



**Maynooth
University**
National University
of Ireland Maynooth

**Ollscoil
Mhá Nuad**
Ollscoil na hÉireann
Má Nuad

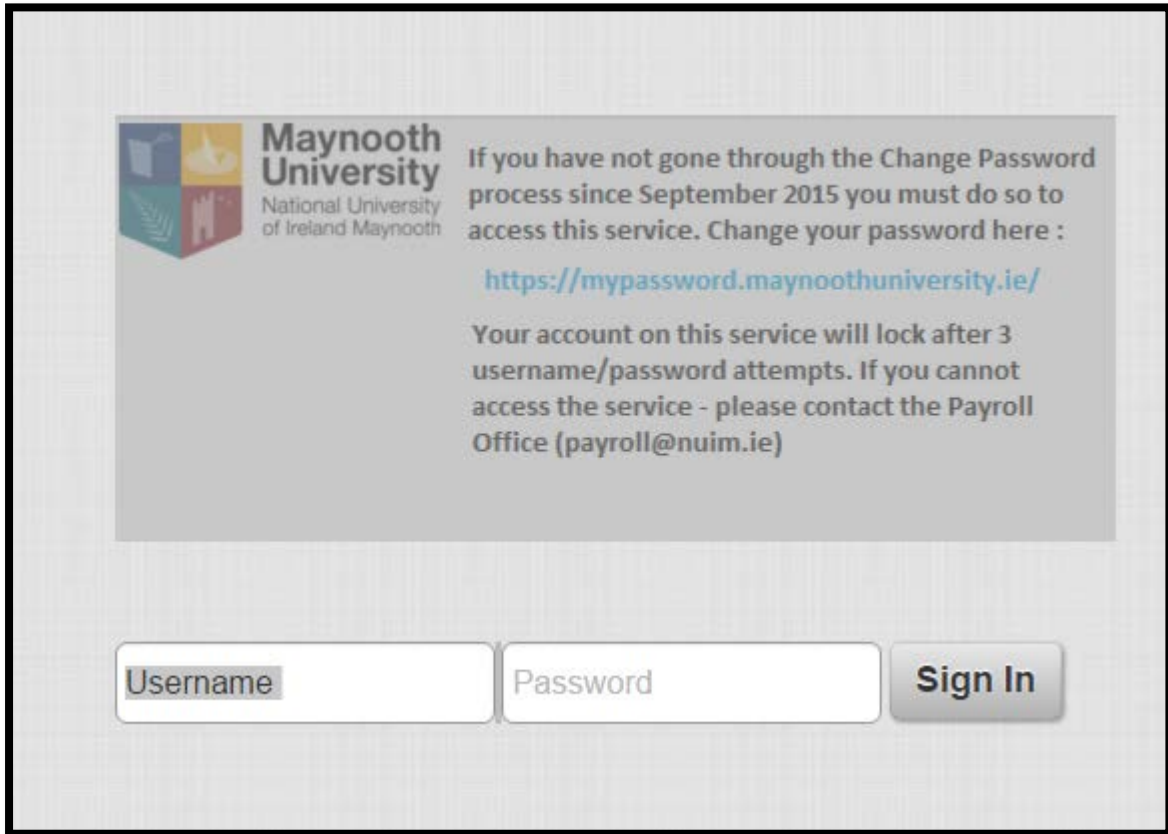
Employee Self Service (ESS) User Guide

Table of Contents

Login	2
Introduction.....	3
Employee Dashboard.....	3
My Payslips	4
My Profile.....	6
Employee Detail.....	7
Next of Kin	7
Contacts.....	9
Dependents	11
Qualifications	14
Qualifications	14
Appendices	18
Appendix 1: Irish National Framework of Qualifications.....	18

Login

You can navigate to Employee Self Service (ESS) from the Human Resources webpage:
<https://www.maynoothuniversity.ie/human-resources> and click through the ESS link.



The image shows a screenshot of the Maynooth University Employee Self Service (ESS) login page. At the top left is the Maynooth University logo, which consists of a shield divided into four quadrants with different symbols (a book, a sun, a tree, and a building). To the right of the logo, the text reads "Maynooth University" in a large, bold font, followed by "National University of Ireland Maynooth" in a smaller font. Below this, there is a message: "If you have not gone through the Change Password process since September 2015 you must do so to access this service. Change your password here :". This message is followed by a blue hyperlink: <https://mypassword.maynoothuniversity.ie/>. Below the hyperlink, there is another message: "Your account on this service will lock after 3 username/password attempts. If you cannot access the service - please contact the Payroll Office (payroll@nuim.ie)". At the bottom of the page, there are two input fields: one labeled "Username" and one labeled "Password". To the right of these fields is a button labeled "Sign In".

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, across the top of the screen, you will see the **Dashboards** and **User** drop-down menus and your **Name**, your **Job Title** and your **Department / Office**.



Employee Dashboard

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.

The menu to the left of page contains links to **Pay**, as future developments are released, for example, **Hourly Timesheets** and **Leave Requests** further links will be added to this menu.

By clicking on the arrow beside **Dashboards** you will see a drop-down menu, click on **Employee Dashboard** and you can return to this page at any time.

My Payslips

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

The screenshot shows the 'My Payslips' interface in the corehr system. At the top, the Maynooth University logo is on the left, and navigation links for 'OTHER PRODUCTS', 'DASHBOARDS', and a user profile 'A USER' are on the right. Below the header, a user profile section for 'A User' (Administrative Officer II, Finance) shows a 67% profile completeness with an 'Improve' button. A left-hand menu has a 'Pay' option highlighted with a Euro symbol. The main content area is titled 'My Payslips' and features a list of dates: '27th November 2010' (selected), '29th October', '29th September', and '28th August'. A 'Payment Summary' table for the selected date shows 'Total Earnings' (*****), 'Total Deductions' (*****), and 'Net Pay' (*****). A 'Display Pay Summary' button is next to the table. To the right, a 'Tax Detail' section lists: PPS No., PRSI Class (D1), Tax Credit (0), Cut Off (0), Tax Basis (Week One), Marginal Tax (N/A), and USC Status (Subject to USC). Below this, 'Important Dates' shows the next 'Pay Day' on November 28, 21 days away. 'P60 Documents' shows 'No P60 Documents Available'. 'PRD60 Certs' lists '2010' and '2009' with right-pointing arrows.

Payment Summary	
Total Earnings	*****
Total Deductions	(*****)
Net Pay	*****

Tax Detail	
PPS No.	
PRSI Class	D1
Tax Credit	0
Cut Off	0
Tax Basis	Week One
Marginal Tax	N/A
USC Status	Subject to USC

Important Dates

Pay Day
NOV 28
21 days to go

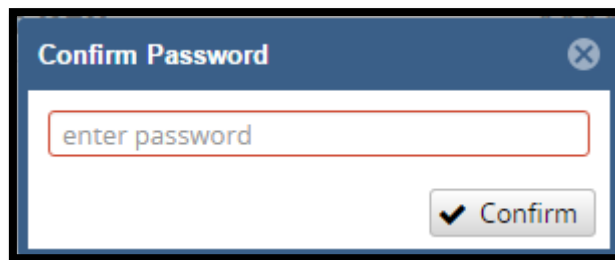
P60 Documents
No P60 Documents Available

PRD60 Certs

- 2010 >
- 2009 >

On the **My Payslips** screen you will see details of your current and previous Payslips (click on the dates listed), your **Tax Details** (PPS No., PRSI Class, Tax Credits etc.), **Important Dates**, such as the date of the next **Pay Day**, **P60** Certificates and **PRD** Certificates.

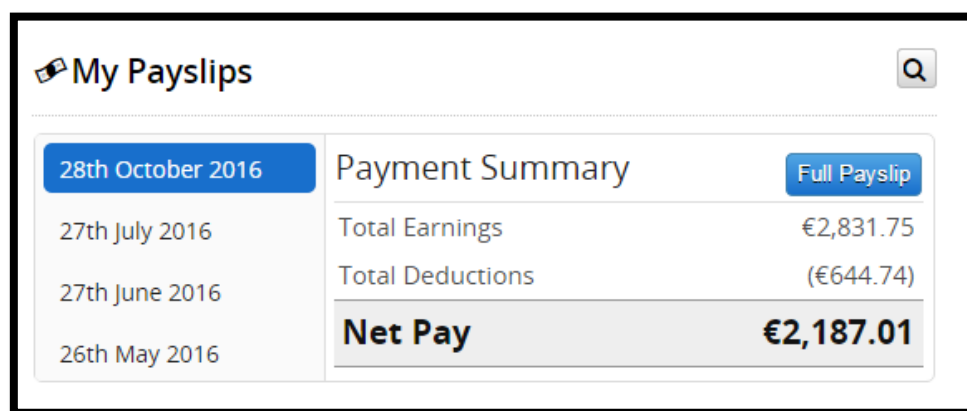
To view your **Payment Summary**, click on **Display Pay Summary**, you will be prompted to enter your **password**:



A dialog box titled "Confirm Password" with a close button (X) in the top right corner. It contains a text input field with the placeholder text "enter password" and a "Confirm" button with a checkmark icon.

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

Your **Payment Summary**, details will now be displayed:



The interface shows a search icon in the top right. Below the header, there is a list of dates on the left and a table on the right. The first date, "28th October 2016", is highlighted in blue. The table has two columns: the first column lists "Total Earnings" and "Total Deductions", and the second column lists the corresponding amounts. The "Net Pay" row is highlighted in grey.

28th October 2016	Payment Summary	Full Payslip
27th July 2016	Total Earnings	€2,831.75
27th June 2016	Total Deductions	(€644.74)
26th May 2016	Net Pay	€2,187.01

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

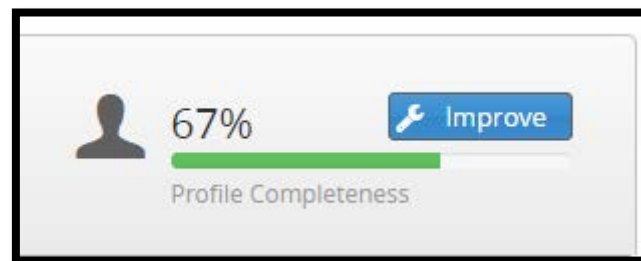
My Profile

By clicking on the arrow beside your name, in the top right hand corner, you will see a drop-down menu, click on **My Profile** or click on the blue **My Profile / Improve** blue button on the **Employee Dashboard** page and you will be brought to your **My Profile** page.

The **My Profile** opens on the **Employee Detail > Next of Kin > My Next of Kin Details** screen.

The menu to the left of page contains links to **Employee Detail** and **Qualifications**.

Note: as you enter data within the **Employee Detail** area of **My Profile** you will see the percentage of the Profile Completeness increase, each of the three areas of **Employee Detail** i.e. **Next of Kin**, **My Contact Details** and **Dependents**, are valued at 33%.



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 **Next of Kin**, **Contacts** and **Dependents**.

Next of Kin

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


The screenshot shows the 'corehr' interface. At the top, there's a navigation bar with 'corehr' and 'DASHBOARDS' next to a user icon labeled 'A USER'. Below this, a header section features the 'Maynooth University' logo and a user profile for 'A User', an 'Administrative Officer II, Finance' located at 'RIVERSTOWN LODGE'. A sidebar on the left, titled 'Employee Detail', contains three options: 'Next of Kin' (selected), 'My Contact Details', and 'Dependents'. The main content area, titled 'My Next of Kin Details', includes a blue banner that says 'View your Next of Kin details here.' Below this is a form with the following fields: 'Forename' and 'Surname' (text boxes), 'Relationship' and 'Phone' (text boxes), and 'Comments' (a large text area). At the bottom of the form is a 'Default Address' dropdown menu currently showing 'IRELAND'. A 'Save' button is located at the bottom right of the form area.

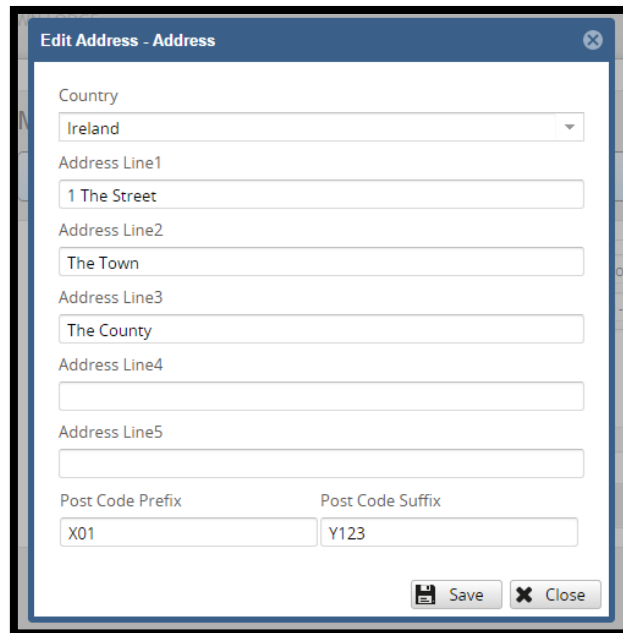
On the **My Next of Kin Details** screen you can enter the **Forename***, **Surname***, the **Relationship*** of your next of kin to you, their **Phone*** number, **Comments**, and their **Address**.

Once you have entered the **Forename**, **Surname**, **Relationship** and **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**.

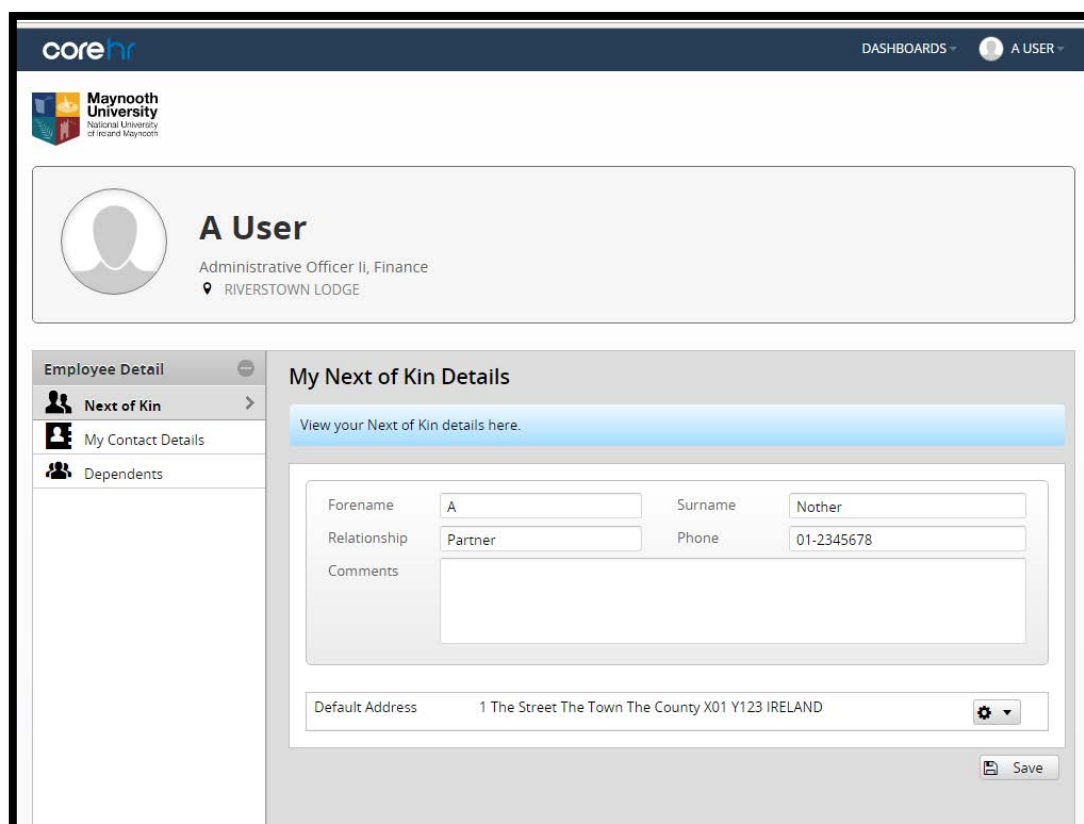
Note: Within comments you may wish to enter instructions to HR on who to contact in the event of an emergency, for example, you may wish to enter an additional contact name or contact number.

* All data inputs marked with an asterisk are required fields.

To add / edit your next of kin's address, click on the arrow next to the **Tools** icon  and select **Edit Address**. A new window will pop up, enter the address details and click **Save**.



Once you have clicked **Save** you will be brought back to the **My Next of Kin Details** screen, where the details you have entered are displayed.



Contacts


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

The screenshot shows the corehr interface. At the top, there's a header with the corehr logo, a 'DASHBOARDS' dropdown, and a user profile 'A USER'. Below the header, the Maynooth University logo is visible. The main content area shows a user profile for 'A User', an Administrative Officer II in Finance, located at RIVERSTOWN LODGE. A sidebar on the left under 'Employee Detail' lists 'Next of Kin', 'My Contact Details' (selected), and 'Dependents'. The 'My Contact Details' section contains a table with contact information:

Icon	Field Name	Value	Tools
✉	Email Address	a.user@nuim.ie	⚙️
☎	Home Phone No.		⚙️
📱	Mobile		⚙️
✉	Secondary Email		⚙️
👤	Work Extension	9876	⚙️

Below the table is a pagination bar: « < 1 of 1 > » and a refresh icon. To the right, it says 'Displaying 1 - 5 of 5'. Underneath is the 'My Address Details' section with a 'Default Address' field containing '123 The Street The Town The County X01 Y123 IRELAND' and a 'Tools' icon. A second pagination bar at the bottom shows « < 1 of 1 > » and a refresh icon, with 'Displaying 1 - 1 of 1' on the right.

On the **My Contact Details** screen you can enter and update your **Home Phone No.**, **Mobile**, **Secondary Email** and **Address** details.

To enter or update any of these, click on the arrow next to the **Tools** icon  and select **Click to edit contact details**. A new window will pop up, enter the respective details and click **Save**. (Note, your **Email Address** and **Work Extension** cannot be edited.)

The 'Edit Contact Info' window is a modal dialog with a blue header and a close button. It contains a form with a label 'Home Phone No.' and a text input field containing '01-2345678'. At the bottom right, there is a 'Save' button with a floppy disk icon.

Dependents

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

The screenshot shows the 'corehr' interface. At the top, there's a header with the 'corehr' logo and 'DASHBOARDS' with a dropdown arrow. Below this is the Maynooth University logo and name. The main header area displays a user profile for 'A User', an Administrative Officer II, Finance, located at RIVERSTOWN LODGE. A sidebar menu on the left is titled 'Employee Detail' and includes options: 'Next of Kin', 'My Contact Details', and 'Dependents' (which is highlighted with a right-pointing arrow). The main content area is titled 'My Dependents' and features a blue button labeled 'View dependent details'. Below this is a table with columns: Name, Date of Birth, Gender, Relationship, Country of Birth, Nationality, and an empty column. The table currently shows 'No details to display'. At the bottom right of the table area is a button labeled '+ Add New'.

On the **My Dependents** screen you can view the **Name***, **Date of Birth***, **Gender***, the **Relationship*** of your dependent to you, **Country of Birth***, **Nationality*** and **Child No** of all your dependents.

To add a dependent, click on **Add New**.

* All data inputs marked with an asterisk are required fields.

You will be brought to a new screen, enter the **Name**, **Gender**, **Date of Birth***, **Relationship**, **Country of Birth**, **Nationality** and **Child No**, click **Save**.

corehr DASHBOARDS A USER

Maynooth University
National University of Ireland Maynooth

A User
Administrative Officer II, Finance
RIVERSTOWN LODGE

Employee Detail

- Next of Kin
- My Contact Details
- Dependents**

My Dependents

Dependent Details

Name: Anne Gender: Female

Date of Birth: 09/05/2001 Relationship: Daughter

Country of Birth: Ireland Nationality: Irish

Child No: 1

Additional Detail

Comments:

Save Close

* When entering a **Date** you will be asked to select the Month and Year first. Once you have selected the correct Month and Year, click **OK** and then you can select the Day.

Date of Birth: 26/10/2012 Relationship: Relationship

Country of Birth: Country of Birth Nationality: Nationality

Child No: Child No


Additional Detail


Comments: Comments

OK Cancel

Once you have clicked **Save**, you will be brought back to the **My Dependents** screen, where the details you have entered are displayed.

The screenshot shows the 'corehr' interface. At the top, there's a header with the 'corehr' logo and 'DASHBOARDS' with a dropdown arrow. Below this, the 'Maynooth University' logo is visible. The main header area displays a user profile for 'A User', an 'Administrative Officer II, Finance' located at 'RIVERSTOWN LODGE'. A sidebar on the left under 'Employee Detail' has three options: 'Next of Kin', 'My Contact Details', and 'Dependents' (which is selected and has a right-pointing arrow). The main content area is titled 'My Dependents' and contains a 'View dependent details' button. Below this is a table with one row of data for a dependent named 'Anne'. The table has columns for Name, Date of Birth, Gender, Relationship, Country of Birth, and Nationality. A 'Tools' icon (a gear) is located at the end of the row. At the bottom right of the main content area, there is a '+ Add New' button.

Name	Date of Birth	Gender	Relationship	Country of Birth	Nationality	
Anne	09-May-2001	Female	Daughter	Ireland	Irish	

To edit the details of an existing dependent click on the arrow next to the **Tools** icon  and select **View/Edit**.

Qualifications

The **Qualifications** menu contains details of **Qualifications**.

Qualifications

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

The screenshot shows the 'corehr' interface. At the top, there's a header with the 'corehr' logo and 'DASHBOARDS' with a dropdown arrow, and a user profile 'A USER' with a circular icon. Below the header, the 'Maynooth University' logo is visible. The main content area features a user profile for 'A User', an 'Administrative Officer II, Finance' located at 'RIVERSTOWN LODGE'. A sidebar on the left contains a menu with 'Employee Detail', 'Qualifications', and 'Qualifications' (highlighted with a graduation cap icon). The main panel is titled 'My Qualification Details' and includes a blue button 'View your Qualification details here.' Below this is a table with columns: 'Qualification', 'Course Name', 'Date From', 'Date To', 'Result', and an empty column. The table currently shows 'No details to display'. At the bottom right of the table area is a '+ Add Qualification' button.

Qualification	Course Name	Date From	Date To	Result	
No details to display					

To add a qualification, click on **Add Qualification** on the **Qualifications** screen.

On the **Qualifications** screen you can enter **Basic Details** and **Course Details** of your qualifications.

Basic Details:



- Select your qualification i.e. Diploma, PhD etc. from the **Qualification** drop-down menu.
- Select the level of your qualification i.e. NFQ (National Framework of Qualifications*) Level 07 etc. Enter the course name of your qualification i.e. Computer Science, in the **Course Name** free-text box.
- Enter the result you achieved i.e. 2.1 etc. in the **Result** free-text box.
- Select the Higher Education Institute you attended from the **University** drop-down menu.
- Select the Country of the Higher Education Institute you attended from the **Country** drop-down menu.
- Select your Academic Disciplines from the **Academic Disc. 1** and **Academic Disc. 2** drop-down menus.
- Select your awarding body from the **Awarding Body** drop-down menu.
- Please ignore the **N/A** field as this is a further field under development.

Note: Where a drop-down menu has many entries, you can enter the first letter of the item you are searching for and you will be brought the first alphabetical entry for that letter, i.e. entering 'I' in the Country drop-down menu will allow you to find Ireland more quickly **or** you can also use the % functionality to enter part or all of a word contained in the item you are searching for, i.e. entering '%oxford' in the University drop-down menu will allow you to find University of Oxford 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 and the list will be amended.

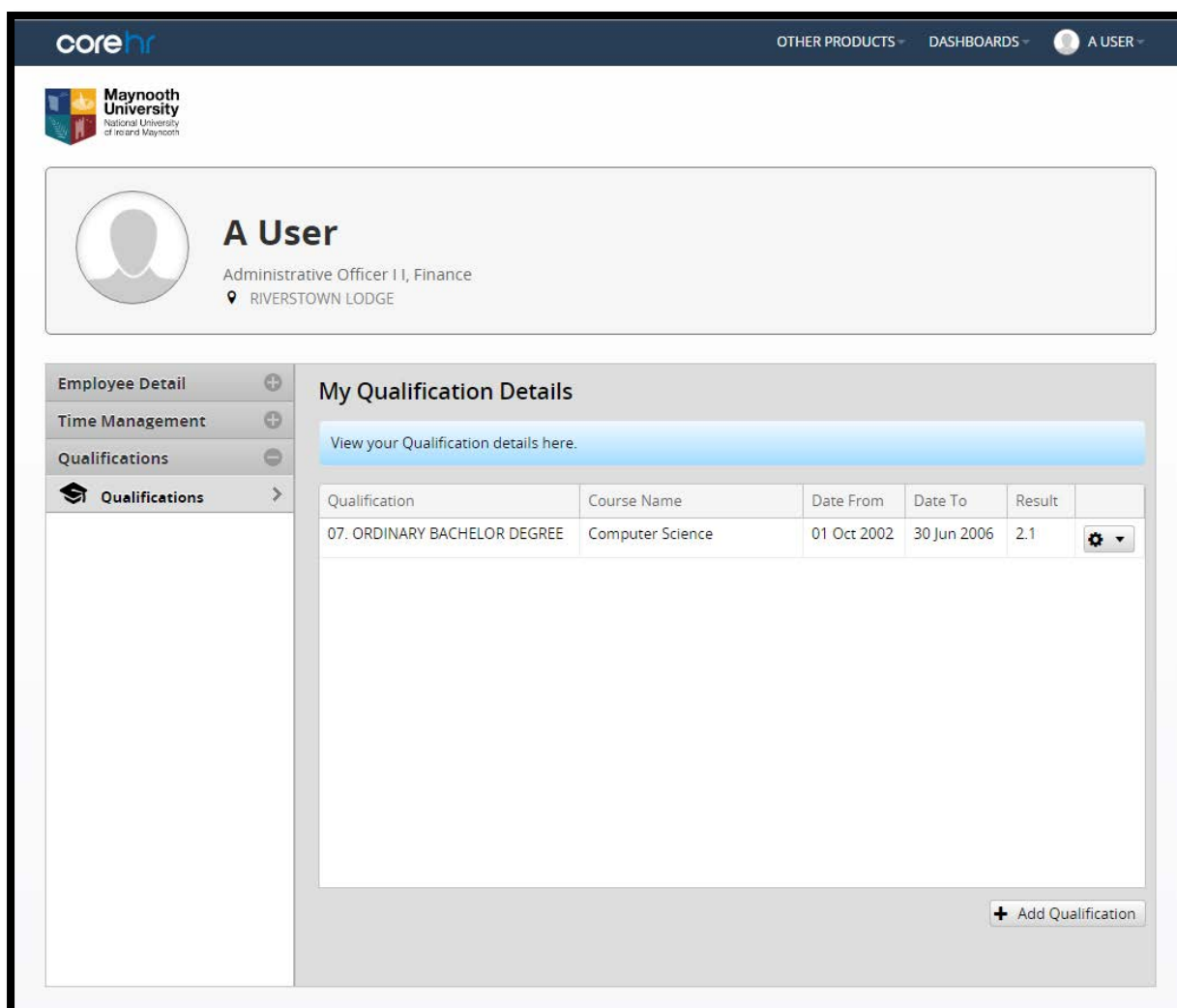
Course Details:

- Select the **Date From** and **Date To** of your course from the **Date** icon .
- Select the **Duration** of your course in **Days, Months, Years**.
- Select your **Conferral Date** and **Graduation Date** of the course from the **Date** icon .


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


Once you have entered your data, click **Save**.

Once you have clicked **Save**, you will be brought back to the **My Qualifications** screen, where the details you have entered are displayed.



The screenshot displays the 'corehr' interface. At the top, there are navigation links for 'OTHER PRODUCTS', 'DASHBOARDS', and a user profile 'A USER'. Below this is a header for 'Maynooth University National University of Ireland Maynooth'. The main content area shows a user profile for 'A User', an Administrative Officer II in Finance, located at Riverstown Lodge. A sidebar on the left contains navigation options: 'Employee Detail', 'Time Management', 'Qualifications', and 'Qualifications' (selected). The main panel is titled 'My Qualification Details' and contains a table of qualifications. The table has columns for 'Qualification', 'Course Name', 'Date From', 'Date To', 'Result', and 'Tools'. One qualification is listed: '07. ORDINARY BACHELOR DEGREE' in 'Computer Science' from '01 Oct 2002' to '30 Jun 2006' with a result of '2.1'. A 'Tools' icon (gear) is visible next to the qualification. At the bottom right, there is a button labeled '+ Add Qualification'.

Qualification	Course Name	Date From	Date To	Result	Tools
07. ORDINARY BACHELOR DEGREE	Computer Science	01 Oct 2002	30 Jun 2006	2.1	

You can edit or delete your **Qualification** by clicking on the **Tools** icon  and selecting **edit qualification details** or **edit qualification details**.

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

Appendices

Appendix 1: Irish National Framework of Qualifications

