



Manual for online expenses and timesheets

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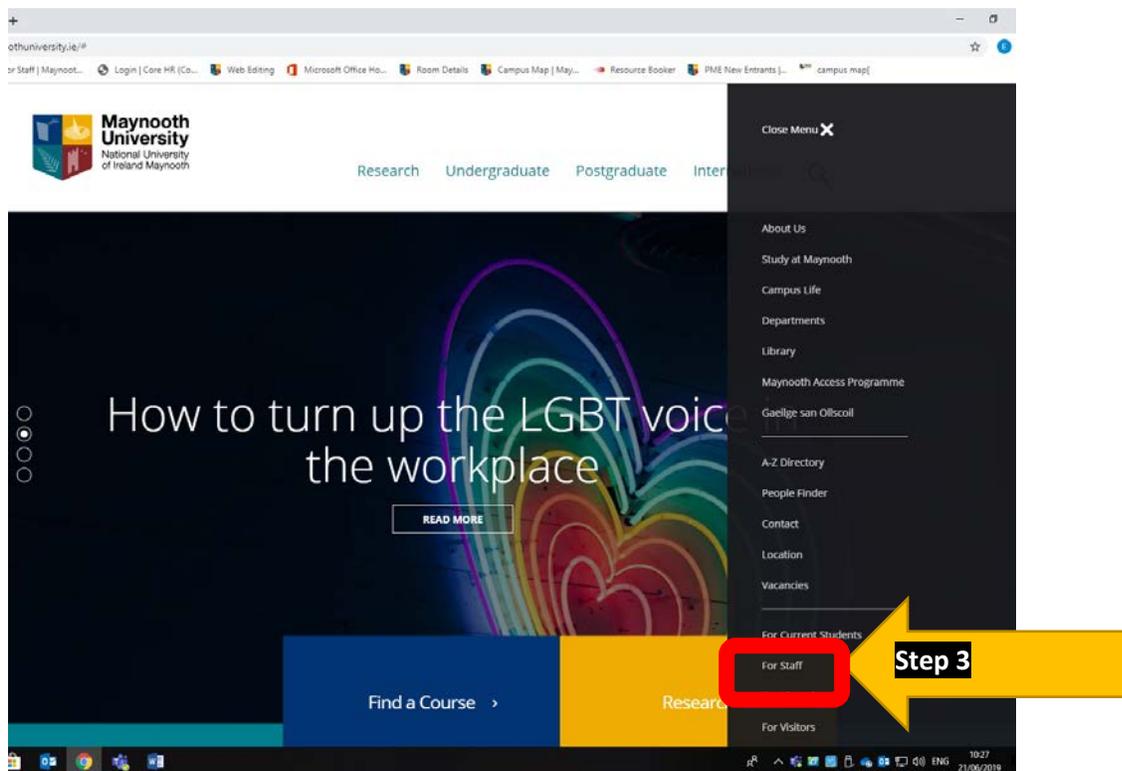
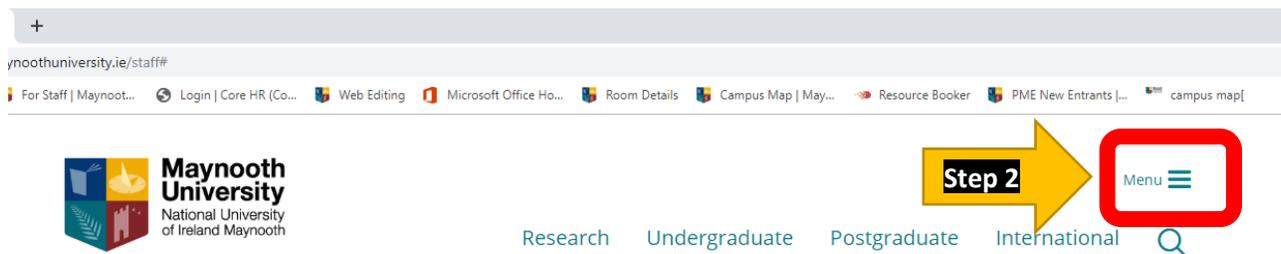
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Login to the System

Step 1. Visit the Maynooth University Webpage available [here](#).

Step 2. Select “Menu”

Step 3. Select “For Staff”



Step 4. Select “HR Portal” and login to system

The screenshot shows a web browser window with the URL `othuniversity.ie/staff`. The browser's address bar and tabs are visible at the top. The main content area features a large banner for the "2019 Staff Recognition Awards" with a photograph of a group of people. Below the banner is a navigation menu with two columns of links. The "HR Portal" link in the first column is highlighted with a red box, and a yellow arrow labeled "Step 4" points to it. To the right of the menu are two larger sections: "Curriculum Initiative" and "Partnership Committee", each with a corresponding image. The Windows taskbar is visible at the bottom of the screen.

Administration	Staff Support Services	Curriculum Initiative >
Important Term Dates	Forms for New Employees	
Examinations & Timetabling	IT Support	Curriculum Initiative
Human Resources	Academic Teaching & Learning	Partnership Committee >
HR Portal	Moodle for Staff	
Staff Job Opportunities	Library	
Payroll	Access Support	
Campus Services	Health & Safety	

Car Set Up

Step 1. Log onto the Core Portal Login page available [here](#)

Step 2. Select “Expenses” Tab

Step 3. Select widget beside “My Primary Car”

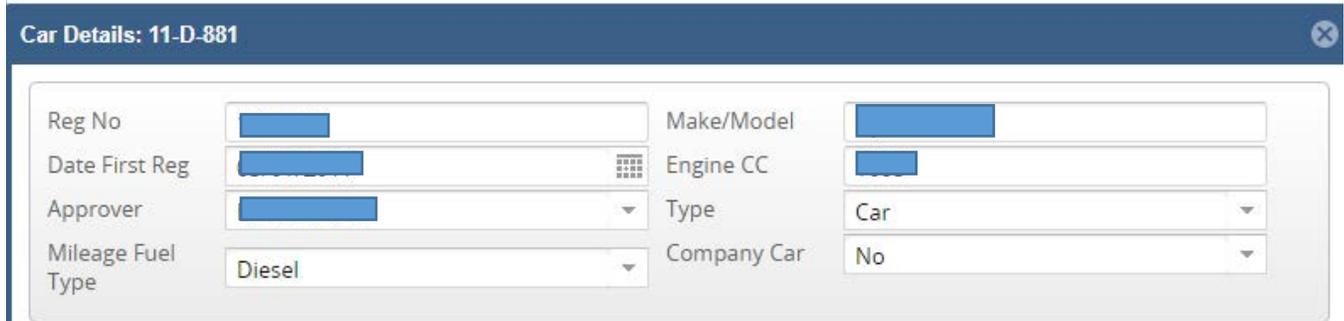
The screenshot shows the Core Portal interface. On the left sidebar, the 'Expense' tab is highlighted with a red box and a yellow arrow labeled 'Step 2'. The main content area features a 'My Primary Car' widget with a gear icon highlighted by a red box and a yellow arrow labeled 'Step 3'. Below the widget, there is a 'Recent Expenses' bar chart and a 'Year To Date' summary showing 250.00 for the period 01-October-2016 to 30-September-2017.

Category	Amount
Mileage	.00
Subsistence	.00
Other	250.00
Total	250.00

Step 4. Select “Create Car”

The screenshot shows the 'My Primary Car' widget with a dropdown menu open. The 'Create Car' option is highlighted with a red box and a yellow arrow labeled 'Step 4'. Other options in the menu include 'Manage My Cars' and 'View Mileage for Current Year'.

Step 5. Fill in Car Details

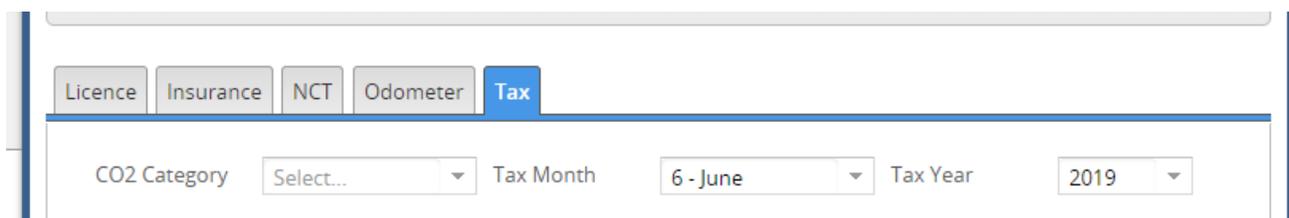


Car Details: 11-D-881

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	<input type="text" value="Car"/>
Mileage Fuel Type	<input type="text" value="Diesel"/>	Company Car	<input type="text" value="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

Step 6. Fill in driving details

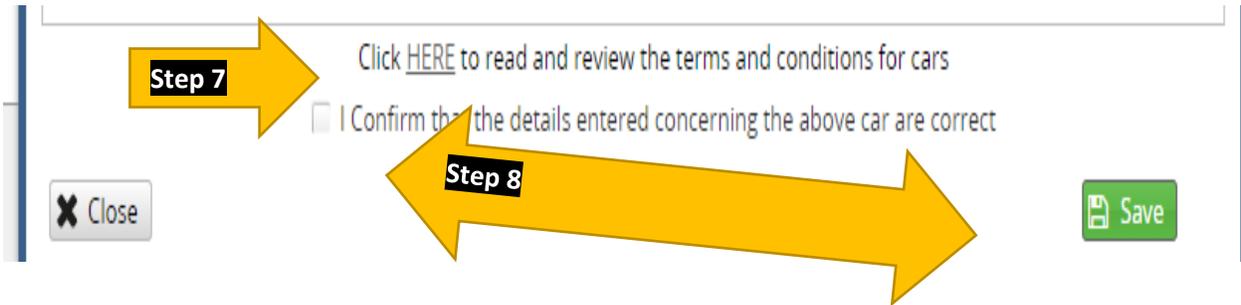


Licence Insurance NCT Odometer Tax

CO2 Category Tax Month Tax Year

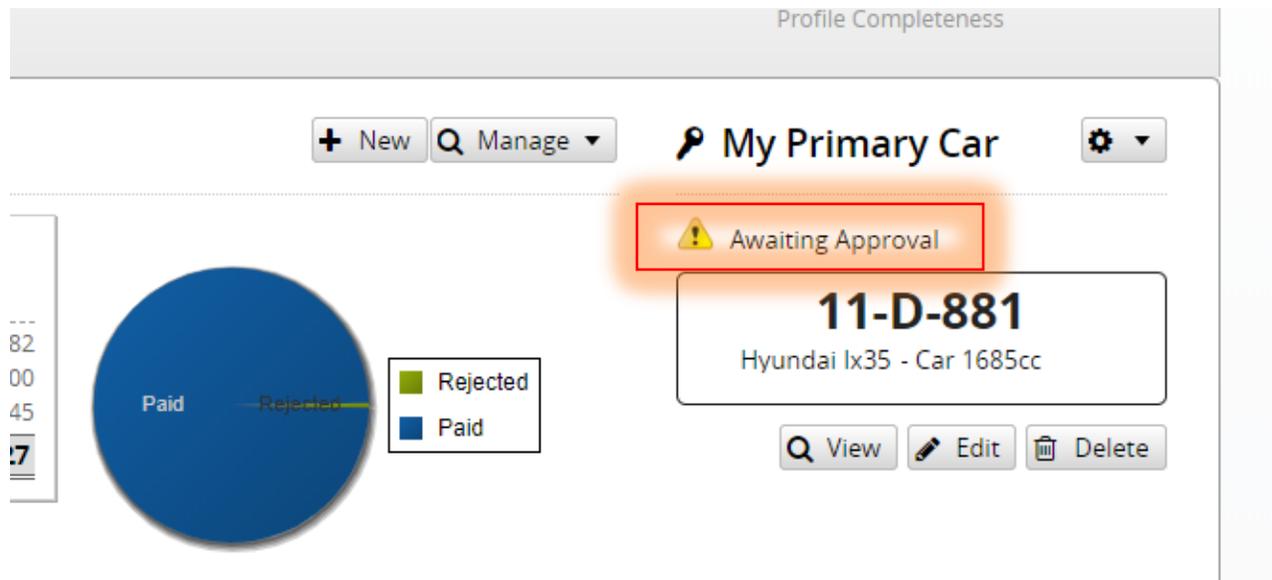
- **Licence** – Must be updated when it expires
- **Insurance** - Must be updated when it expires
- **Tax** - Must be updated when it expires

Step 7. Read Terms and Conditions



Step 8. Confirm and Save

Your car has now been sent for approval and you can see this in the screen grab below. You will be notified 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 page available [here](#)

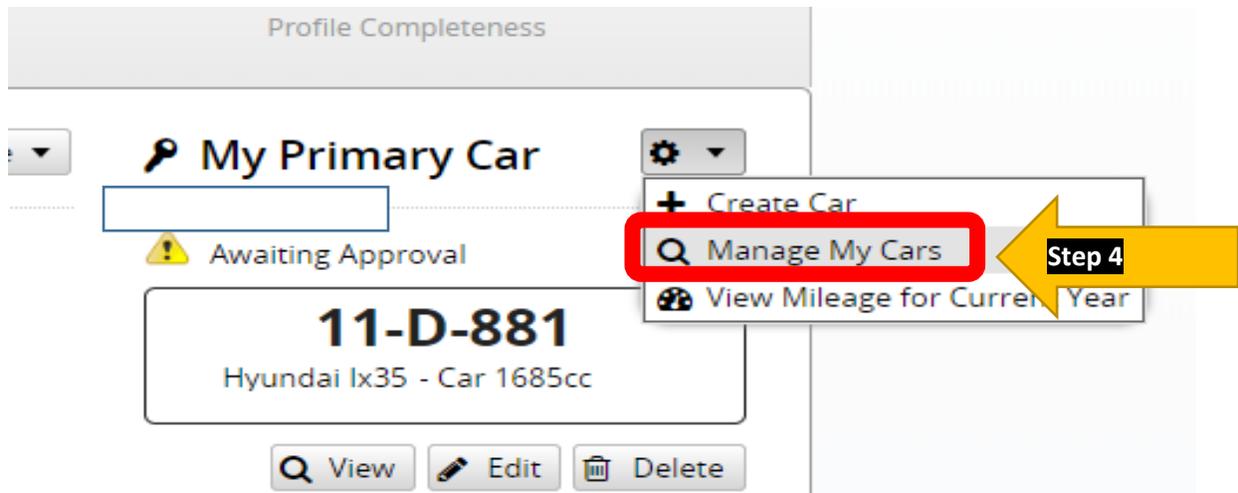
Step 2. Select “Expenses” Tab

Step 3. Select widget beside “My Primary Car”

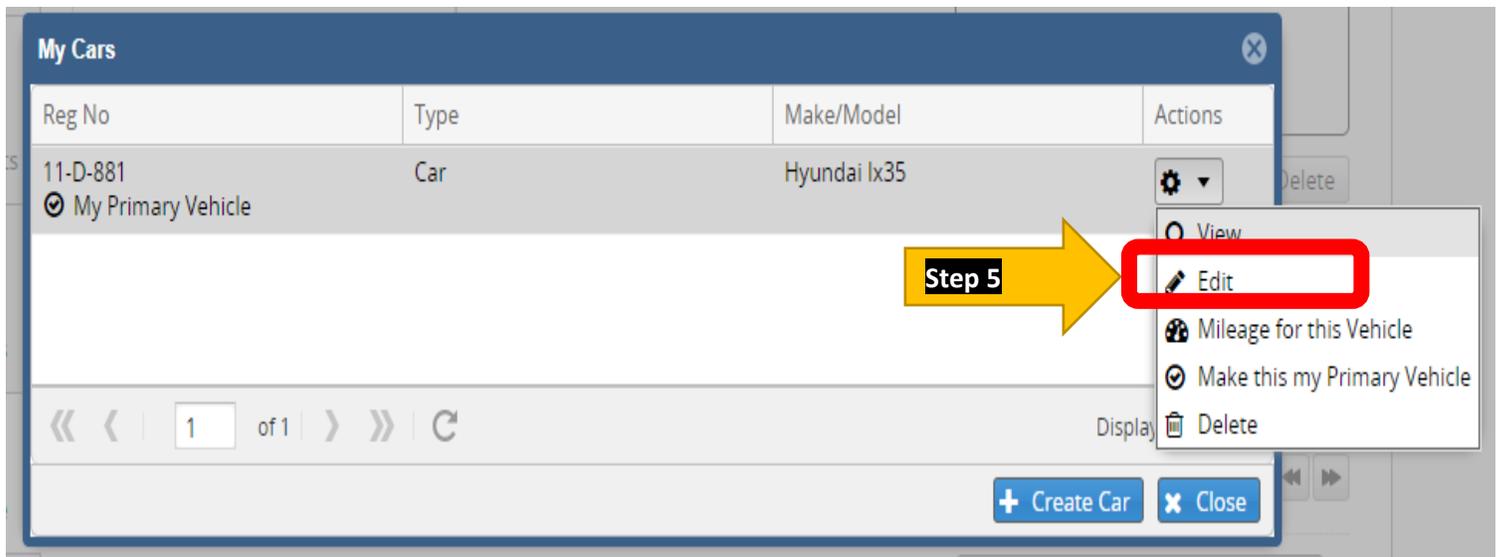
The screenshot displays the 'My Expense Reports' dashboard. On the left sidebar, the 'Expense' icon is highlighted with a red box and a yellow arrow labeled 'Step 2'. In the top right corner, the 'My Primary Car' widget has a gear icon highlighted with a red box and a yellow arrow labeled 'Step 3'. The main content area shows a 'Paid' report for 'Conference Dublin Exp' on Wednesday 12th Apr 2017, with a total of 250.00. Below this is a 'Recent Expenses' bar chart and a 'Year To Date' summary for 01-October -2016 - 30-September-2017 showing a total of 250.00.

Category	Amount
Mileage	.00
Subsistence	.00
Other	250.00
Total	250.00

Step 4. Select Manage My Cars



Step 5. Updating car details – select “Edit”



The screenshot shows a web form for car details. At the top, there are five tabs: 'Licence', 'Insurance', 'NCT', 'Odometer', and 'Tax'. The 'Licence' tab is highlighted in blue and is also enclosed in a red rectangular box. Below the tabs, there is a form with an 'Expiry' field containing '26/07/2027' and a 'Type' dropdown menu set to 'Select...'. Below the form, there is a link 'Click [HERE](#) to read and review the terms and conditions for cars' and a checkbox labeled 'I Confirm that the details entered concerning the above car are correct'. At the bottom left is a 'Close' button with an 'X' icon. At the bottom right is a green 'Save' button with a floppy disk icon, which is also enclosed in a red rectangular box. A yellow arrow labeled 'Step 6' points from the checkbox area towards the 'Save' button.

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

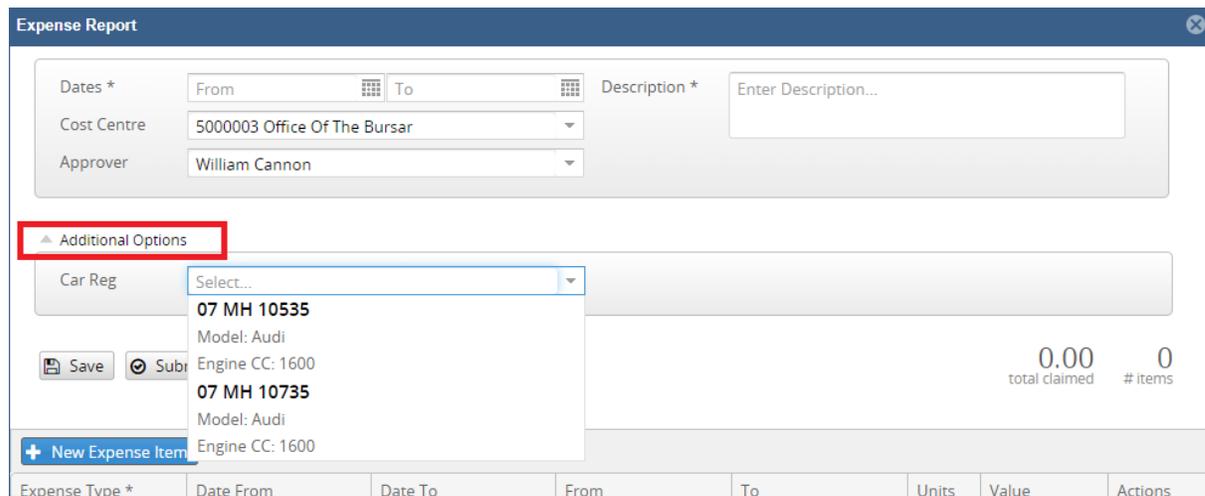
Step 6. NB you must press **save** to submit changes for approval

Points to notes

- You cannot make a claim for mileage until you have your car approved
- You cannot make a claim for mileage if any of your car details are out of date

I am trying to input Kilometres 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 with 'Model: Audi' and 'Engine CC: 1600'. The 'Save' and 'Submit' buttons are visible. The 'total claimed' is 0.00 and the '# items' is 0. The table below the form has columns for Expense Type, Date From, Date To, From, To, Units, Value, and Actions.

Expense Type *	Date From	Date To	From	To	Units	Value	Actions
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- If none of the above work please email expenses@mu.ie and we will revert back to you.

Claiming Expenses

Important points to note:

- Tolls are not covered
- Your claim must be from the shortest distance (your full home address or Maynooth University)
- All mileage claims **MUST be claimed within 3 months**. There is no facilitate to make claims outside this timeframe.

Step 1. Log onto the Core Portal Login page available [here](#)

Step 2. Select “Expenses” Tab

€ Paid Wednesday 12th Apr 2017

Conference Dubln Exp	
Mileage	.00
Subsistence	.00
Other	250.00
Total	250.00

Recent Expenses

Year To Date: 01-October-2016 - 30-September-2017

250.00

Expense

Step 2

Books, Conference, Accommodation

Step 3. Select “NEW”



Fiona Casey
Placement Officer, Education

75% Profile Completeness [Improve](#)

Pay **My Primary Car**

Step 3 → **+ New** | Manage

Teaching Council Meeting - Placement Working Group
Monday 20th May 2019

Mileage	
Subsistence	.00
Other	.00
Total	5

Recent Expenses **Year To Date**

Rejected
Paid

View Edit Delete

Step 4.

- Fill in dates from and to
- Fill in description (**Example - BSc Year 3 1st visits**)
- Fill in cost centre (**any travel undertaken to visit a student on placement must have the cost centre 1450002(PGDELM 1450033)**)
- Select Approver “Fiona Casey”
- Select Save

Expense Report

Dates * From To **Description ***

Cost Centre

Approver

▼ Additional Options

Step 4

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.

Select “New Expense Item”

▼ Additional Options

Save Submit

0.00 0
total claimed # items

+ New Expense Item ← **Step 5**

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

Step 6. Fill in the following details

Expense Details

If claiming in Non Euro Currency please tick here.

A Expense Type * **B** 75 Units **C** Location * 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

Options **E**

0.00 0
total claimed # items

- A. Expense type – Kilometers
- B. Units - 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 – PME Year 1 Placement visits
- 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 all the information is correct and accurate please 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	⚙️

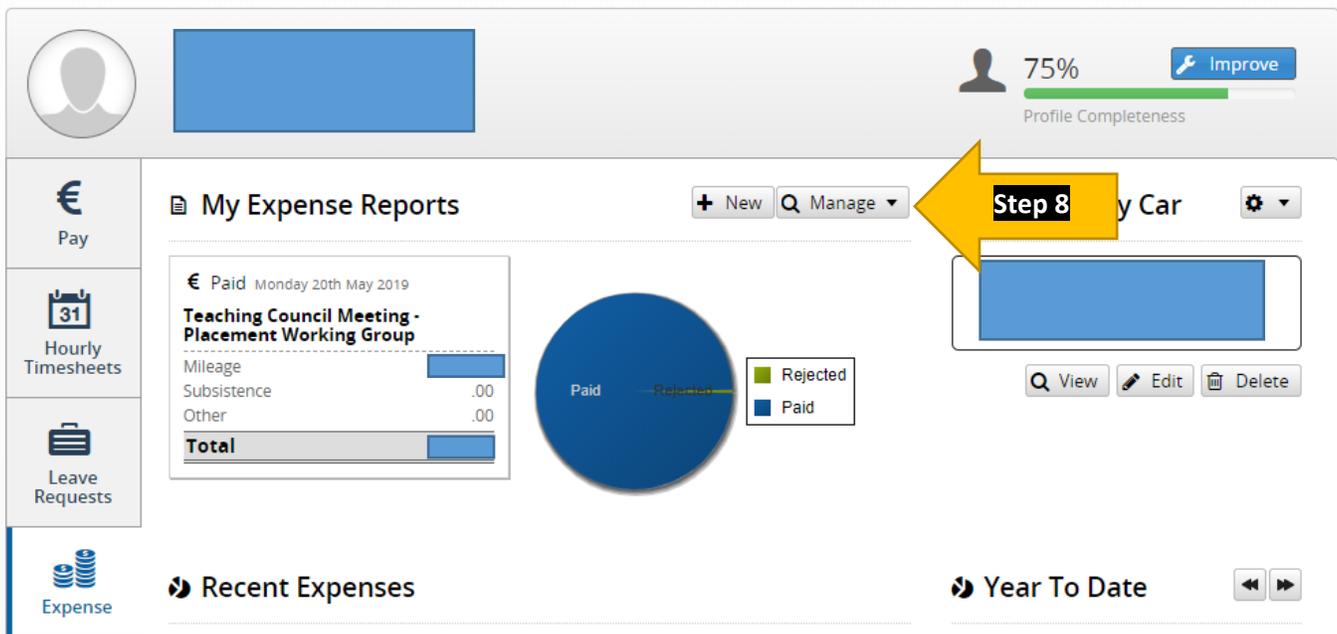
Accept Declaration

 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.

Step 8. – Approval

Once you have submitted your claim you can track its progress online. Go back to the main page and select “Manage”. Then choose “All Expense Reports”



My Expense Reports + New Q Manage

€ Paid Monday 20th May 2019
Teaching Council Meeting - Placement Working Group

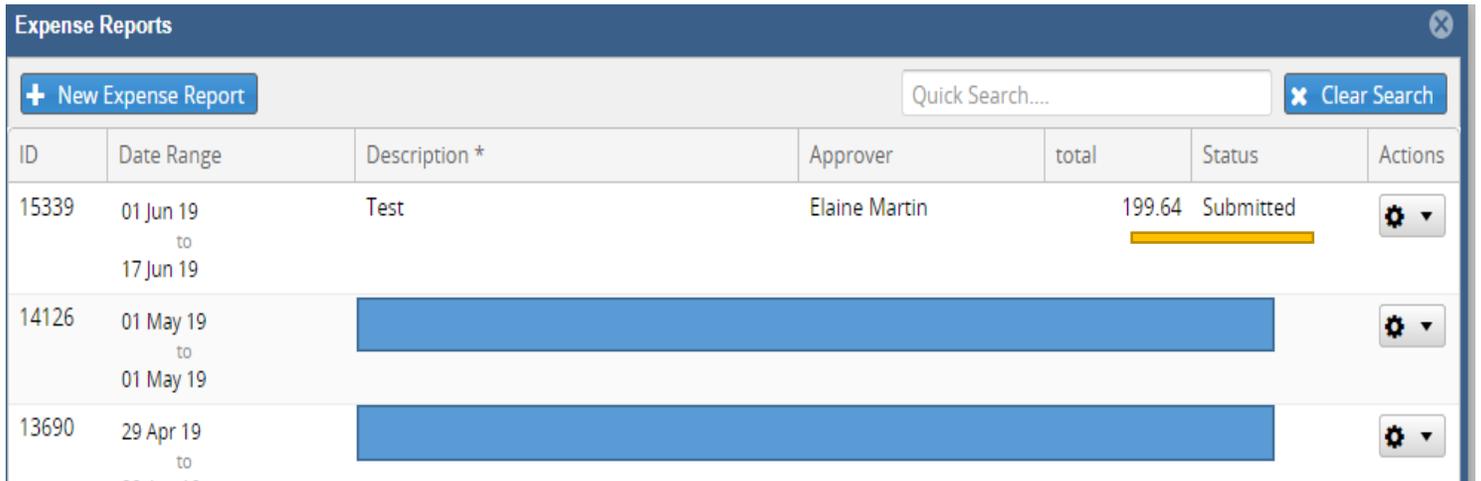
Mileage	
Subsistence	.00
Other	.00
Total	

75% Profile Completeness

My Car

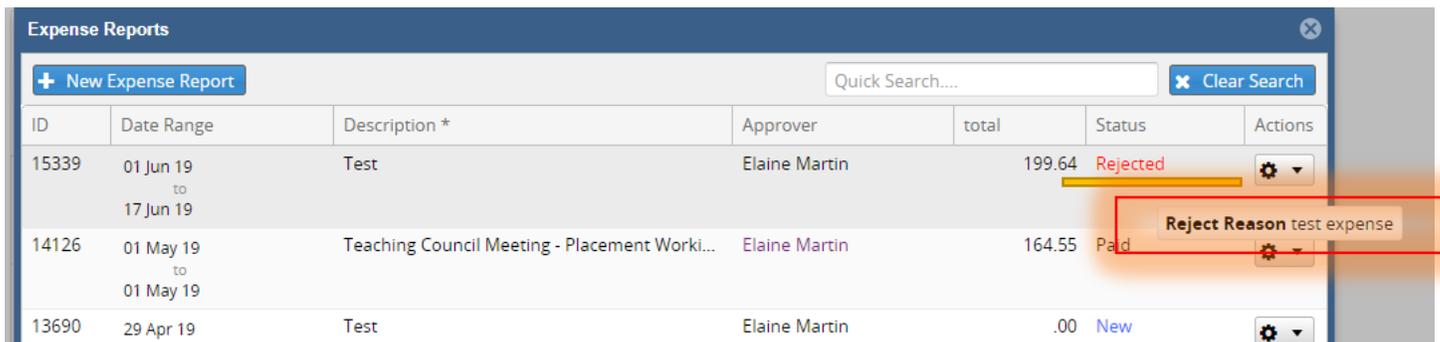
Recent Expenses Year To Date

This is the screen which will allow you to track your Claim



ID	Date Range	Description *	Approver	total	Status	Actions
15339	01 Jun 19 to 17 Jun 19	Test	Elaine Martin	199.64	Submitted	
14126	01 May 19 to 01 May 19	[REDACTED]				
13690	29 Apr 19 to 01 May 19	[REDACTED]				

If your claim is rejected you can see the reason here. You must hover over the word rejected and the reason will appear as in 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	

Further detail and guidance on how to use the system is available [here](#).

Claiming Timesheets

Important points to note:

- Timesheets should be submitted monthly. You cannot claim for work in the future.
- Timesheets must be submitted by 5pm on the second Friday each month to be included in that month's payment.
- Payment is made once per month on the 28th or previous working day if 28th falls on a weekend.
- The system operates a 24 hour clock.

Step 1. Log onto the Core Portal Login page available [here](#)

Step 2. Select "Hourly Timesheets" Tab

Step 3. Select "New"

The screenshot shows the Core Portal interface for Fiona Casey, a Placement Officer in Education. The user's profile completeness is 75%. The main section is titled "My Timesheets" and includes a search bar and a table of timesheet entries. The "Hourly Timesheets" tab is highlighted with a red box and a yellow arrow labeled "Step 2". The "+ New" button is also highlighted with a red box and a yellow arrow labeled "Step 3".

ID	Appr	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

Step 4. Hourly Timesheet Input

- Select Hourly Rate (Full details of rates is available on page 20)
- 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

The screenshot shows a web form titled "Hourly Based Claim". It features a table with the following columns: Hourly Rate, Module Code, Date, Time From, Time To, and Hours. There are five rows for data entry, each with a dropdown arrow for the Hourly Rate, a text box for Module Code, a date picker for Date, and text boxes for Time From and Time To. The Hours column shows "00:00" for each row. At the bottom right of the table, it says "Total Hours 00:00". Below the table, there are two approver dropdown menus: "Approver 1" with "Elaine Martin" selected, and "Approver 2" with "Sharon Todd" selected.

Step 5. Employee Comments

This is mandatory and must include a clear description of the work you are claiming for.

- **Example – 5 Placement visits for PME Year 1**
- **Example – 6 Hours lecturing and lecturing prep for ED611**
- **Example – Guidance review meeting**

Please tick “Declaration” and select “Submit Timesheet”

This screenshot shows the bottom portion of the form. It includes the same two approver dropdown menus as the previous screenshot. Below them is a section titled "Employee Comments - please use icon on right to expand" which contains a large text area for entering comments. A red box highlights this section. Below the text area is a "Declaration:" checkbox with the text "I confirm that all the above information is accurate and correct as of Tue Jun 25 2019 @ 10:57:19". At the bottom, there are two buttons: "Save For Later" and "Submit Timesheet".

Step 6. What can you claim:

- 1. Placement Visit** – You can claim 3 hours per visit at Tutorials Senior rate (€29.63 per hour)
- 2. Meetings** – You can claim for the duration of the meeting at Tutorials Senior rate (€29.63 per hour)
- 3. Written feedback** – You can claim 18 minutes per student at Tutorials Senior rate (€29.63 per hour)
- 4. Orla assessments and interviews** - You can claim for the duration of the interviews at Oral Examinations rate (€18.35 per hour)
- 5. Supervision of Med. & PME** – You can claim 3 installments at lecturing rate €33.90x4. You must include course and student name in comments.
- 6. Lecturing** – You can claim one hour lecturing pre for each hour lecturing. The same rate of €33.90 applies to both but they must be list separately as in image below:

Hourly Rate	Module Code	Date	Time From	Time To	Hours
Lecturing Prep €33.32					00:00
Lecturing €33.32					00:00
Lecturing Prep €33.32					00:00
Lecturing €33.32					00:00
					00:00

Step 7. Tracking your claim:

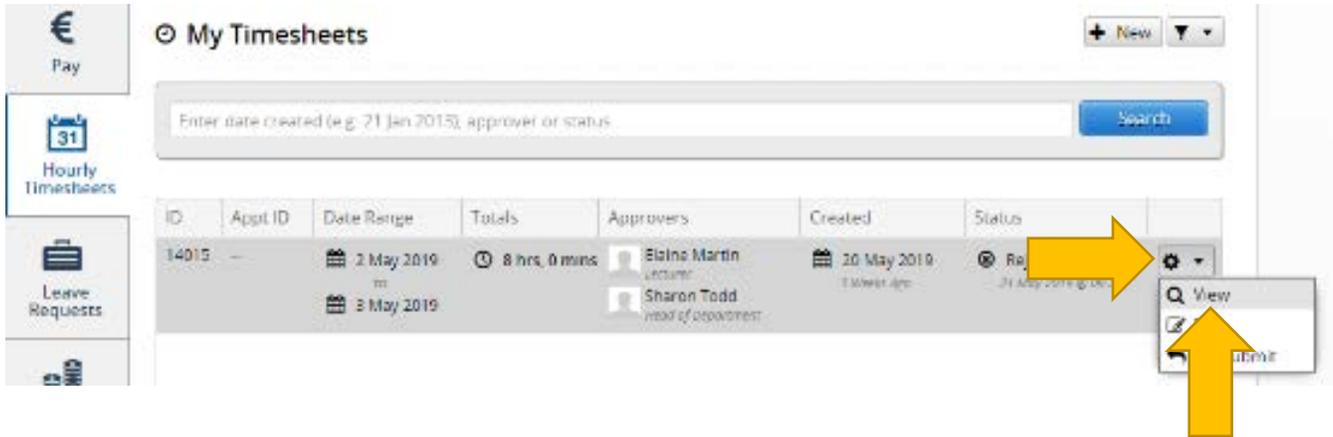
You can check the status of you claim on the Hourly Timesheets homepage.

My Timesheets

Enter date created (e.g. 21 Jan 2013), approver or status... Search

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”.



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

The screenshot shows the 'Hourly Based Claim' details page. It displays the current status as 'Rejected' and a table of claim entries. Below the table, it shows the approvers and a section for employee comments. The rejection reason is displayed at the bottom.

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.

Checklist before Submitting

Mileage

- Is the cost Centre correct: 1450002* (PGDELM 1450033)
- Are the dates for each journey accurate
- Have I filled in the description for each journey

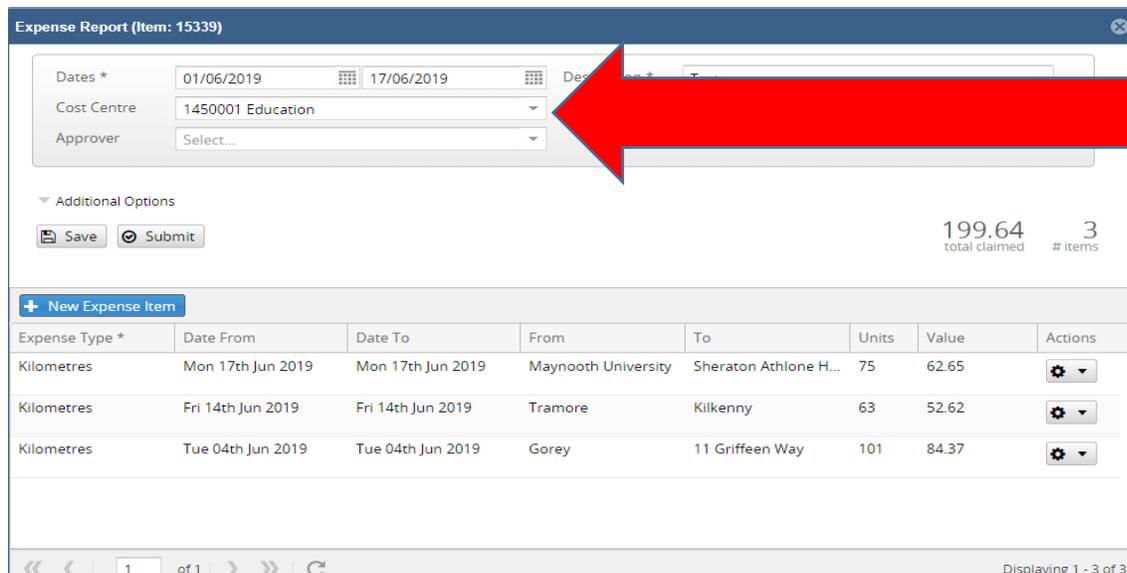
Timesheets

- Have I used the correct rate
- Have I selected the correct number of hours
- Have I put information in the employee comments

NB you must save changes before you resubmit.

*If the cost centre is incorrect you will need to amend for the overall journey and for each individual trip. Please see screen grab of this below.

Overall Journey



The screenshot shows an 'Expense Report (Item: 15339)' form. At the top, there are fields for 'Dates *' (01/06/2019 to 17/06/2019), 'Cost Centre' (1450001 Education), and 'Approver' (Select...). A large red arrow points to the 'Cost Centre' dropdown menu. Below these fields are 'Save' and 'Submit' buttons. On the right, it shows '199.64 total claimed' and '3 # items'. A table below lists three expense items, all of type 'Kilometres'. The table has columns for 'Expense Type *', 'Date From', 'Date To', 'From', 'To', 'Units', 'Value', and 'Actions'. The first item is for 75 units from Maynooth University to Sheraton Athlone H... for 62.65. The second is for 63 units from Tramore to Kilkenny for 52.62. The third is for 101 units from Gorey to 11 Griffeen Way for 84.37. At the bottom, there is a pagination bar showing '1 of 1' and 'Displaying 1 - 3 of 3'.

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	⚙️

Individual Trip

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

Cost Centre 1450001 Education

Options

199.64 total claimed 3 # items



Further detail and guidance on how to use the system is available [here](#).

Support is also available throughout the year. Please email Fiona.Casey@mu.ie.