

[Making an Hourly/Unit Based Timesheet Claim - Claimant](#)

Step 1: Logging into Portal

When Human Resources have activated you on the HR system you will receive your MU staff email address and password from IT Services.

Login to Core Portal: <http://mu.ie/hrportal>

If you are already logged into O365 with your staff email account, you will automatically be logged into the portal otherwise you will be prompted for your login credentials (Enter your email address and password)

Note for staff with student IT Accounts

If you also have a student account and are already logged into O365 with this account, you can open a private/incognito window in your browser to ensure that you log into portal with your staff email address. Depending on the browser you use, the instructions for opening a private browser window will be different, please see below:

- * Google Chrome: Use the key combination Ctrl+Shift+N OR select the three stacked dots in the top-right-hand corner of the browser window and select New incognito window
- * Firefox: Use the key combination Ctrl+Shift+P OR select the three stacked lines in the top-right-hand corner of the browser window and select New private window
- * Edge: Use the key combination Ctrl+Shift+P OR select the three dots in the top-right-hand corner of the browser window and select New InPrivate window

Step 2: Creating a New Timesheet

Click on Hourly Timesheets, under Employee Dashboard and Add.

Select the department relevant to the Claim by clicking the change Department icon.

PPS No	4411224A	Department/Division	Computer Science 
Hours	N/A	Hourly Rate of Pay	N/A
Employee Home Address	Main St, Maynooth, Co Kildare		

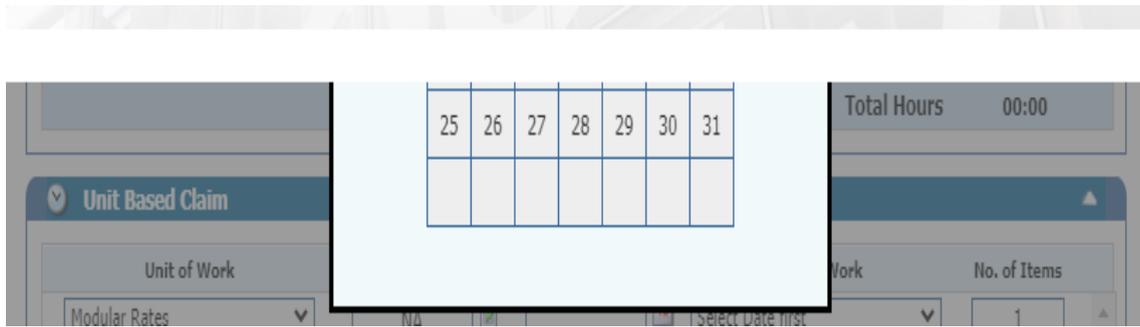
Claimant can review their Bank Details, but not add or amend. If you need your Bank Details amended, please contact HR.

Bank Details		
BIC	BOFIE2DXXX	Bank Address
IBAN	*****52	

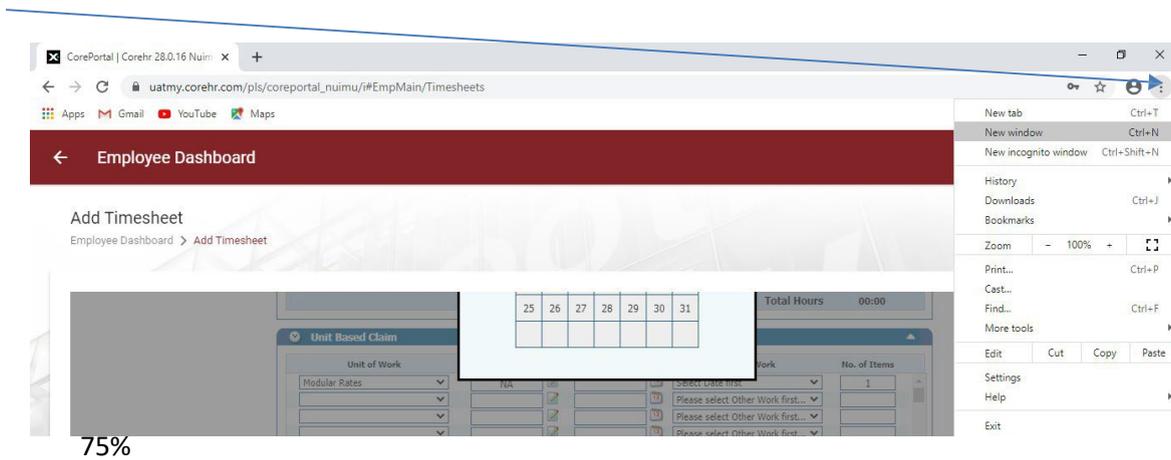
To claim for Hourly Based Rates:

- Select Hourly based rates from a drop-down menu
- Enter the module code: click on the  icon and enter the first few digits of the code or first few letters of the Department. In the case of Administrative work and work not linked to a module enter "not" and select N/A not applicable.
- Date of the claim

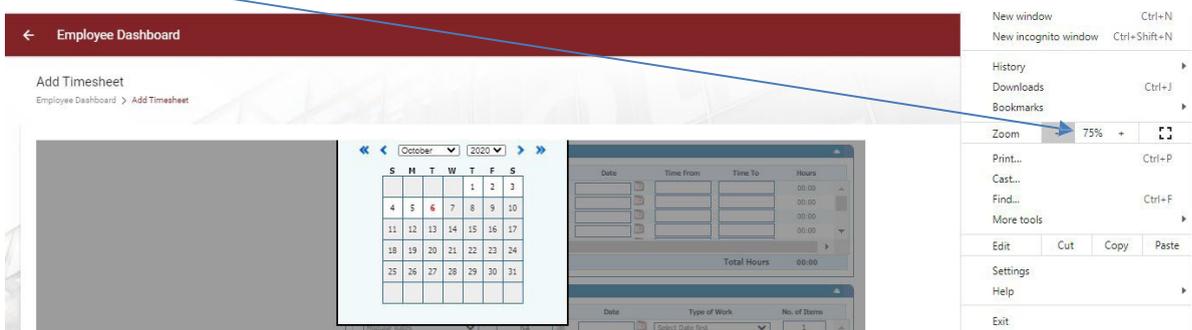
We recommend using Chrome browser. Please note depending on your screen resolution you may not see the full calendar when you click on it initially. You may see the following:



If this happens you will need to zoom out by going to the zoom screen and reducing to 75%. Click here



75%



- Time From and Time To. The system operates on a 24-hour clock. **When entering hours for a full day you must enter hours for the morning and (if applicable) the afternoon separately. You cannot claim for lunch break.**
- The hours will automatically calculate.

Hourly Based Claim						
Hourly Rate	Module Code	Date	Time From	Time To	Hours	
Demonstrations Inter €18.33	CFSS002	08/06/2017	10:00	11:00	01:00	▲
					00:00	
					00:00	
					00:00	
					00:00	▼
Total Hours					01:00	

To claim for Unit Based Rates:

- Select unit-based rates from a drop-down menu. Rates are categorised under Correction of Scripts, Modular Rates Standard etc. Please choose rate required as agreed with the Department you are working for, from the drop-down menu available under Type of Work, select quantity under No. of Items.
- Modular Rates: Rates are set up as a **weekly** amount as a module is taught over 12 weeks. This is to ensure the correct allocation of PRSI weeks. No. of items will automatically populate as 1. Please claim on a monthly basis. To claim on a monthly basis for four weeks, please enter four lines, select Modular Rates under Unit of Work, Module code, Week Ending Date, and the weekly amount applicable under Type of Work.

Unit of Work	Module Code	Date	Type of Work	No. of Items
Modular Rates Standard	AN111	06/11/2020	€3,600 18-24hrs €300	1
Modular Rates Standard	AN111	13/11/2020	€3,600 18-24hrs €300	1
Modular Rates Standard	AN111	20/11/2020	€3,600 18-24hrs €300	1
Modular Rates Standard	AN111	27/11/2020	€3,600 18-24hrs €300	1
			Please select Other Work first...	
Total Items				4

- Orals Per Hour Rate: Available under Orals and Practicals under Unit Based Rates

Unit of Work	Module Code	Date	Type of Work	No. of Items
Orals And Practicals	AN111	02/04/2021	Orals P/H €19.05	1

Step 3: Submit Timesheet

- Please ensure that the correct Approvers 1 and 2 are selected. To select different Approvers within the Department please select from the drop-down menu, if applicable
- Place a tick in the declaration Box and click on SubmitTimesheet.
- When you click on Submit Timesheet, an email is sent to the Approver 1.
- Approver 1 then enters the rate, project code and cost centre and submits to Approver 2 for approval (or rejection)
- If Approver 1 or 2 rejects a timesheet you will receive an email notification requesting you to login, amend and resubmit.
- Please note you can also select the “save for later” option.

Approver 1 Approver 2

Employee Comments - please use icon on right to expand

Declaration: I confirm that all the above information is accurate and correct as of Mon Aug 17 2020 @ 16:22:29

- When you select “Submit Timesheet” you will see the message below on your screen informing you that your timesheet has been submitted.

Hourly Timesheet Input

Your timesheet has been submitted for approval.

Save for Later Option:

If you choose the “save for later” option when you log in, you will see that the status is “Saved”. You can use this option if you wish to record hours worked on a weekly basis and submit them on or before the cut-off date.

ID	Appt ID	Date Range	Totals	Approvers	Created	Status	
302	--	6 Dec 2016 to 6 Dec 2016	1 hr, 0 mins	J User Lecturer H User Head of Department	26 Jul 2017 Today	Saved 26 Jul 2017 @ 15:27	

ID	Appt ID	Date Range	Totals	Approvers	Created	Status	
02	--	6 Dec 2016 to 6 Dec 2016	1 hr, 0 mins	J User Lecturer H User Head of Department	26 Jul 2017 Today	Saved 26 Jul 2017 @ 15:27	
95	--	4 Jul 2017 to 4 Jul 2017	1 hr, 0 mins	J User Lecturer H User Head of Department	24 Jul 2017 2 Days Ago	Approved Level... 25 Jul 2017 @ 12:30	

When you click on the drop-down menu on the cogwheel you will have the option to view, edit or un-submit. The timesheet can be submitted by clicking on the declaration box and selecting the “submit timesheet” option.

Key Points:

- You can check the live status of your timesheet claim(s) under Hourly Timesheet Summary screen.
- The system operates on a 24-hour clock.
- You cannot claim for work in the future.
- When entering hours for a full day you must enter in hours for the morning and (if applicable) the afternoon hours separately. **Please note you are not paid for lunch hour.**
- Only enter Claims relating to the same Department and Cost Centre. Mixing claims that relate to different Department and Cost Centres will make them impossible to approve by Department Administrators and Heads of Department resulting in the claim being rejected.
- You must have a username and password to access the online facility.
- ⓘ **Please note that if you enter duplicate dates/times in error that the system will allow you to continue and enter several lines. When you try to submit the timesheet an error message will appear, and you will lose the details that you have entered.**

APPENDIX 1 – Research funded occasional pay timesheets

Effective from 1st October 2023 the University will proceed with the implementation of research related occasional pay timesheets via Employee Self Service (ESS) portal. To accommodate this transition to ESS, the additional rates below are now available on ESS, to complement the suite of existing Occasional Pay Rates as published on Payroll Office website.

Hourly Rate	Module Code	Date	Time From	Time To	Hours
Res Asst Level 1 €15.16	NA	04/09/2023	10:00	12:00	02:00
Res Asst Level 2 €17.64	NA	05/09/2023	09:00	11:00	02:00
Postdoc Researcher €21.77	NA	06/09/2023	14:00	16:00	02:00
Sen Postdoc Res €25.79	NA	07/09/2023	15:00	17:00	02:00
					00:00
Total Hours					08:00

The below guidance refers to externally/internally funded research accounts (RS/GR type), where paper-based forms were accepted prior to Sept 23. The approval steps outlined below apply not only to the newly published research rates but also to other administrative/lecturer rates that may occasionally be used on specific externally/internally funded research accounts.

Please note the following:

- Please follow Step 2 above to create a new timesheet.
- Select Research hourly rate from the drop-down menu under Hourly Rates. The rates available are Research Asst Level 1, Research Asst Level 2, Postdoc Researcher and Senior Postdoc Researcher. Alternatively, you can select another more appropriate rate.
- For Module code: click on the  icon and enter “not” and select N/A not applicable.
- Time From and Time To. The system operates on a 24-hour clock. When entering hours for a full day **you must enter hours for the morning and (if applicable) the afternoon separately. You cannot claim for lunch break.**
- The hours will automatically calculate.
- Please note that the approval process differs for externally/internally funded research accounts. Ensure that the correct approvers have been selected from the drop-down menu for Approver 1 and 2. Approver 1 will be the departmental or institute/centre administrator. Approver 2 will be the **Principal Investigator (PI) / Business Unit Holder** of the research account. See below summary for further detail:

ESS Role	Approvers	Comment
Approver 1	Departmental Administrators or Research Institute/Centre Administrators	Departmental Administrators will continue acting as Approver 1 in the majority of cases. Where a research grant is affiliated via a Research Institute/Centre, centre administrators will also be set up on ESS as Approver 1 effective from Oct 23.
Approver 2	1) Internal Research Accounts (GRA, RIF): Research Accounts BU holders External 2) Research Accounts: Principal Investigators	Departmental RIF accounts – HODs are already set up as Approver 2. Research Institute/Centre accounts Directors will be set up as Approver 2. PIs that approved timesheets during 22/23 will be initially set up as Approver 2. Any new Approvers will be set on request to payroll@mu.ie .

- In the Comments box please provide the BU (Business Unit) number, which you must obtain from the Principal Investigator. The Comments Box is available under the Approvers drop-down menus. Click on the icon on the right to expand the Comments box.

Approver 1	<input type="text" value="William Cannon"/>	Approver 2	<input type="text" value="Thomas Kenny"/>
Employee Comments - please use icon on right to expand 			
Declaration: <input type="checkbox"/> I confirm that all the above information is accurate and correct as of Tue Sep 12 2023 @ 15:55:5			

Employee Comments - please use icon on right to expand

Please enter your comments on this timesheet in the box below

PLEASE ENTER BU HERE

Please Follow Step 3 above to submit the timesheet