	My Qualification Details			
✓ TIME MANAGEMENT	Qualifications			
LEARNING AND DEVELOPMENT	Qualification	Date From	Date To	
Qualifications	07. Ordinary Bachelor Degree	01-Oct-1999	31-May-2003	:
Training Details				

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

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

Details:

Details							
Qualification*	Ŧ	Level	.	Course Name		Result	
University	•	Country	•				
Academic Disc. 1	*	Awarding Body	•	Academic Disc. 2	•	Publish on Web	

> 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 <u>essqueries@mu.ie</u> 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				ADD SUBJECT
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		
	CANCEL	ок

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.

Use Emplo	r 1, Administrative Officer Ii, Hu yee Dashboard > User 1, Administrative Office	Iman Resources Office er II, Human Resources	DY		ADD
~	EMPLOYEE DETAIL	My Qualification Details			
~	TIME MANAGEMENT	Qualifications			
^	LEARNING AND DEVELOPMENT	Qualification	Date From	Date To	
	Qualifications	07. Ordinary Bachelor Degree	01-Oct-1999	31-May-2003	:
	Training Details				

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

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

10. 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

_			-	1 A A A A A	
I ra	In	na	D 2	atai	
IIa		шu		cιαι	13
			_		

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			